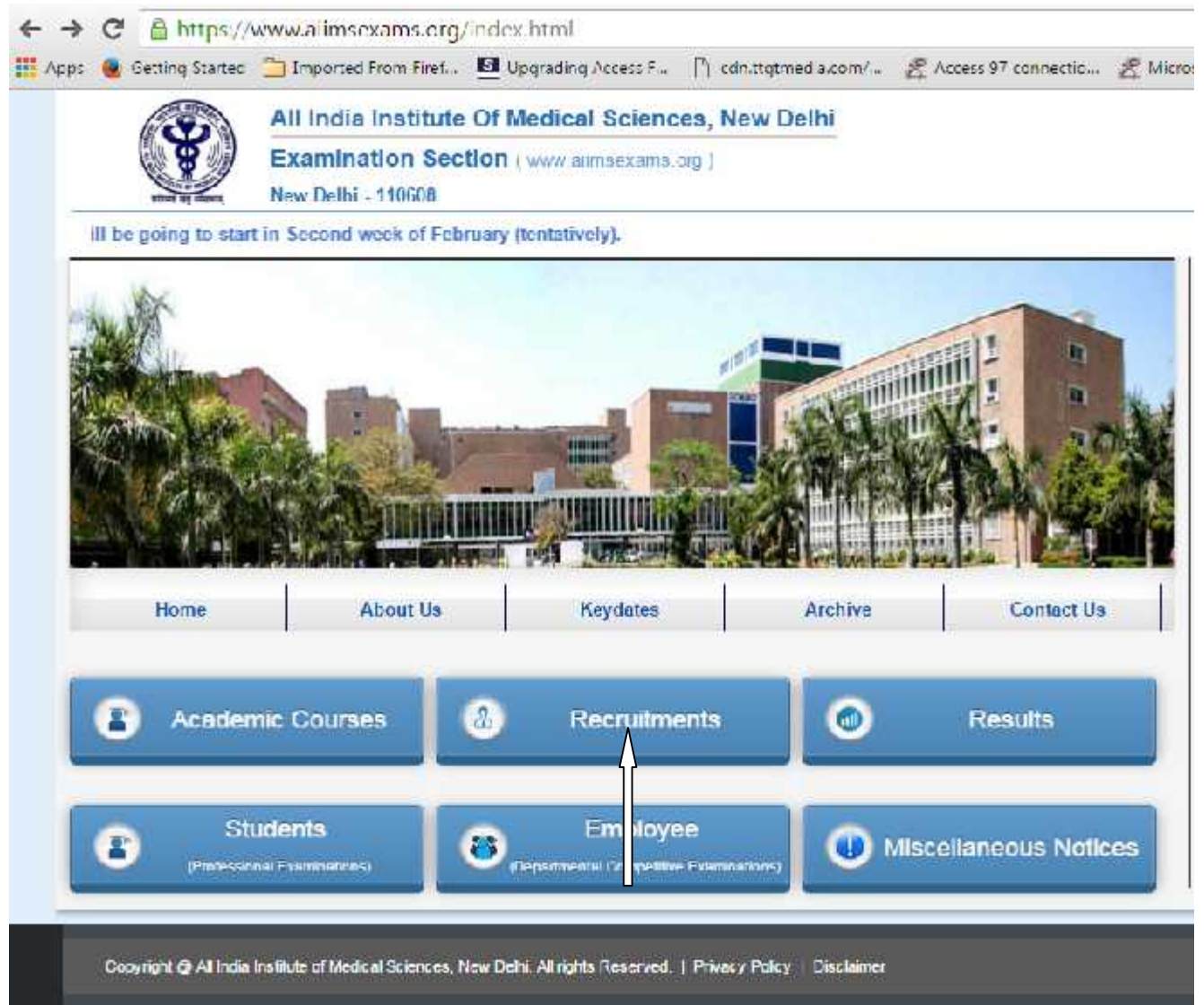


# User Manual

## [Important Instructions for Applicants/Candidates filling AIIMS- Recruitment to the Post of Nursing Officer- 2017 Examination - Online Registration Form]

- Open the website of All India Institute of Medical Sciences. The URL of the website is <https://www.aiimsexams.org>.
- The home page as shown below appears on the screen.



The screenshot shows the homepage of the All India Institute of Medical Sciences (AIIMS) Examination Section. The browser address bar displays the URL <https://www.aiimsexams.org/index.html>. The page header includes the AIIMS logo, the text "All India Institute Of Medical Sciences, New Delhi", "Examination Section ( www.aiimsexams.org )", and "New Delhi - 110068". A notice states "It will be going to start in Second week of February (tentatively)". Below this is a large photograph of the AIIMS building. A navigation menu contains links for Home, About Us, Keydates, Archive, and Contact Us. A grid of six blue buttons with icons provides access to Academic Courses, Recruitments, Results, Students (Preclinical Examination), Employee (Departmental / Competitive Examination), and Miscellaneous Notices. A white arrow points to the "Recruitments" button. The footer contains the text "Copyright © All India Institute of Medical Sciences, New Delhi. All rights Reserved. | Privacy Policy | Disclaimer".

- By clicking **Recruitments** tab, a Candidate can navigate to the desired post i.e. **Nursing Officer-2017 for AIIMS Delhi** to register him/her self to appear in Group A, B & C Recruitment Examination.

**Online Registration for Nursing Officer is a Six (7) steps process, all Six(7) steps are mandatory and must be completed before registration closing date.**

For New Registration, click on **Click Here** button on New Registration Page. For already registered candidate, enter **Candidate Id**, **Password** (already sent on registered email id) and **Captcha** and then click on **Login** button.

**AIIMS-Recruitment to the Post of Nursing Officer - 2018 Examination**

Welcome To The Login Page

If You have already registered, then kindly enter Candidate ID & Password for login, else click on [Click Here](#) Button for login credentials.

### New Registration

If you have read the Advertisement carefully and not registered yet, then kindly register first by clicking the button given below.

