

# FREQUENTLY ASKED QUESTIONS

AIIMS- DM/M.Ch&MD (Hospital Administration) Entrance Examination, July 2020 Session.

## Regarding: Registration, Payment and Choice of City

<p><b>Q1.</b></p> <p><b>Ans.</b></p>	<p><b>Where can I get the Prospectus of DM/M.Ch (3 Yrs)&amp;MD (Hospital Administration) Entrance Examination <u>July2020</u> Session for admission to AIIMS, New Delhi&amp; other AIIMS ?</b></p> <p>The Prospectus is ONLY available on the AIIMS website <a href="http://www.aiimsexams.org">http://www.aiimsexams.org</a>. No hard copies are available.</p>
<p><b>Q2.</b></p> <p><b>Ans.</b></p>	<p><b>How does one apply for the AIIMS-DM/M.Ch(3 Yrs) &amp;MD (Hospital Administration) Entrance Examination July 2020 Session?</b></p> <p>The Application can <b>ONLY</b> be submitted Online.</p> <ul style="list-style-type: none"><li>• Before you proceed with the application process, please ensure that you have a <b>valid Email ID</b> and <b>mobile number</b>.</li><li>• Visit the AIIMS website - <a href="http://www.aiimsexams.org">www.aiimsexams.org</a></li><li>• On the home page, click on ‘Academic Courses’ to select your desired course i.e. AIIMS-DM/M.Ch&amp;MD (Hospital Administration).</li><li>• Click on ‘<b>Prospectus</b>’ to download it, and read the instructions&amp; guidelines carefully before Registration.</li><li>• Click on <b>Registration/Login</b> link displayed on the left side of the page and then on “<b>Click Here</b>” button in New Registration Section. Please read the instructions carefully and Click on “<b>Proceed</b>” Button.</li></ul> <p><b>Online Registration is a <u>7 STEP</u> process</b></p> <p><b><u>STEP-1</u> Registration</b></p> <ul style="list-style-type: none"><li>• Please register yourself by filling up the requisite information <b>CAREFULLY</b>. The responsibility of furnishing accurate information rests with the individual candidate, as all subsequent communication will be through your registered Email Id &amp; Mobile Number.</li><li>• Furnish your name and other details as they appear in your Class-X / School Leaving certificate. Any discrepancy detected at any stage of the verification process is liable to result in the cancellation of your candidature for the examination/departmental assessment/admission as the case may be.</li><li>• Click on <b>Save &amp; Proceed</b> after filling up the information. The information, as entered by you, will appear on the screen. Please check it thoroughly, and in case any error is detected, click on the <b>Edit</b> button and make the necessary corrections.</li><li>• A <b>Candidate ID</b> allotted to you will appear on screen. Please <b>NOTE</b> it down for future reference. The Candidate ID &amp; Password will also be sent to your registered Email Id &amp; Mobile Number.</li><li>• Upon receiving the candidate ID &amp; Password login with the provided Candidate ID &amp; Password and change the Password on the first time Login.</li></ul> <p><b><u>STEP-2</u> Qualification Details</b></p> <ul style="list-style-type: none"><li>• Furnish the required information regarding Qualifications details in the Online Registration Form.</li><li>• Available cities for examination can be <b>PREVIEWED</b> (not selected) prior to payment of Fee.</li></ul> <p><b><u>STEP-3</u> Experience Details</b></p> <p><b><u>STEP-4</u> Fee Payment</b></p> <ul style="list-style-type: none"><li>• Payment of the <b>Registration Fee</b> can <b>ONLY</b> be done online using a <b>Debit/Credit Card</b> or through <b>Net Banking</b> facility.</li></ul>

### **STEP-5 Centre Choice**

- Candidates can preview the availability of the city of their choice for the examination from the list provided. Real time status of seats available will be displayed city wise. However, the choice will be locked only after payment is made. City once selected cannot be changed later.
- In case few seats are available in a particular city and there is a lag period between preview and completion of payment, the seats may be booked in this period by another candidate who has completed the payment process. In such cases another city can be opted from the dropdown box.

### **STEP-6 Upload Images**

- Candidates must take extreme care in uploading their Photographs and images. Once uploaded, they cannot be changed, unless found inappropriate and rejected by the AIIMS authorities.
- Upload the images of your Photograph, Signature & Thumb Impression strictly as per instructions given in the Prospectus (images should be in one of the following formats jpg, png or gif). **Your application is liable to be rejected if the uploaded images are not according to Instructions/Requirements.**
- In case, the images of Photograph, Signature and Thumb Impression to be uploaded are not available with you, **Save & Exit** and logout. You may login to complete the process later on, once the requisite items are with you, to complete the registration process.

