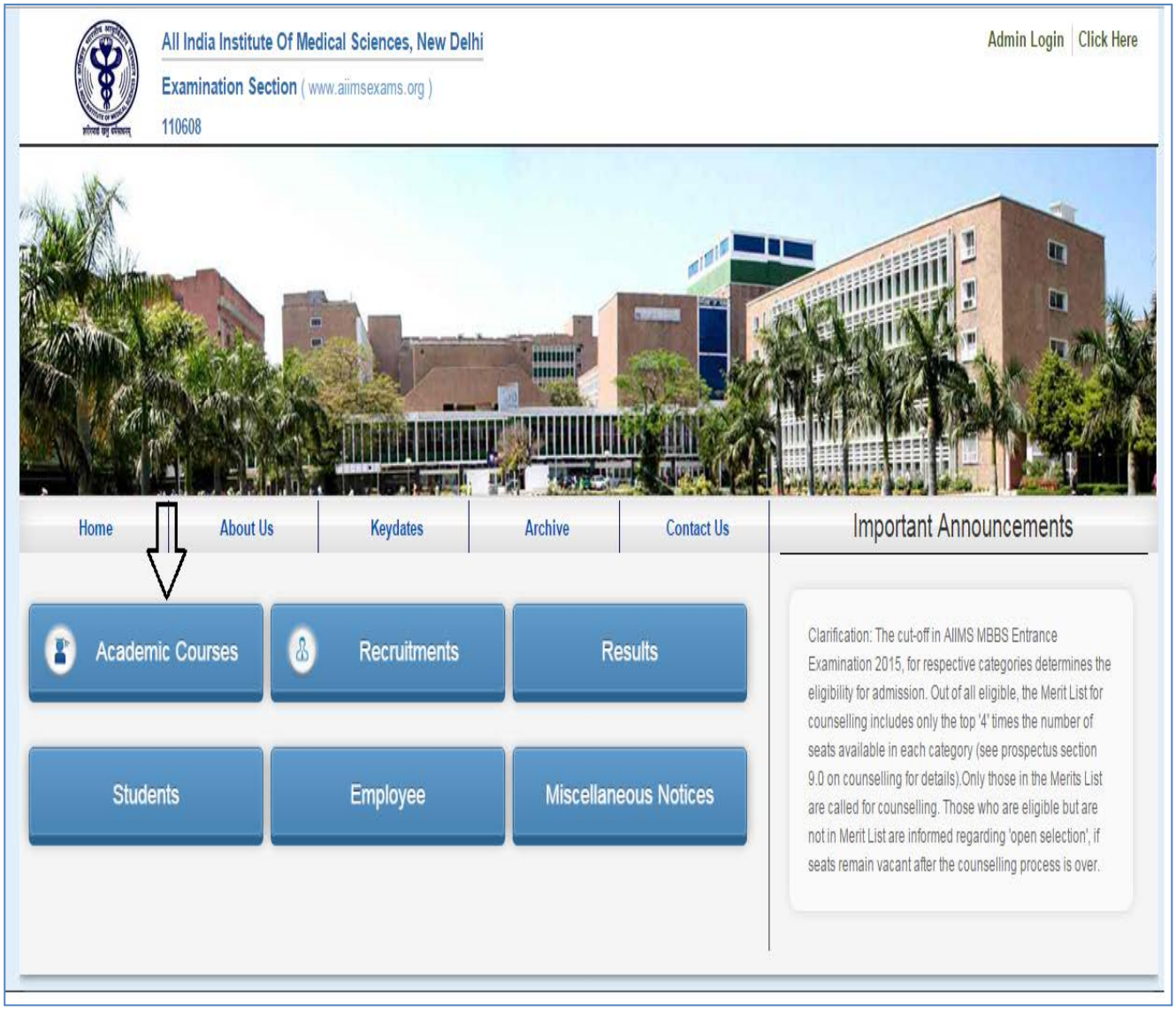
User Manual

[Important Instructions for Applicants filling AIIMS - [DM/MCH &MD (Hospital Administration)] July 2020 Online Registration Form]