  
[Click Here](#)

**Compatible Browsers**  
It is recommended that use Internet Explorer 9 and above, Firefox 3.5 and above and Google Chrome for best view and functionality.

### Applicant Login

If you have already registered, then kindly enter Candidate ID & Password.

Candidate ID:

Password:

Enter Captcha:

Type the characters shown in the picture.

[Login](#) [Forgot your login details?](#)

Applicant must ensure that their mobile number is not registered with DND (Do Not Disturb) service. Applicant must check his/her Email Inbox, Junk mail and Spam after registration to get Login Credential for complete registration process.

# Instruction Page

On clicking the [Click here](#) button Next page shown will be the “[Instruction Page](#)” that contains the information regarding the various steps of registration form.

After reading all the instruction given on the page, click on “[Proceed](#)” button.

**General Links:**

- Home
- Notification/Advertisement
- Convidendum/Advertisement
- Introduction
- Upload Image Instructions
- Registration/login
- User Manual

**Steps of Registration Process**

```
graph TD
    Start([AIMS Recruitment Login Page]) --> User{User}
    User -- New User --> Step1[1. Register for Login Credentials i.e. Candidate ID and password]
    User -- Existing User --> Step1_1[1.1. Login with Credentials provided on Email]
    Step1 --> Step2[2. Qualification & Address Details]
    Step1_1 --> Step2
    Step2 --> Step3[3. Experience Details]
    Step3 --> Step4[4. Fee Payment]
    Step4 --> Step5[5. City Choice]
    Step5 --> Step6[6. Upload Images]
    Step6 --> Step7[7. Print Registration Form]
```

**Instructions for Registration**

- Online Registration is a 7 Step process. All Seven (7) Steps of Online Registration Process should be completed before closing date as per the Advertisement. To avoid last day rush and disappointment, it is advisable to complete online registration well before closing date. Incomplete application form or with wrong or deliberately concealed information is liable to be straight away rejected without any intimation.
- Before proceeding to register for AIMS Recruitment to the Group 'B' and 'C'(Non-Faculty) Post-2018 you must ensure that you have read and understood the eligibility criteria of AIMS Recruitment to the Group 'B' and 'C'(Non-Faculty) Post-2018 as your form can be rejected at any stage due to ineligibility.

**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 1st Step of Registration, Applicant will get SMS and Email intimating about Login Credentials (if SMS or Email is not received, Call Helpline immediately).
- Login with the credentials provided and change password on first time login. Password length should be between 6-10 characters. Please remember your password and do not share it with others.
- After completion of 1st step of Registration process, My Page will be generated for each applicant bearing his/her entire information as filled by himself. My Page will provide information regarding Due Steps, these should be completed before closing date. Admit Card & Result

**Step 2. Qualification & Address details:** Fill correct Qualification & Address details like Qualifying Examination Name, Status etc. and also fill Address details.

**Step 3. Experience Details:** Fill Experience Details like Organization Name, Designation, Start Date etc. as

**Step 4. Fee Payment:** Payment of Registration Fee can be done online through Debit card/Credit card and Net Banking.

- After successful payment of registration 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. Upload Images:** Applicant is required to upload a recently taken digital/canned 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 10 KB-50 KB, failing which applicant will not be able to upload images and complete registration process. The photograph to be uploaded must be taken within 6 months from on-line registration opening date.

**Step 7. Print Registration Form:** Applicant must take print of registration form and must check all information filled in the registration form carefully before final submission of registration form. After submission of Registration form no request for correction/changes will be entertained. Taking print of Registration form is essential.

- Applicant need not to send hardcopy of registration Form or any other document to Exam Section, AIMS. Always keep 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 Registration completion status on [www.aimsexams.org](http://www.aimsexams.org) after submission by login. If you see any discrepancy, call us on Helpline No. 8510010247, 9582949110

**Proceed**

## Step 1: Registration Form

Candidate should fill in all the required information in the registration form like Candidate full name, Father Name, Mother name, DOB, Category, OPH Status and Nationality etc. and Read the Declaration of Eligibility carefully and give consent on it before submitting the form.

On clicking the “**Proceed**” button Next page shown will be the New Candidate **Registration Form**.

**(All fields are mandatory except # marked fields).**

All India Institute Of Medical Sciences

Helpline No.: 8510010247, 9827981110 Click: Support

Registration 1, Qualification & Address Details 2, Experience Details 3, Make Payment 4, City Choice 5, Upload Images 6, Post Registration Form 7

Registration Form **All fields are mandatory except (#) marked fields.**

Post Applying for:  \*

**Personal Details**

(Enter Full Name as recorded in Secondary School Leaving Certificate or equivalent examination.)

Full name:  Re-enter Full Name:

(Do not add salutation for Father's/Mother's name.)

Father's Name:  Mother's Name:

(Fill in your date of birth as recorded in Secondary School Leaving Certificate or equivalent examination. Date of Birth should be in 'dd/mm/yyyy' format.)

Date of Birth:  Gender:  Male  Female  Third Gender

(All OBC Creamy Layer Candidates will be consider as General)

Category:  SC  ST  OBC(NCL)  General

Persons with disabilities:  Yes  No

Nationality:  Indian State of Domicile:

ID Proof:  ID No.:

(Please bring along this ID Proof in Original at the time of Examination)

Place of Issue:  Issue Date # (Optional):

Valid Till # (Optional):

Are you a Central Government Employee (Excluding AIIMS)?  Yes  No

Are you an AIIMS Employee?  Yes  No

Are you a Ex-Servicemen?  Yes  No

Are you a Defense personnel disabled in operation during hostilities?  Yes  No

Are you Service Clerks in Armed Forces in the last year?  Yes  No

**Contact Details**

(Your Email ID and Mobile Number will be used for Communication and Notification through SMS and E-mail)

Email ID:  Confirm Email ID:

Mobile No.: +91  Confirm Mobile No.: +91

Please enter your 10 digit mobile number only. Don't add "0" or "+91" before it. For Landline number please enter the "STD" code of that area.