### **STEP-7Print Registration Form**

- The candidates are required to take a print-out of the duly completed registration form for future reference once they see that all the steps are ‘**COMPLETE**’ in **Due Steps** and the Navigations buttons appear **Yellow** in colour.

**PLEASE NOTE THAT COMPLETION OF ALL STEPS OF FILING THE FORM DOES NOT NECESSARILY MEAN THAT THE APPLICATION IS ACCEPTED. PLEASE CHECK THE STATUS ON THE DATE INDICATED IN “AT A GLANCE”.**

**Q.3 Why does it take so long to provide the final status of my application?**

**Ans.** Since some fields are editable till the last date of submission of registration form, the status can only be finalized after this period.

**Q.4 How do I get a password for logging in?**

**Ans.** A Candidate ID and Password will be sent to you on your registered email ID and mobile number. You are advised to remember the password and also retain a printout of your Registration form and admit card till completion of admission process.

#### **Forgotten password**

In case you forget your Password, go to the ‘**Forgot login details**’ link on the login page and enter the following information to get Password:

1. Candidate ID.
2. Registered Mobile number.
3. Registered Email ID.

A Password will be sent on your registered email ID.

<p><b>Q.5</b></p> <p><b>Ans.</b></p>	<p><b>I cannot login. What should I do?</b></p> <p>Any of the following reasons may prevent you from login:</p> <ol style="list-style-type: none"> <li><b>1. Incorrect User ID &amp; Password:</b> This occurs if the candidate ID and/or the password is incorrect. Your password is case sensitive, therefore use the correct password. In case you have forgotten the password, use ‘<b>forgot login details</b>’ to get a new login password on your registered E-mail ID. Use the correct candidate ID and password for logging in.</li> <li><b>2. Internet Browser Problem:</b> Please read the User manual for candidates. Follow the instructions about using internet browser (Internet Explorer-7 or higher version, Firefox 3.5 or higher version) and the latest version of Google Chrome.</li> <li><b>3. Internet connection Interrupted:</b> Your internet connection should be uninterrupted. If internet interruption takes place, the IP address which is being monitored will change and a ‘<b>Your session has expired</b>’ message will be displayed. Please try to login from another computer from which other candidate(s) may have logged in successfully.</li> </ol>
<p><b>Q.6</b></p> <p><b>Ans.</b></p>	<p><b>Can the names and other details be changed?</b></p> <p>The following information furnished by the candidate <b>CANNOT</b> be changed <b>after PAYMENT</b> of registration fees:</p> <ul style="list-style-type: none"> <li>• Candidate’s name</li> <li>• DOB (Date of birth)</li> <li>• Category</li> <li>• OPH status</li> <li>• E-mail Id</li> <li>• Mobile number</li> </ul> <p>All the other details can be edited till the last date of registration.</p>
<p><b>Q.7</b></p> <p><b>Ans.</b></p>	<p><b>Can I change/edit Nationality, Sponsored to General, General to Sponsored etc. in the online registration form before the registration closing date?</b></p> <p>Yes, change/editing is allowed in the online Registration Form till Registration closing date. <b>No further correspondence will be entertained in this regard after registration closing date as mentioned in prospectus.</b></p>
<p><b>Q.8</b></p> <p><b>Ans.</b></p>	<p><b>Can I change/edit Nationality, Sponsored to General, General to Sponsored etc. in the online registration form after registration closing date?</b></p> <p>No change/editing in registration form is allowed after registration closing date as mentioned in the prospectus.</p>
<p><b>Q.9</b></p> <p><b>Ans.</b></p>	<p><b>Can I register after the last date?</b></p> <p><b>No</b>, you cannot register after the deadline for registration has expired. No communication regarding requests for registration after the last date and time will be entertained. It is your responsibility to register well in time and avoid the last minute rush.</p>
<p><b>Q.10</b></p> <p><b>Ans.</b></p>	<p><b>Can I modify my choices of City/Centre of Examination after completion of last date?</b></p> <p><b>No</b>, the city/centre of examination once chosen and allotted will not be changed and no requests in this regard will be entertained.</p>