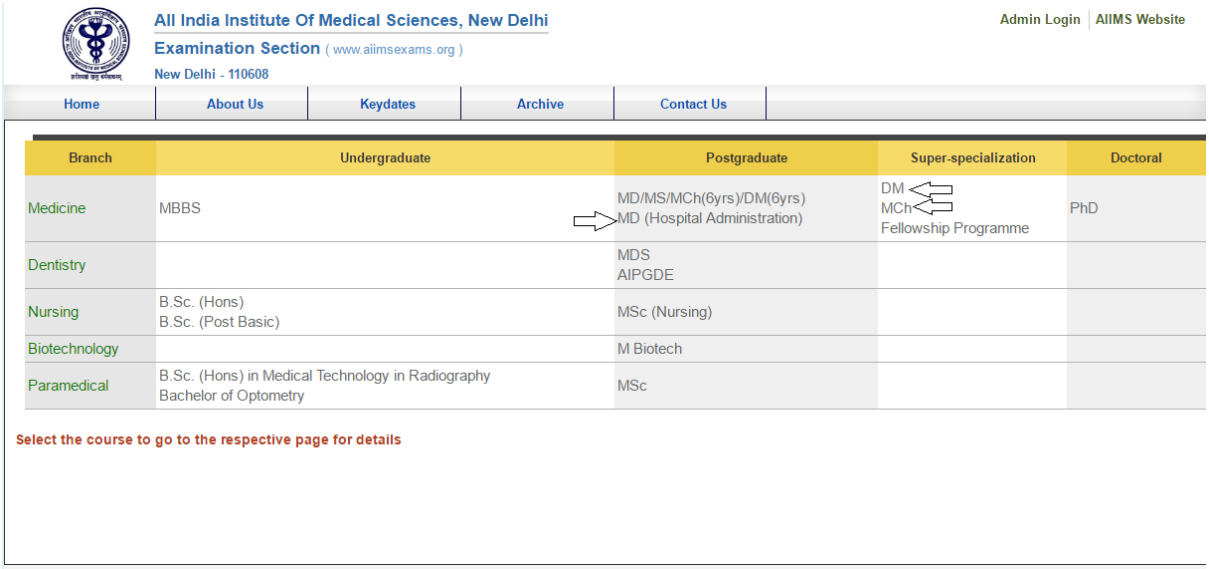
- **Open the website of All India Institute of Medical Sciences. The URL of the website is http://www.aiimsexams.org.**
- **The home page as shown below appears on the screen.**



Registration

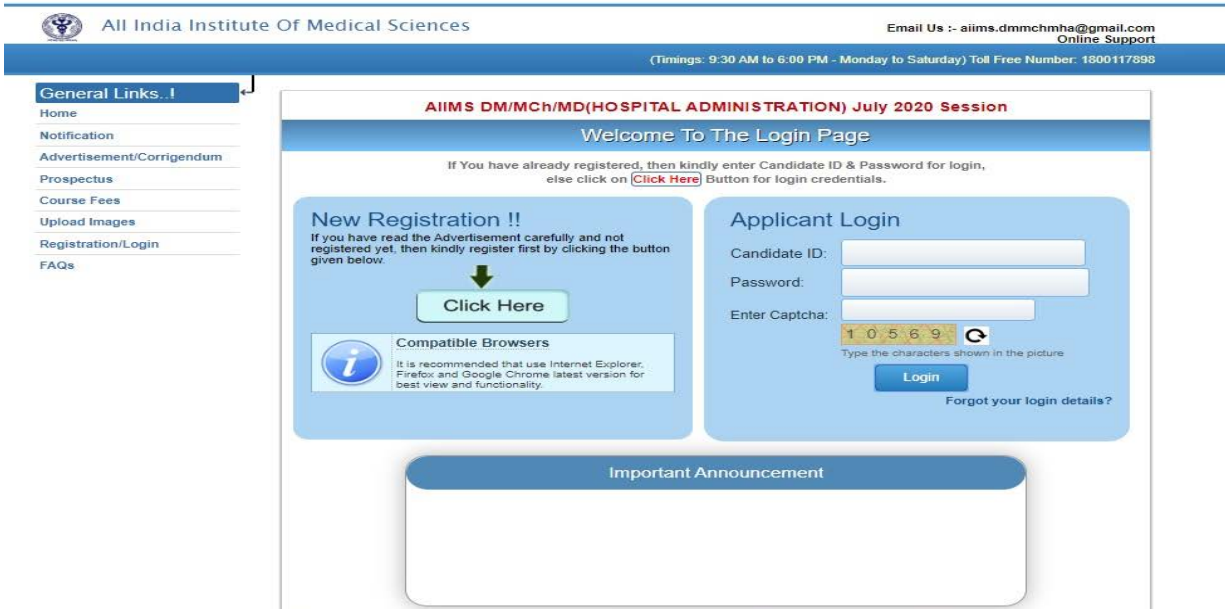
- **After opening the website, the next step is Registration.**