Alternate Number # (Optional):  Mobile  Landline Mobile No.: +91

Note: Full Name, Date of Birth, Category, Persons with Disability, Email and Mobile No. cannot be changed once payment of Registration fee is done.

**DECLARATION OF ELIGIBILITY:** Kindly read the declaration carefully and give consent on it

I, hereby declare that the information filled in the form is correct and true to best of my knowledge. I further declare that I understand and fulfill the eligibility condition for AIIMS-Recruitment to the Post of Group 'B' and 'C'(Non-Faculty) as mention in the prospectus.

After filling the required information then click on “**Save & Proceed**” button.

After clicking the button a message will appear on screen containing ‘**Candidate ID**’ and ‘**Password**’. An **Email and SMS** will also be sent to registered **E-mail Id and mobile number** having Login Credentials i.e. **Candidate ID and password**.

***Please note this candidate id for future references.***

The screenshot shows the registration form for the All India Institute of Medical Sciences. The form includes various fields and radio button options for personal and professional details. A modal message box is displayed in the center, indicating that the registration is complete and providing the candidate ID and login credentials.

**All India Institute Of Medical Sciences** Helpline No: 8510010247, 9582049113 Online Support

Persons with disabilities:  Yes  No

Nationality:

IN Tittle:

IPhone:

Place of Birth:

Valid Till (Optional):

Are you a Central Government Employee (Excluding AIIMS)?  Yes  No

Are you an AIIMS Employee?  Yes  No

Are you a Para-Medical Staff?  Yes  No

Are you a Defense personnel disabled in operation during hostilities?  Yes  No

Are you a Senior Citizen (Aged 60 years or above)?  Yes  No

**Message**

Kindly note your **Candidate ID : 5611000072**

An Email & SMS has been sent to your registered Email ID and Mobile No. with login credentials which are required at the time of login.

Your first step of registration is complete, your registration form is still incomplete, complete the steps before Registration closing date.

Note: If you have not received Email in Inbox, kindly check mail in SPAM folder.

## a) Change Password

Login with the provided login Credentials i.e. **Candidate Id and Password** and correct **Captcha**. On first time login, candidate has to change password through **Change Password** page.

**Re-login** with the new changed password to complete due steps of Registration Process.



The screenshot displays the AIIMS registration portal interface. At the top, the header includes the AIIMS logo, the text "All India Institute Of Medical Sciences", a welcome message "Welcome: IIS", the candidate ID "Candidate ID: 56110000/2", and a helpline number "Helpline No : 0512010747, 9502948110 Online Support".

Below the header, there is a navigation bar with "Logout" and "My Page" buttons. A progress indicator shows seven steps: 1. Registration (highlighted in green), 2. Qualification & Address Details, 3. Experience Details, 4. Make Payment, 5. City Choice, 6. Upload Images, and 7. Print Registration Form.

The main content area is titled "Change Password" and contains three input fields: "Old password", "New password", and "Confirm New password". Below these fields are two buttons: "Update" and "Reset". A white arrow points to the "Update" button.

On the left side, there is a "General Links" menu with the following items: Home, Change Password, Notification/Advertisement, Corrigendum/Addendum, Introduction, Upload Image Instructions, Registration/Login, and User Manual.

At the bottom of the page, the footer text reads: "Copyright © All India Institute of Medical Sciences, New Delhi. All rights Reserved."

## **b) Candidate Information Page(Dash Board)**

After logging in with Candidate Id and password, the next page appears will page will show the **all Six (7) steps of Registration Process**. First step is new candidate **Registration for Nursing Officer-2017 recruitment Examination**.

**The color of the Number of the Step in Navigation Bar will change from RED to YELLOW as the steps get completed and candidate can jump/go to any steps among the completed steps at any time.**

Color will change from **RED** to **YELLOW** as a step of registration gets completed

AIIMS  
Welcome: TEST Candidate ID: 5611000072 Helpline No. 8530810247, 9525491110 Online Support

Logout My Page

Registration 2 Qualification & Address Details 3 Experience Details 4 Make Payment 5 City Choice 6 Upload Images 7 Print Registration Form

**Personal Details**

Candidate ID:	5611000072	Applied Post:	LOWER DIVISION CLERK
Full Name:	TEST		
Father's Name:	TEST	Mother's Name:	TEST
Date of Birth:	31 Oct 1990	Gender:	Male
Category:	General	Nationality:	INDIAN
Person with Disability:	No	State of Domicile:	DWH (NCT)
ID Proof:	12th Board Admit Card	ID No.:	98765
Place of Issue:	NEW DELHI	Issue Date:	NA
Valid Till:	NA		

**Contact Details**

Email ID:	test@gmail.com	Mobile No.:	9876543210
Alternate Number:	Mobile	Mobile No.:	9876543211

**Due Steps**

x	Qualification & Address Details	Incomplete
x	Experience Details	Incomplete
x	Make Payment	Incomplete
x	City Choice	Incomplete
x	Upload Images	Incomplete
x	Print Registration Form	Incomplete

Edit Proceed

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## **c) Edit Information Page**

Candidate should re-check the filled in information, in case there is some error in the information filled in the form Candidate can edit some information by clicking on **EDIT button**. It will redirect candidate to **Registration page** where some information can be edited.

All India Institute Of Medical Sciences

Welcome: TEST Candidate ID: 5611000077 History No: 0518912047, 962768110 Online Support

Logout My Page

1 Registration 2 Qualification & Address Details 3 Experience Details 4 Make Payment 5 City Choice 6 Upload Images 7 Print Registration Form

Registration Form All fields are mandatory except the marked fields.

Post Applying for:

**Personal Details**

(Enter Full Name as recorded in Secondary School Leaving Certificate or equivalent examination.)

Full Name:  Re-enter Full Name:

(Do not add substitution for Father's/Mother's name.)

Father's Name:  Mother's Name:

(Fill in your date of birth as recorded in Secondary School Leaving Certificate or equivalent examination. Date of Birth should be in 'dd/mm/yyyy' format.)

