

## Instructions for Application Process

- The Registration will now be done in two Stages: Basic Registration & Final Registration.
- Online Application is a 6 Step process. All Six (6) Steps of Online Application Process should be completed before closing date as per the Advertisement. To avoid last day rush and disappointment, it is advisable to complete online Application well before closing date. Incomplete application form or with wrong or deliberately concealed information is liable to be straight away rejected without any intimation.
- For any query regarding Basic Registration / Final Registration, kindly send an email from your registered email id only to the Assistant Controller of Examination, AIIMS, New Delhi-110608 **ONLY ONaiims.pgexams@gmail.com** along with Name, candidate ID and other particular of the registration.

### **Basic Registration (Step 1 & 2)**

#### **Step 1.**

- **Registration:** Applicant should fill correct basic details like Full Name, DOB, Category, Gender, Email, Contact No. etc. subsequently to get Login credentials.
- After completion of Step 1 of Application, Applicant will get SMS and Email intimating about Login Credentials (If SMS or Email is not received, call us on Toll Free Number: 1800117898 immediately).
- Login with the credentials provided and change password on first time login. Password length should be between 6-10 characters. Please remember the password and do not share it with others.
- After completion of Step 1 of Application process, 'My Page' will be generated for each applicant bearing his/her entire information filled by him/her. 'My Page' will provide information regarding Due Steps; those should be completed before closing date, Admit Card & Result.

#### **Step 2.**

- **Upload Images:** Applicant is required to upload a recently taken digital/scanned Photograph, Signature and Thumb Impression in JPG/ JPEG format. The digital size of the Photograph file must be between 50 KB-100 KB and digital size of Signature and Left Thumb Impression file must be between 20 KB-100 KB, failing which applicant will not be able to upload images and complete Application process. The photograph to be uploaded must be taken within 6 months from on-line Application opening date.
- Please take a Print-out of your Basic Registration submitted through 'My Page' after login using your credentials.
- Basic Registration shall be screened and if found in order, including uploaded images, Basic Registration will be ACCEPTED. If Rejected, the deficiencies can be corrected. Only those Application where the Basic Registration is ACCEPTED can proceed for Final Registration (Steps 3-6). Once ACCEPTED, the Basic Registration will be stored and the Applicant can continue with Final Registration in future. Please check your Email & 'My Page' in aiimsexams.org for the status of Basic Registration. Further, the dates for status of Basic Registration will be uploaded before every Entrance Examination. Entrance Examination, Since REJECTED Basic Registrants will not be able to apply for Final Registration. Please remember your ID & Password for future use.

### **Final Registration (Step 3 to 6)**

Please read the Prospectus for respective session before proceeding the Final Registration

**IMPORTANT:** - Before proceeding to **Final Registration** for **AIIMS-PG January 2019** Session you must ensure that you have read and understood the eligibility criteria of PG Courses[MD/MS/M.Ch.(6YRS)/DM(6YRS)/MDS] mentioned in the AIIMS PG Prospectus for January 2019 session as your form can be rejected at any stage due to ineligibility.

#### **Step 3.**

- **Qualification & Address details:** Fill correct Qualification & Address details like Qualifying Examination Name, Status etc. and also fill Address details.