By clicking on**Academics Tab** an Applicant can navigate to the desired post DM/MCh/MD(Hospital Administration)to registered him/her self.



ForNew Registration, click on **Click Here** button on New Registration Page.

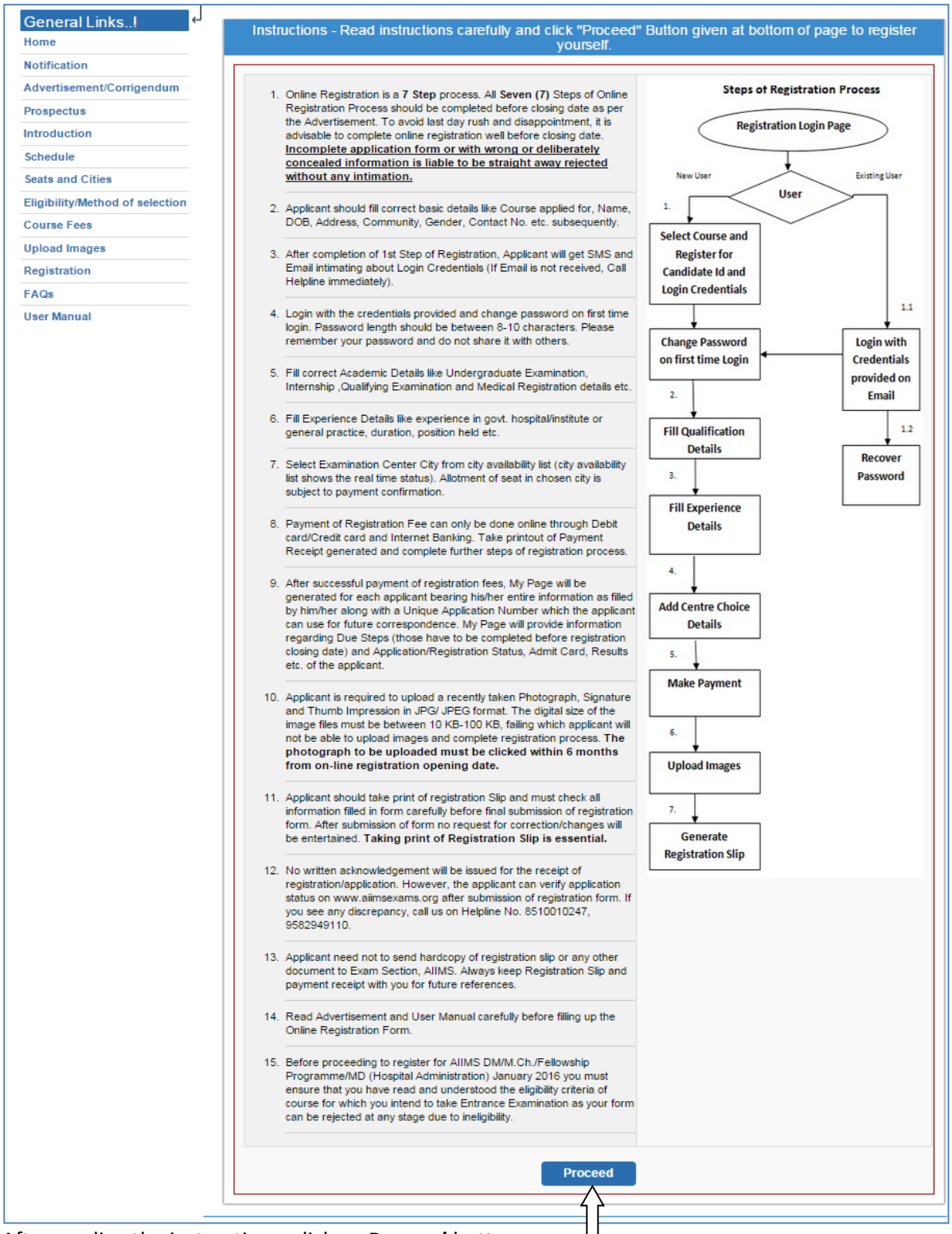
For already registered candidate, enter **Candidate Id, Password**(already sent on registered email id**)** and **Captcha** and then click on **Login** button.