Date of Birth:  Gender:  Male  Female  Third Gender

(All OBC Creamy Layer Candidate will be consider as General)

Category:  SC  ST  OBC(NCL)  General

Persons with disabilities:  Yes  No

Nationality:  Indian State of Domicile:

ID Proof:  ID No.:

(Please bring along this ID Proof in Original at the time of Examination)

Place of Issue:  Issue Date # (Optional):

Valid Till # (Optional):

Are you a Central Government Employee (Excluding AIIMS)?  Yes  No

Are you an AIIMS Employee?  Yes  No

Are you a Ex-Serviceman?  Yes  No

Are you a Defense personnel disabled in operation during hostilities?  Yes  No

Are you Service Clerks in Armed Forces in the last year?  Yes  No

**Contact Details**

(Your Email ID and Mobile Number will be used for Communication and Notification through SMS and E-mail)

Email ID:  Confirm Email ID:

Mobile No.: +91  Confirm Mobile No.: +91

Please enter your 10 digit mobile number only. Don't add '0' or '+91' before it. For Landline number please enter the 'STD' code of that area.

Alternate Number # (Optional):  Mobile  Landline Mobile No.: +91

Note: Full Name, Date of Birth, Category, Persons with Disability, Email and Mobile No. cannot be changed once payment of Registration fee is done.

**DECLARATION OF ELIGIBILITY:** Kindly read the declaration carefully and give consent on it

I, hereby declare that the information filled in the form is correct and true to best of my knowledge. I further declare that I understand and fulfill the eligibility condition for AIIMS-Recruitment to the Post of Group 'B' and 'C'(Non-Faculty) as mention in the prospectus.

After clicking **Save & Proceed** button, Candidate will be navigated to **Candidate Information (Dashboard)** Page.



## Step 2: Qualification & Address Details

After third step of registration process is completed, the next step is to fill **Qualification & Address Details**. Candidate should fill all the information asked for regarding Qualifying Examination like Name, Status, and Board of Exam etc. and complete permanent and correspondence address.

All India Institute Of Medical Sciences

Welcome: TEST Candidate ID: 5611000072 Helpfile No: 8510010247, 9582948110 Online Support

Logout My Page

1 Registration 2 Qualification & Address Details 3 Experience Details 4 Make Payment 5 City Choice 6 Upload Images 7 Print Registration Form

### Qualification & Address Details

#### Educational Qualification

Qualifying Exam:	12th Class	Class 12th Roll no.:	12345
Qualifying Exam Status:	Passed	State Name:	Himachal Pradesh
Exam Board Name:	cbse		

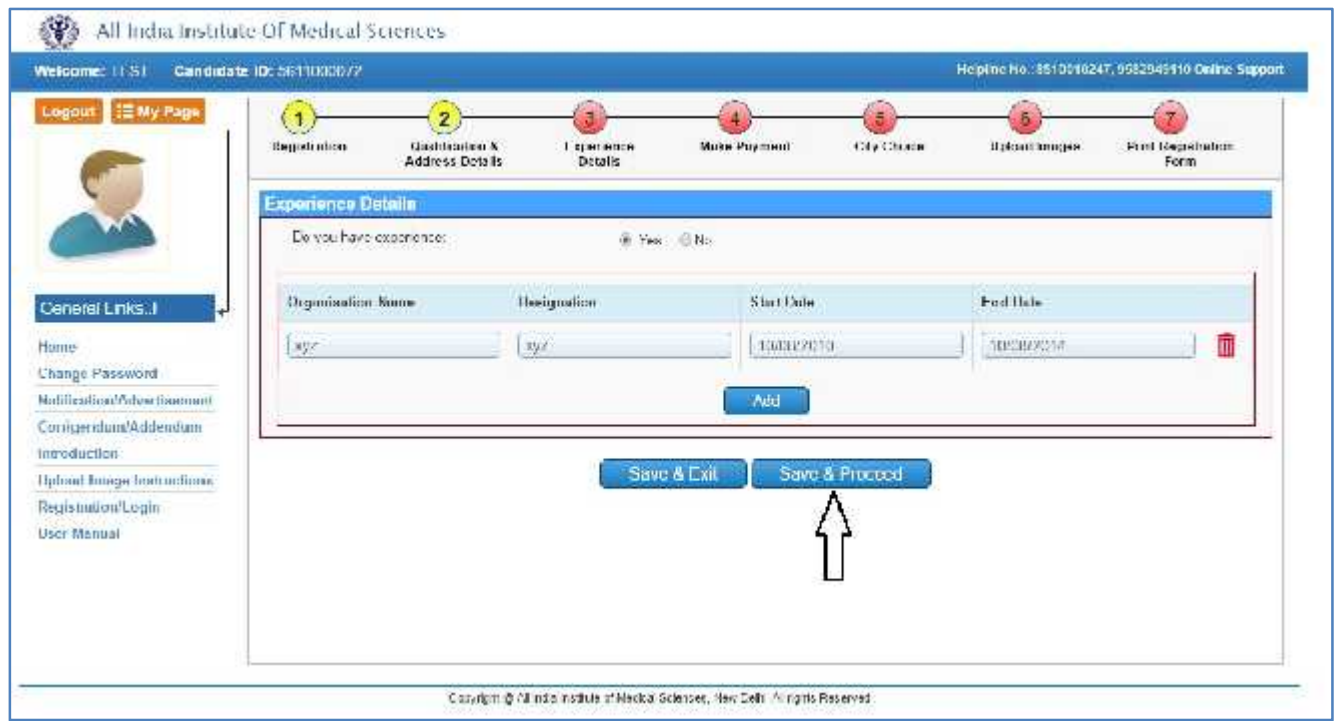
#### Address Details:

(Check here if Correspondence Address is same as filed Permanent Address)

(A) Permanent Address	(B) Correspondence Address
Address Line 1: TEST	Address Line 1: TEST
Address Line 2 #	Address Line 2 #
Address Line 3 #	Address Line 3 #
Country: India	Country: India
State: Delhi (NCT)	State: Delhi (NCT)
City: Kalkaji	City: Kalkaji
Pin Code: 123123	Pin Code: 123123