**Step 4.**

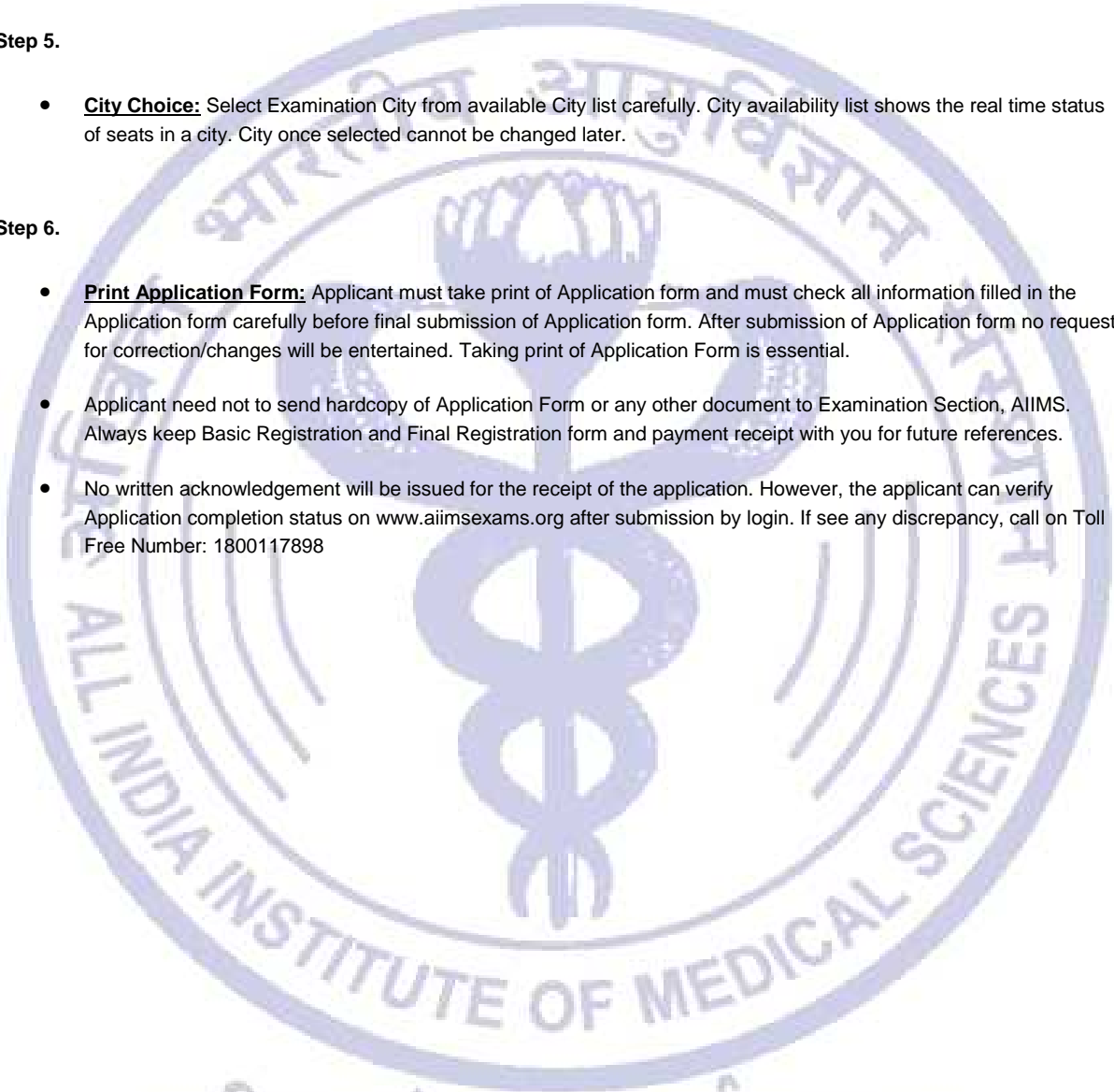
- **Fee Payment:** Payment of Application Fee can be done online through Debit card/Credit card and Net Banking.
- After successful payment of Application fee, take printout of payment receipt bearing Unique Registration Number which can be used for future correspondence.

**Step 5.**

- **City Choice:** Select Examination City from available City list carefully. City availability list shows the real time status of seats in a city. City once selected cannot be changed later.

**Step 6.**

- **Print Application Form:** Applicant must take print of Application form and must check all information filled in the Application form carefully before final submission of Application form. After submission of Application form no request for correction/changes will be entertained. Taking print of Application Form is essential.
- Applicant need not to send hardcopy of Application Form or any other document to Examination Section, AIIMS. Always keep Basic Registration and Final Registration form and payment receipt with you for future references.
- No written acknowledgement will be issued for the receipt of the application. However, the applicant can verify Application completion status on [www.aiimsexams.org](http://www.aiimsexams.org) after submission by login. If see any discrepancy, call on Toll Free Number: 1800117898



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