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.

Instructions Page

Once clicked for New Registration the applicant will be directed to Instructions Page. All applicants are advised to read the instructions carefully before proceeding for Registration. The steps of Registration process will guide you in completing the Registration process.



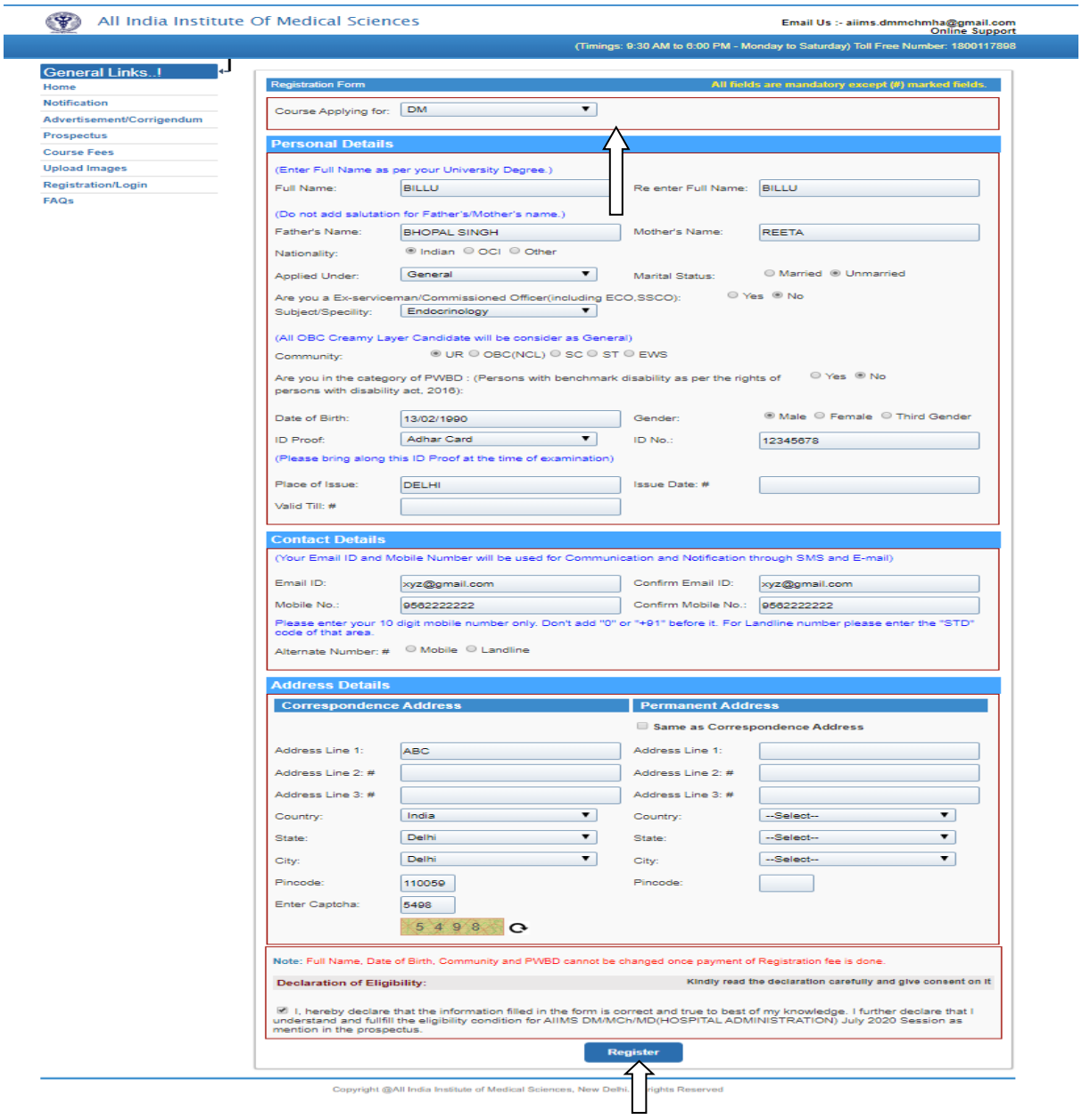
After reading the instructions, click on **Proceed** button.