Save & Exit Save & Proceed

### Step 3: Experience Details



All India Institute Of Medical Sciences

Welcome: 11:51 Candidate ID: 861000077 Helpline No.: 8510046247, 9982945410 Online Support

Logout My Page

1 Registration 2 Qualification & Address Details 3 Experience Details 4 Make Payment 5 City Choice 6 Upload Images 7 Print Registration Form

#### Experience Details

Do you have experience:  Yes  No

Organisation Name	Designation	Start Date	End Date
xyz	xyz	10/01/2019	10/01/2020

Add

Save & Exit Save & Proceed

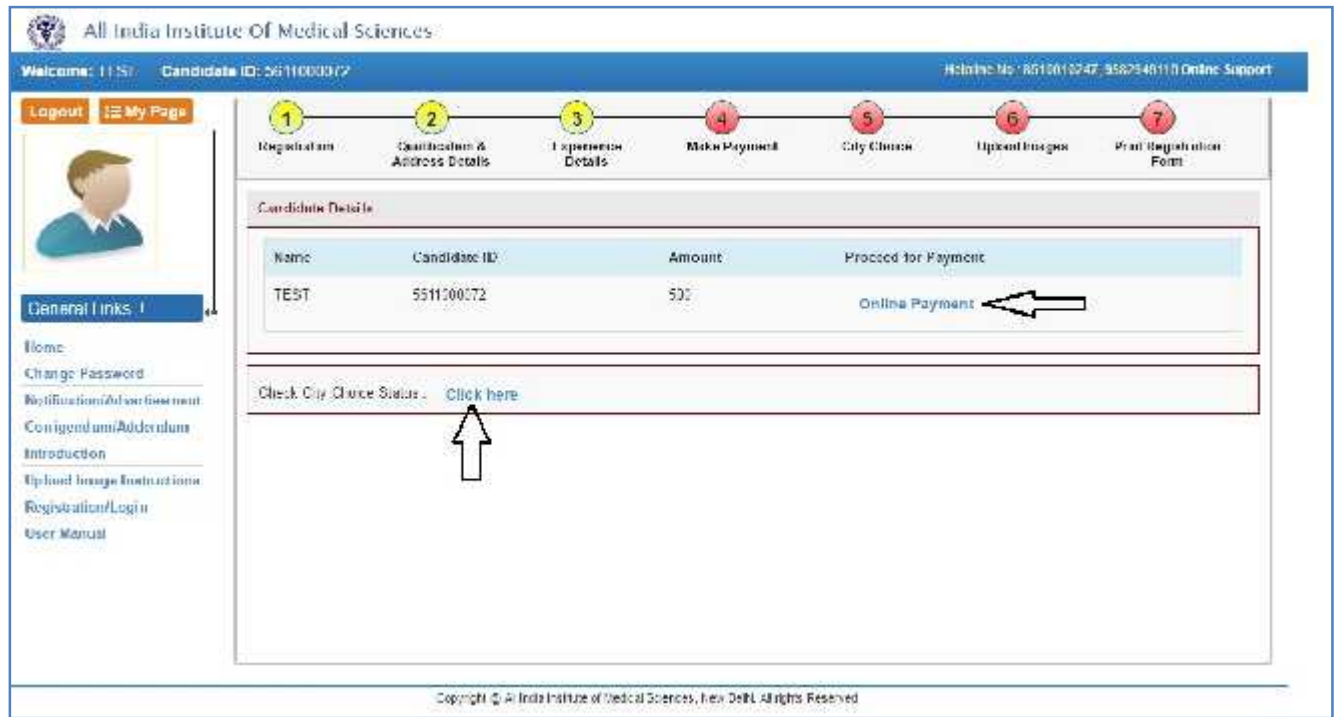
Copyright © All India Institute of Medical Sciences, New Delhi. All rights Reserved.

After filling all required information candidate should click on **Save and Proceed** button to go to next step.

## Step 4: Make Payment

***Before making payment candidate can see Seat availability status in a particular city***

On Clicking “Proceed” button candidate navigates to **Make Payment** page to pay registration Fee. Payment of registration fee can only be done through **Online Mode i.e. Debit/Credit card and Internet Banking.**



The screenshot displays the AIIMS registration portal interface. At the top, it shows the institute's name and a candidate's details: "Welcome: HHS7 Candidate ID: 551100072". A progress bar indicates seven steps: 1. Registration, 2. Qualification & Address Details, 3. Experience Details, 4. Make Payment (highlighted in red), 5. City Choice, 6. Upload Images, and 7. Final Registration Form. Below the progress bar, a "Candidate Details" table lists the candidate's name as "TEST", their ID as "551100072", and the amount as "500". The "Proceed for Payment" column shows an "Online Payment" link, which is highlighted by a white arrow. Below the table, there is a link "Check City Choice Status" with a "Click here" sub-link, also highlighted by a white arrow. The footer contains the copyright notice: "Copyright © All India Institute of Medical Sciences, New Delhi. All rights Reserved."

Name	Candidate ID	Amount	Proceed for Payment
TEST	551100072	500	Online Payment

**Candidate can choose the payment mode of his choice from various options available to pay Registration Fee**

NET BANKING	CARD PAYMENTS	
<p><b>State Bank of India</b> Bank Charges: Nil</p>	<p><b>State Bank ATM-cum-Debit Card</b> Bank Charges: 0.01</p>	
<p><b>State Bank of Bikaner and Jaipur</b> Bank Charges: Nil</p>	<p><b>Other Banks Debit Cards</b> Bank Charges: 0.01</p>	
<p><b>State Bank of Hyderabad</b> Bank Charges: Nil</p>	<p><b>Credit Cards</b> Bank Charges: 0.01</p>	
<p><b>State Bank of Mysore</b> Bank Charges: Nil</p>	<th>OTHER PAYMENT MODES</th>	OTHER PAYMENT MODES
<p><b>State Bank of Patiala</b> Bank Charges: Nil</p>	<p><b>SBI BRANCH</b> Bank Charges: Nil</p>	
<p><b>State Bank of Travancore</b> Bank Charges: Nil</p>	<p><b>Other Banks Internet Banking</b> Bank Charges: 1.01</p>	

**To pay registration fee through Credit/Debit Card**, candidate should enter the information asked for, to pay through on line mode and click on **PAY** button.