<b>Q.11</b>	<b>How can I communicate through Email with the Examination Section, AIIMS?</b>
<b>Ans.</b>	You can communicate with the Examination Section, AIIMS using your <b>Registered e-mail ID</b> only. The email address of the examination section being - <a href="mailto:aiims.dmmchmha@gmail.com">aiims.dmmchmha@gmail.com</a> . Please mention your Candidate ID / Registration Number, Name and Course applied for while submitting the emails.
<b>Q.12</b>	<b>What are the documents required to be uploaded with my application?</b>
<b>Ans.</b>	No documents are required to be uploaded during the Online Registration/Application process, but you have to <b>UPLOAD</b> images of your Photograph, left thumb impression and signature at the time of registration.
<b>Q.13</b>	<b>What are the instructions regarding OBC, SC, ST and PH certificates?</b>
<b>Ans.</b>	Please read <b>Instructions given in the Prospectus</b> regarding the above mentioned certificates carefully. The requirements/formats are clearly mentioned therein. <b>Certificates as mentioned in the prospectus ONLY will be considered/accepted.</b>
<b>Q.14</b>	<b>If there is a discrepancy in spelling of name in documents and application form, what should I do?</b>
<b>Ans.</b>	If there is discrepancy in spelling of name in documents, you must carry proof that the documents belong to you in the form of an affidavit.
<b>Q.15</b>	<b>Where can I know about the fee structure / course duration etc. for DM/M.Ch&amp;MD (Hospital Administration) Entrance Examination?</b>
<b>Ans.</b>	Fee structure / course duration is available in the Prospectus on AIIMS website <a href="http://www.aiimsexams.org">www.aiimsexams.org</a> .
<b>Q.16</b>	<b>Can I modify my choices of City of Examination after payment of Examination Fee through Debit/Credit Card or Net Banking?</b>
<b>Ans.</b>	<b>No, after payment of Examination Fee through Debit/Credit Card or Net Banking, the City for examination will not be changed.</b>
<b>Q.17</b>	<b>How much time will I be given to join the allotted course?</b>
<b>Ans.</b>	<b>For AIIMS, New Delhi, the Candidates will be required to join the course within stipulated time as mentioned in the Prospectus.</b>
<b>Q.18</b>	<b>Will I require Original documents to get the admission at AIIMS, New Delhi?</b>
<b>Ans.</b>	Yes, candidates without original certificates/documents will not be allowed to participate in the admission process.

### Regarding: Uploading Images

(Please read the detailed instruction for uploading the images in the Prospectus)

<b>Q.19</b>	<b>What are the documents required to be uploaded with my application?</b>
<b>Ans.</b>	No documents are required to be uploaded during the Online Registration/Application process, but you have to <b>UPLOAD</b> images of your Photograph, left thumb impression and signature at the time of registration.

<p><b>Q.20</b></p> <p><b>Ans.</b></p>	<p><b>What type of file I need to upload in the images?</b></p> <p>Save the scanned image as “Photograph.jpg” “Signature.jpg” &amp; “Left Thumb Impression.jpg” (supported formats include jpg/ jpeg, gif, png).</p>
<p><b>Q.21</b></p> <p><b>Ans.</b></p>	<p><b>What size of images I need to upload?</b></p> <p><b>Photograph:</b> Draw a box having size <b>3.5 x 4.5 cms</b> (width*length) on a plain white sheet and paste the photograph inside the box.</p> <p><b>Signature:</b> Draw a box of size <b>6 x 3 cms</b> (width * length), on a plain white sheet and put the signature inside the box. Signature should be done with thick point Black/Blue pen only. Signatures having only Initials or done in CAPITAL letters are not acceptable. <b>It should not be blurred while enlarging it.</b></p> <p><b>Left Thumb Impression:</b> Draw a box of size <b>4 x 3 cms</b> (width * length) on a plain white sheet. <b>The lines of the finger should be clearly visible in the print.</b></p> <p>Select the area having images only, not the whole sheet and scan the images on 200 dpi. Keep the size of image between 10 KB to 100 KB for Photograph and 10 KB to 50 KB for Signature and Left thumb impression.</p>
<p><b>Q.22</b></p> <p><b>Ans.</b></p>	<p><b>I’ve uploaded the wrong images by mistake, can I delete/change them?</b></p> <p>You will receive an email from AIIMS to make changes the image(s) at a later date. Kindly check your email regularly and login to know the status of your application.</p>
<p><b>Q.23</b></p> <p><b>Ans.</b></p>	<p><b>Can upload one-year-old images with colour background?</b></p> <p>Images with colour background are not acceptable. Photograph MUST be taken recently and should not be taken more than six months prior from the start of Online Registration. <b>Only recent colour passport size photograph with white background is required.</b></p>
<p><b>Q.24</b></p> <p><b>Ans.</b></p>	<p><b>Can take photograph &amp; other images by mobile phone camera for uploading in registration form?</b></p> <p>Photograph should not be taken by mobile phone camera. Black &amp; White / Polaroid photographs are NOT acceptable including “selfies”. Photograph should be taken professionally, so that it may not blur while enlarging it.</p>