Registration Form

On clicking the **"Proceed"** buttonNext page shown will be the **New Candidate Registration Form.**

(All #marked fields are optional).

Select the desired course for registration from list of Courses offered.



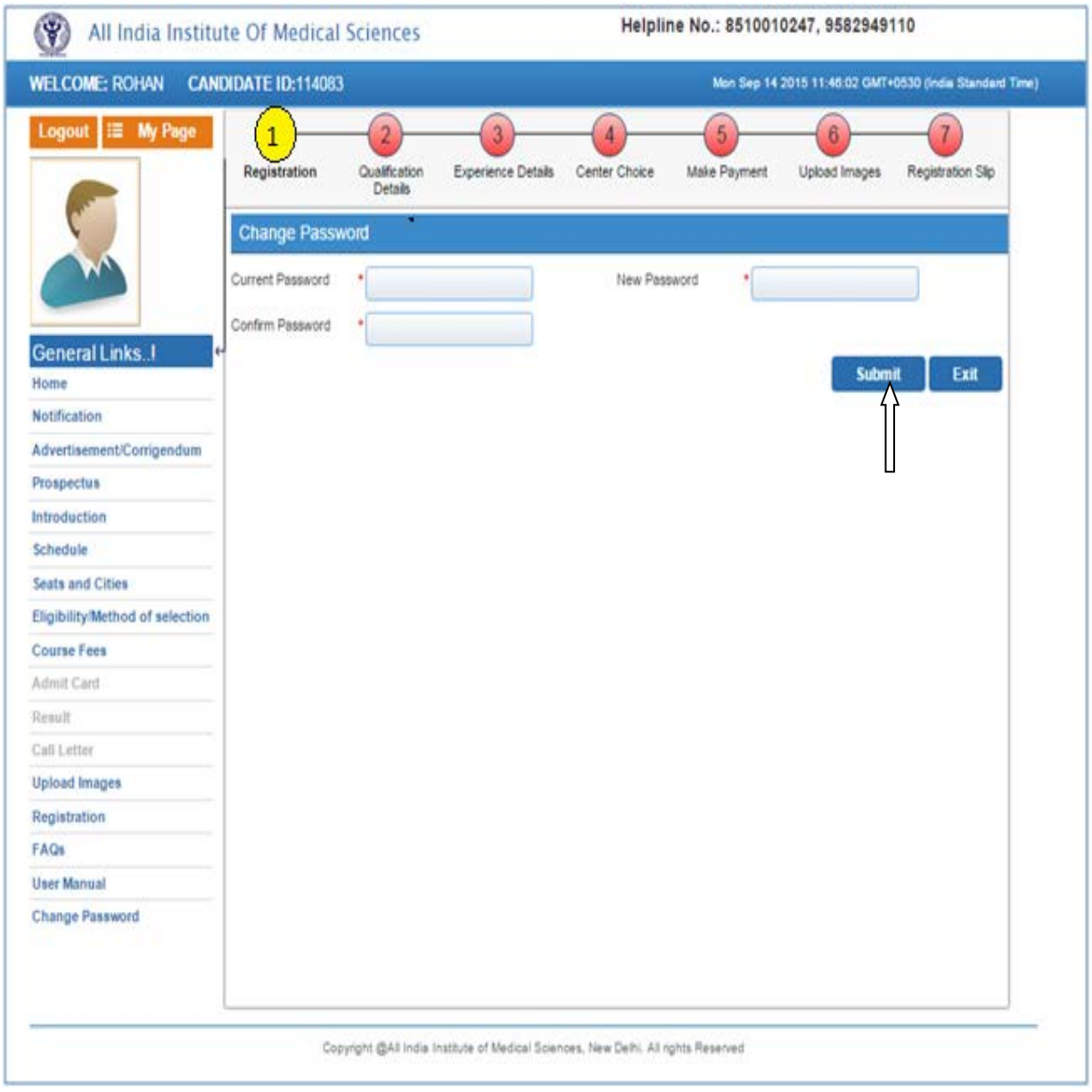
Read the Declaration of Eligibility carefully and give consent on it before submitting the form.