**भारतीय स्टेट बैंक**  
**State Bank of India**  
With you - all the way

**Welcome to State Bank of India's Secure Payment Gateway**

Dear Customer,  
SBI Payment Gateway will secure your payment to **MOPSBDRCARD**.


Select the type of card:

Card Number \*   
(Please enter your card number without any spaces)

Name on Card:

Purchase Amount:

Word Verification \*   
Type the characters you see in the picture below






Click here for new image.

➔

AFTER PRESSING PAY, KINDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.

ALL INTERNET BASED TRANSACTIONS USING STATE BANK DEBIT CARDS WOULD NEED A 3D SECURE PASSWORD.

---

A service brought to you by State Bank of India

Note: This page will expire in 10 minutes and if you fail to complete the transaction in 10 minutes you will be redirected to the order page of MOPSBDRCARD. If you wish to discontinue with the order, request you to click on Cancel button, you will be redirected to the order page of MOPSBDRCARD.

To pay registration fee through Net banking, candidate should Login with your credentials of net banking and click on submit button to proceed for payment.



The screenshot shows the State Bank of India Net Banking Login page. The header includes the SBI logo and the slogan "Bank with us - all the way". The page title is "Login" and the date/time is "03 Feb 2016 12:43 PM IST". The main content area has a "User Name" input field, a "Password" input field, and a "Login Virtual Keyboard" button. Below these is a "Submit" button. To the right is an "Online Virtual Keyboard" with a grid of characters. At the bottom, there is a "Forgot Your Details" link, a security seal with a checkmark, and a disclaimer: "Disclaimer: The entry of contract between you and the service provider Bank is only following a payment mechanism and is not binding for its validity, it is subject to the terms and conditions." Below the disclaimer are three bullet points: "1- Mandatory fields are marked with an asterisk (\*)", "2- Do not provide your username and password anywhere other than in this page.", and "3- Your username and password are highly confidential. Never part with them. SBI will never ask for this information." The footer contains "© Copyright SBI" and links for "Privacy Statement", "Disclaimer", "Password Management", "Security Tips", and "Terms of Use".

Registration fee amount will reflect in the form and candidate should check the details carefully before clicking **Confirm** button.



The screenshot shows the State Bank of India Net Banking Payment Confirmation page. The header includes the SBI logo and the slogan "Bank with us - all the way". The page title is "All India Institute Of Medical Sciences" and the date/time is "03 Feb 2016 14:45 IST". The main content area has a "Payment details" section with the following information: "Your Reference No: 10005443", "Amount: 1000", "UPI 1: -", "UPI 2: -", "UPI 3: -", "Revised HTI: All India Institute of Medical Sciences", and "Amount in words: One Rupees only". Below this is a "Confirm" button. The page also shows "Welcome : Mr. DEEPAK FULLAR" and "Login" in the top right corner. The footer contains "© Copyright SBI" and links for "Privacy Statement", "Disclaimer", "Password Management", "Security Tips", and "Terms of Use".

Candidate must remember to take printout of Payment Receipt as a proof of successful payment of registration fee by clicking on **Print** button.



Logout My Page



General Links..I

Home

Change Password

Notification/Advertisement

Corrigendum/Erratum

Introduction

Upload Image Instructions

Registration/Login

User Manual

- 1  
Registration
- 2  
Qualification & Address Details
- 3  
Experience Details
- 4  
Make Payment
- 5  
City Choice
- 6  
Upload Images
- 7  
Print Registration Form

Payment Details



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
Ansari Nagar, New Delhi - 110008

Payment Receipt - AIIMS-Recruitment to the Post of Group 'B' and 'C' (Non-Faculty) - 2016

Candidate ID:	561100077	Registration No:	0
Candidate Name:	LSR	Post Applying for:	LOWLR DIVISION CLERK
Date of Birth:	31/12/1990	Disability Status:	No
Gender:	Male	Category:	General
<b>Amount: Rs. 500</b>			
Mode of Payment:	Online	Date:	18/07/2016
Transaction ID:	561100077	Status:	Success

Print

Proceed



## Step 5: City Choice

The third step of registration is **City Choice** for entrance examination. After successful payment of registration fee candidate will be directed to **City Choice Page** by clicking the Proceed button.

The City availability list shows the real time status of seats available in a city.

***“City once chosen cannot be changed, so pay at most care while opting city”***

The screenshot shows the AIIMS registration portal. The header includes the AIIMS logo and the text "All India Institute Of Medical Sciences". Below the header, there is a navigation bar with the following steps: 1. Registration, 2. Qualification & Address Details, 3. Experience Details, 4. Make Payment, 5. City Choice (highlighted), 6. Upload Images, and 7. Print Registration Form. The main content area is titled "City Choice" and features a "Select State:" dropdown menu with "Bihar" selected. Below this is a table showing the availability of seats for Patna:

Sr.No	City	Total Seats	Occupied	Available	Select
1	Patna	2100	2	2098	*

Below the table, there are two buttons: "Save & Exit" and "Save & Proceed". A white arrow points to the "Save & Proceed" button. A note at the bottom of the page states: "Note: AIIMS will make all efforts to ensure that the candidate is admitted a centre in the cities chosen by the applicant, due to circumstances such as lack of sufficient number of candidates, logistic administrative and other reasons, an Examination Centre in another city may be allotted finally. Applicants are therefore required to be prepared to appear for the Admission in the Examination Centres allotted to them."

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## **Step 6: Upload Images**

In 5<sup>th</sup> step of registration form, Candidate need to upload his/her latest passport size Photograph, Signature and Thumb Impression. The supported digital image format includes .gif, .png, .jpg/jpeg.

