



Instructions to fill up the Online Application Form

1. You are applying against Advt. No: AIIMS/BBS/Dean/SR/49-A/407 Date: 27.04.2018.
2. Register first before log in.
3. Your Email id is your User Id.
4. Choose password of 8 Characters and do not share with others.
5. For filling up of the Online application, candidates must have the following pre-requisites ready :-
 - Valid e-mail ID
 - Scanned Passport size photograph of candidate (in JPG format).
 - Scanned signature of the candidate (in JPG format).
 - Online payment detail of the required application fee.

Candidates are advertised to keep the following documents ready before uploading in application form.

- **Date of Birth Certificate**
- **SC/ST/OBC/OPH/PWD Certificate**
- **No Objection Certificate (NOC)**
- **Payment Proof**
- **MBBS Certificate**
- **PG Certificate**

(Size of each uploaded document should be within 50kb-100kb)

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph & signature as per the specifications given below:

PHOTOGRAPH:

- Photograph must be a recent passport size color picture.
- The picture should be in color, against a light-colored, preferably white, background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Ensure that the size of the scanned image should be **50kb –**

100kb. SIGNATURE:

- The application has to sign on white paper with Black ink pen.
 - If the applicant's signature on the answer script, at the time of examination, does not match the signature on the online application, the applicant will be disqualified.
 - Ensure that the size of the scanned image should be **30kb - 50kb.**
6. For smooth completion of online application process, candidates should be ready with Qualifying degrees, Mark Sheets, Attempt Certificates, Experience Certificates, Publications and Research Work etc.
 7. **Application Fee:** Application fees are exempted for OPH candidates.
 8. You can save and edit your application before final submission, once submitted, no more editing is possible.
 9. After submission, Click on the link provided to download and save the PDF application form for future reference.
 10. Please click on "Save" button before proceeding to next page in application form.
 11. Candidates can download their PDF application form by logging into the panel after successful submission.



12. APPLICATION FEE: Candidates applying for Un-reserved (UR)/OBC posts have to pay an amount of Rs.1000/-. The application fee once remitted shall not be refunded. The candidate can pay the prescribed application fee online through Internet Banking or NEFT or Online Transfer. Transaction/Processing fee, if any, as applicable, will be payable to the Bank by the candidate to the AIIMS Account Number: 557820110000006, Bank of India, MICR No: 751013019, IFSC Code: BKID0005578. The candidates have to submit the proof of depositing the fees in the earmarked section of the online application.

Kindly bring the following documents for the interview.

- Kindly bring a fresh (recently generated) Hard Copy of your online application.
- Following Originals for Verification along with Self Attested photocopy for submission.
 - a. Age Proof
 - b. Degree Certificate
 - c. Caste Certificate
 - d. OPH/PWD certificate
 - e. Mark-sheets
 - f. No-objection certificate if applicable
 - g. Experience certificate(Any other documents in support for your candidature)