After filling the required information then click on **"Register"** button. After Click on register 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.

Change Password

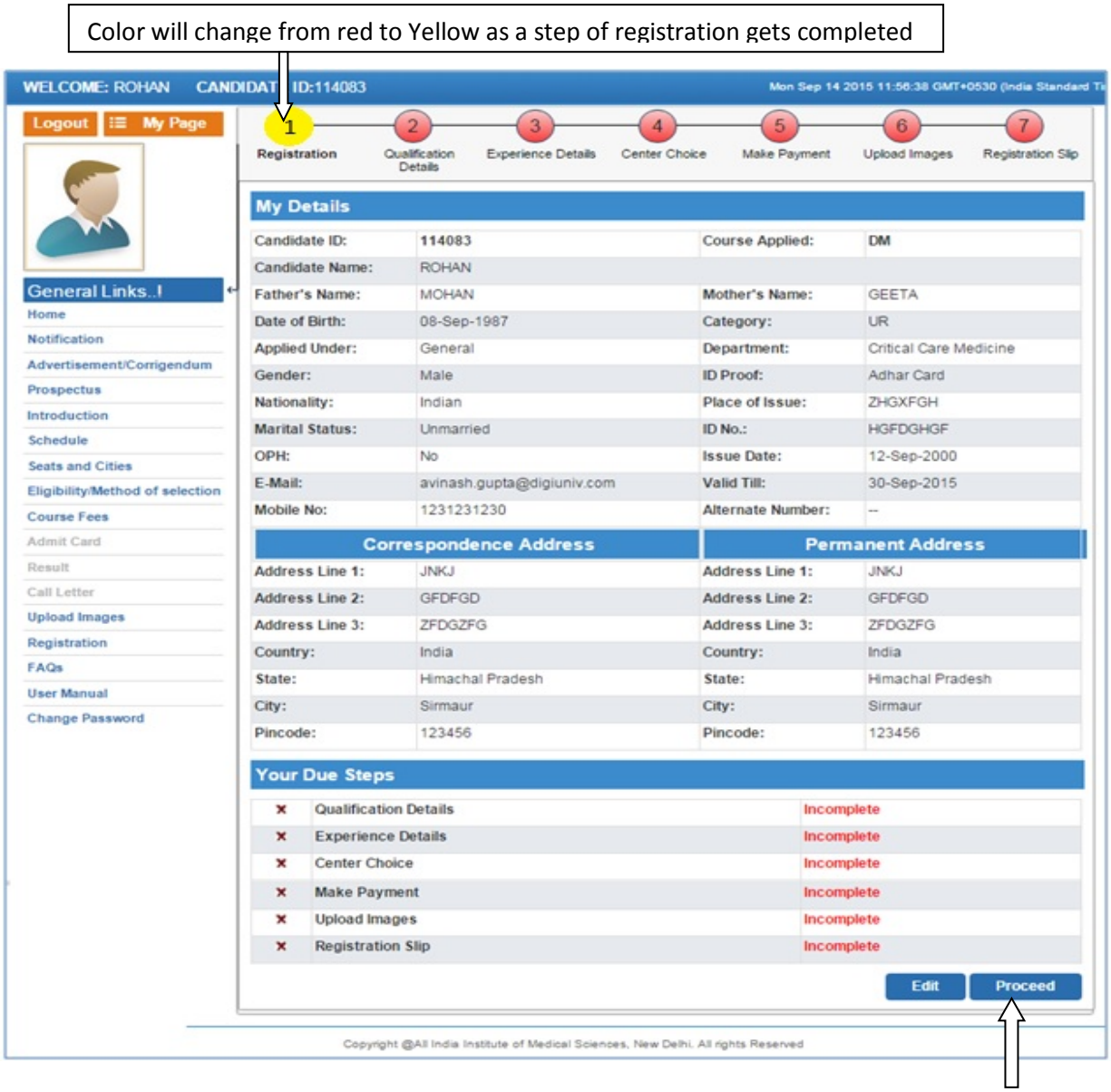
Login with the provided login Credentials i.e. **Candidate Id and Password** and correct **Captcha**. On first time login, candidate has to change password Change Passwordthrough **Change Password** page. **Re-login** with the new changed password to complete due steps of Registration Process.