### **Upload Images**

First read the instructions given regarding **Photo, Signature and Left Thumb Impression** upload. To upload image click **Choose File** button and browse to path where the image is stored. You can see the preview of the uploaded images. Please refer to **Sample Images** provided on the page, if you are satisfied with the preview of images, click on **Accept** button else try again to upload the images. After uploading all three required images, give consent on the declaration and click on **Save & Proceed** button.

***Note: Images once uploaded cannot be changed later so candidates are requested to pay due attention while uploading the images.***





Logout My Page



General Links

- Home
- Change Password
- Notification/Advertisement
- Curriculum/Admission
- Introduction
- Upload Image Instructions
- Registration/Login
- User Manual

- 1 Registration
- 2 Qualification & Address Details
- 3 Experience Details
- 4 Make Payment
- 5 City Choice
- 6 Upload Image
- 7 Print Registration Form

Upload Photo Photograph once uploaded cannot be changed, unless rejected by AIMS.



Choose file No file chosen

- The uploaded photograph is not more than six months old.
- Background colour of photograph is white.
- Photograph is not blurred.
- Photograph size is as per instructions.
- This Photograph is mine.



Accept

Instruction for photo upload:

- Photograph must be a recent size colour photograph without border and clearly showing the face.
- Photograph must be a recently clicked or should not be more than 6 months old. The dimension of photograph must be 3.5\*4.5 cm (width/height).
- Photograph must be clicked in colour with white background only.
- Take a base of 2.75 x 3.5 cm (width/height) on a white paper sheet and paste the photo in the box.
- Scan the box with photograph pasted in it, set the white paper sheet. Save the image as jpg/png/gif/png image.
- The size of image should be between 10-100 kb. Size of the image can be checked by right click on the image and then go to "Properties" tab.
- If the size of the image is more than 100 kb, then adjust the settings of scanner such as set the dpi of the scanner to 300 dpi and quality of image at low. If image size is still more than 100 kb then reduce the image to the given specifications.

Upload Signature Signature once uploaded cannot be changed, unless rejected by AIMS.



Choose file No file chosen

- Background colour of signature is white.
- Signature is not blurred.
- Signature size is as per instructions.
- This Signature is mine.



Accept

Instruction for Signature upload:

- Draw a box of 4\*5 cm (width/height) on a white paper sheet.
- Take a thick tip black/blue ink pen (preferably fountain pen).
- The applicant has to put his/her signature in full in the box drawn.
- Following kind of signatures are NOT acceptable:
  - Signatures containing initials only.
  - Signatures in CAPITAL LETTERS.
  - Signatures with overwriting.
- Signature must be signed by the applicant, not by any other person. Signature should be done in the center of the box.
- Scan the box with signature only, not the whole sheet. Save the signature as jpg/png/gif/png image.
- The size of image should be between 10-50 kb. Size of the image can be checked by right click on the image and then go to "Properties" tab.
- If the size of the image is more than 50 kb, then adjust the settings of scanner such as set the dpi of the scanner to 300 dpi and quality of image at low. If image size is still more than 50 kb then reduce the image to the given specifications.

Upload Left Thumb Impression Left Thumb Impression once uploaded cannot be changed, unless rejected by AIMS.



Choose file No file chosen

- Background colour of Thumb Impression is white.
- Thumb Impression is not blurred and lines are clearly visible.
- Thumb Impression size is as per instructions.
- This Thumb Impression is mine.



Accept

Instruction for Thumb Print upload:

- Draw a box of 4\*5 cm (width/height) on a white paper sheet.
- Put your left thumb on a black/ink ink pad. Ink should fully cover your entire thumb.
- Put your left thumb print in the box. Allow the print to dry. Do not press/scratch the ink.
- Thumb print should be clear such that the lines can be clearly seen for rubber scan.
- Scan the box with thumb print only, not the whole sheet. Save the thumb print as jpg/png/gif/png image.
- The size of image should be between 10-50 kb. Size of the image can be checked by right click on the image and then go to "Properties" tab.
- If the size of the image is more than 50 kb, then adjust the settings of scanner such as set the dpi of the scanner to 300 dpi and quality of image at low. If image size is still more than 50 kb then reduce the image to the given specifications.

DECLARATION: I hereby declare that the information furnished by me in the Registration/Application Form is correct and nothing has been concealed. In case any information furnished by me is found to be Misleading/incorrect then I shall be liable to disciplinary prosecution and my claim at admission/application/registration/ service in the institute may be cancelled/terminated.

Save & Exit Save & Proceed



## Step 7: Print Registration Form *(This is the most important step of registration process)*

The sixth and the Last Step is **Print Registration Form**. Candidate must take print of Registration Form once all steps of registration are completed. Click on **Submit** button and take printout of Registration Form.

Registration Form contains all the details provided by candidate during on line registration i.e. Personal Details, Payment details, City Choice, Qualification & Address Details and Uploaded Images etc.