Candidate Information Page

After re-login the next page appears will page will show the**all Six (7) steps of Registration Process**. First step is new candidate**Registration for DM/MCH/MD(Hospital Administration)**

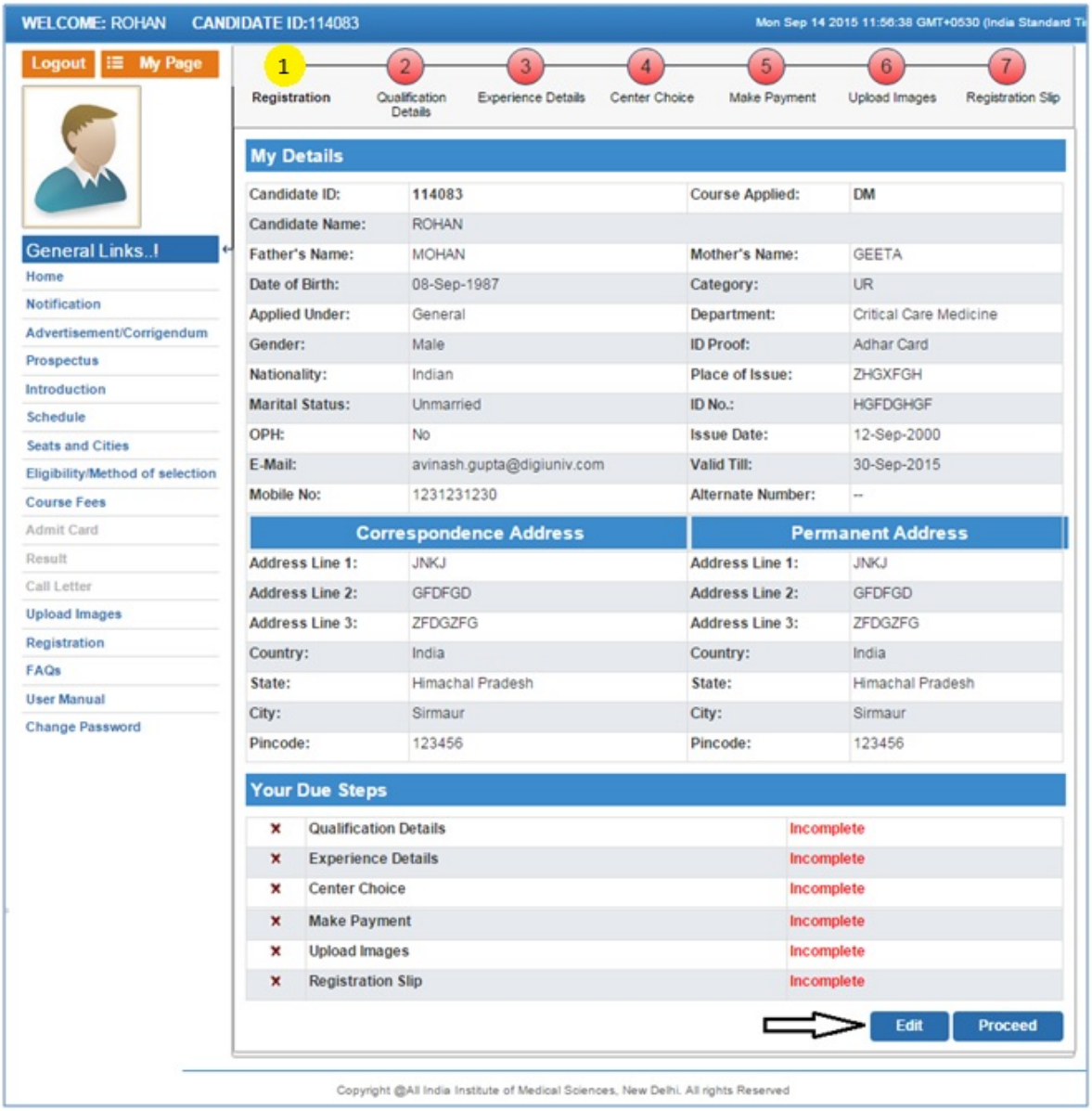
The color of the Number of the Step in Navigation Bar will change from Red to Yellow as the steps get completed and candidate can jump/go to any steps among the completed steps at any time.