All India Institute of Medical Sciences - Ansari Nagar, New Delhi - 110008 - AIIMS-Recruitment to the Post of Group 'B' and 'C'(Non-Faculty) - 2016 Registration Form - AIIMS-Recruitment to the Post of Group 'B' and 'C'(Non-Faculty) - 2016				
Candidate Profile		Candidate ID: 5611000072	Registration No: 51000029	Registration Date: 15/07/2016
Candidate Name: TEST		Date of Birth: 31 Oct 1990		
Gender: Male		Category: General		
Father's Name: TEST		Mother's Name: TEST		
Persons with Disability Status: No		Disability %: NA		
Nationality: INDIAN		State of Domicile: Delhi (NCT)		
Are you a Defence Personnel disabled: No		Are you Service Clerks in Armed Forces in the last year?: No		
Post Applying for: LOWER DIVISION CLERK				
Are you a Central Government Employee (Excluding AIIMS): No				
Are you an AIIMS Employee : No				
Are you a Ex-Service men : No				
Contact Details				
Address for Permanent: TEST, , Kalkaji, Delhi (NCT), India, 123123			Correspondence Address: TEST, , Kalkaji, Delhi (NCT), India, 123123	
Mobile No: 1. 9876543210, 2. Alternate-MobileNo 9876543211			E-Mail ID: test@gmail.com	
Qualification Details				
Qualifying Exam	Qualifying Exam Status	Exam Board Name	State Name	
12th Class	Passed	cbse	Himachal Pradesh	
Valid Photo Identity (To be presented in original at the Examination Center along with Admit Card)				
ID Proof: 12th Board Admit Card	ID No: 98765	Place of Issue: NEW DELHI	Issue Date: NA	Valid Till: NA
Payment Details				
Mode: Online	Date: 15/07/2016	Transaction ID: 5611000071	Amount: 500	
Do you have experience : Yes				
Organisation Name	Designation	Start Date	End Date	
XYZ	XYZ	10 Aug 2013	10 Aug 2014	
Examination City Opted: Patna				
UNDERTAKING/DECLARATION: I hereby declare that the information furnished by me in the Registration/Application Form is correct and nothing has been concealed. In case any information furnished by me is found to be false/incomplete/untrue than I shall be liable to criminal prosecution and my claim to admission/appointment/registration service in the Institute may be cancelled/terminated.				
 Signature of Candidate		 Thumb of Candidate		
<a href="#">Back</a>		<a href="#">Submit</a>		

Check all the details in **Registration Form** carefully, if some entered information is to be corrected/ edited then click on edit button, do the necessary corrections and then click on **Final Submit button**.



### All India Institute of Medical Sciences

Ansari Nagar, New Delhi - 110008

AIIMS-Recruitment to the Post of Group 'B' and 'C'(Non-Faculty) - 2016

Registration Form - AIIMS-Recruitment to the Post of Group 'B' and 'C'(Non-Faculty) - 2016

<b>Candidate Profile</b>	Candidate ID: 5611000072	Registration No: 51000029	Registration Date: 15/07/2016
Candidate Name: TEST	Date of Birth: 31 Oct 1990		
Gender: Male	Category: General		
Father's Name: TEST	Mother's Name: TEST		
Persons with Disability Status: No	Disability %: NA		
Nationality: INDIAN	State of Domicile: Delhi (NCT)		
Are you a Defence Personnel disabled: No	Are you Service Clerks in Armed Forces in the last year?: No		
Post Applying for: LOWER DIVISION CLERK			

Are you a Central Government Employee (Excluding AIIMS): No

Are you an AIIMS Employee : No

Are you a Ex-Service men : No

**Contact Details**

Address for Permanent: TEST, , Kalkaji, Delhi (NCT), India, 123123      Correspondence Address: TEST, , Kalkaji, Delhi (NCT), India, 123123

Mobile No: 1. 9876543210 , 2. Alternate-MobileNo 9876543211      E-Mail ID: test@gmail.com

**Qualification Details**

Qualifying Exam	Qualifying Exam Status	Exam Board Name	State Name
12th Class	Passed	cbse	Himachal Pradesh

(To be presented in original at the Examination Center along with Admit Card)

ID Proof: 12th Board Admit Card	ID No: 98765	Place of Issue: NEW DELHI	Issue Date: NA	Valid Till: NA
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**Payment Details**

Mode: Online      Date: 15/07/2016      Transaction ID: 5611000071      Amount: 500

Do you have experience : Yes

Organisation Name	Designation	Start Date	End Date
xyz	xyz	10 Aug 2010	10 Aug 2014

**Examination City Opted: Patna**

**UNDERTAKING/DECLARATION:** I hereby declare that the information furnished by me in the Registration/Application Form is correct and nothing has been concealed. In case any information furnished by me is found to be false/incorrect/untrue than I shall be liable to civil/criminal prosecution and my claim to admission/appointment/registration/ service in the Institute may be cancelled/terminated.

  
Signature of Candidate

  
Thumb of Candidate

[Back](#)   [Submit](#)   [Final Submit](#) 

Take the print of the Registration Form before final submission of form. Candidate can take the print out of the **Registration Form** by clicking on **Print** button.

After clicking **Final Submit button**, color of buttons in navigation bar of will change to **Yellow**.

The screenshot displays the registration portal for the All India Institute of Medical Sciences. At the top, it shows the candidate's name 'TEST' and ID '5611000072'. A navigation bar at the top contains seven steps: 1. Registration, 2. Qualification & Address Details, 3. Experience Details, 4. Make Payment, 5. City Choice, 6. Upload Images, and 7. Print Registration Form. A message states, 'Your registration is under review. Review process may take 7 to 10 days.' Below this, the 'Personal Details' section lists candidate information such as name, date of birth, and category. The 'Contact Details' section shows email and mobile numbers. The 'Due Steps' section lists all steps as 'Done'. At the bottom, there are 'Edit' and 'Proceed' buttons.

Personal Details			
Candidate ID:	5611000072	Applied Post:	LOWER DIVISION CLERK
Full Name:	TEST		
Father's Name:	TEST	Mother's Name:	TEST
Date of Birth:	31 Oct 1990	Gender:	Male
Category:	General	Nationality:	INDIAN
Persons with Disability:	No	State of Domicile:	Delhi (NCT)
ID Proof:	12th Board Admtr Card	ID No.:	98765
Place of Issue:	NEW DELHI	Issue Date:	NA
Valid Till:	NA		

Contact Details			
Email ID:	test@gmail.com	Mobile No.:	9876543210
Alternate Number:	Mobile	Mobile No.:	9876543211

Due Steps		
✓	Qualification & Address Details	Done
✓	Experience Details	Done
✓	Make Payment	Done
✓	City Choice	Done
✓	Upload Images	Done
✓	Print Registration Form	Done

After completing all 6 steps of registration candidate will be registered successfully and can navigate to any completed step through **Navigation Buttons** available on top of the page.

**The submitted registration form will be reviewed for the uploaded images and the eligibility of the candidate. The review process of the uploaded images may take 7 to 10 days.**

Candidate should **Logout** after registration is done successfully.