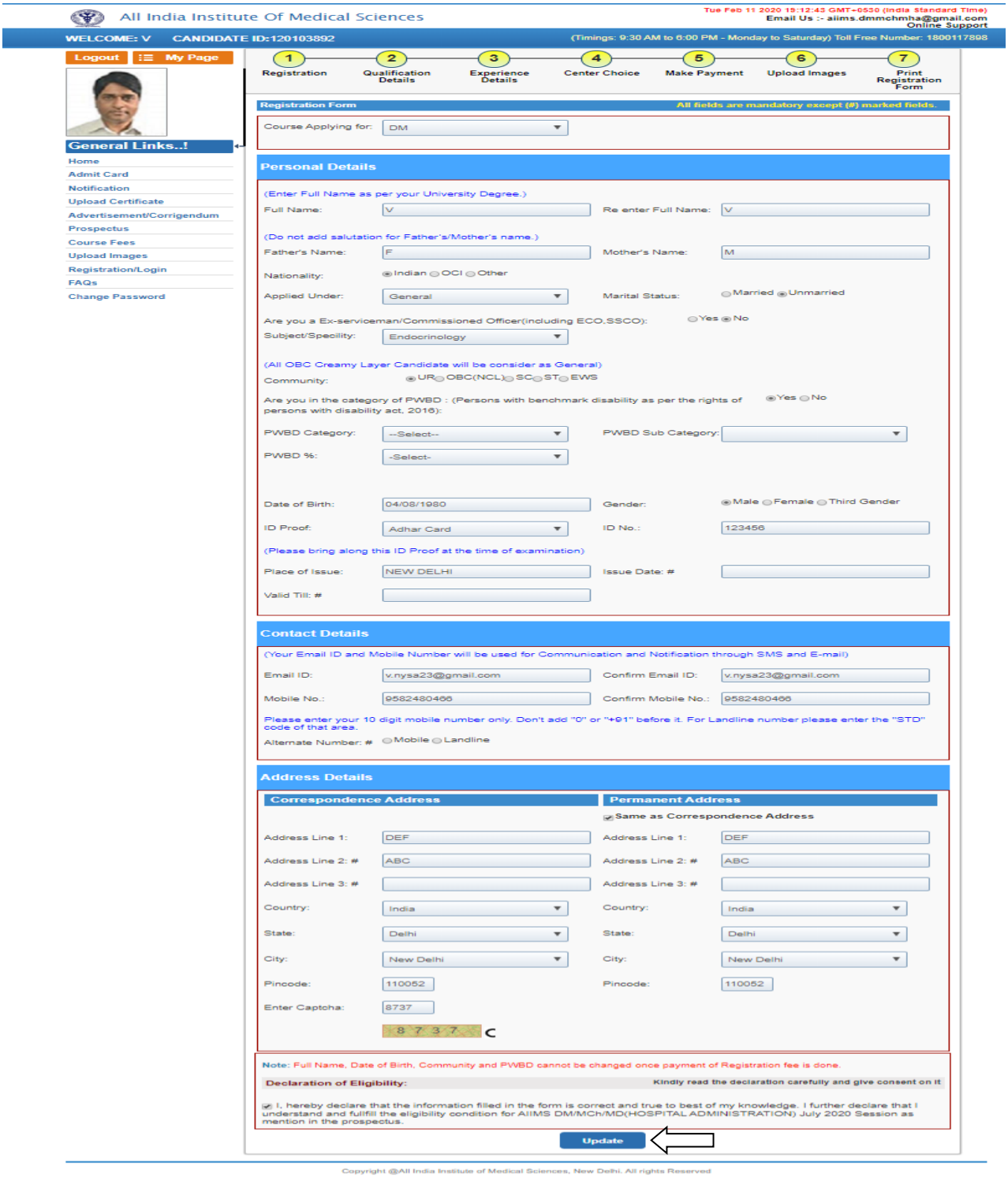


Click on **Proceed** button after filling all information.

Edit Information Page

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

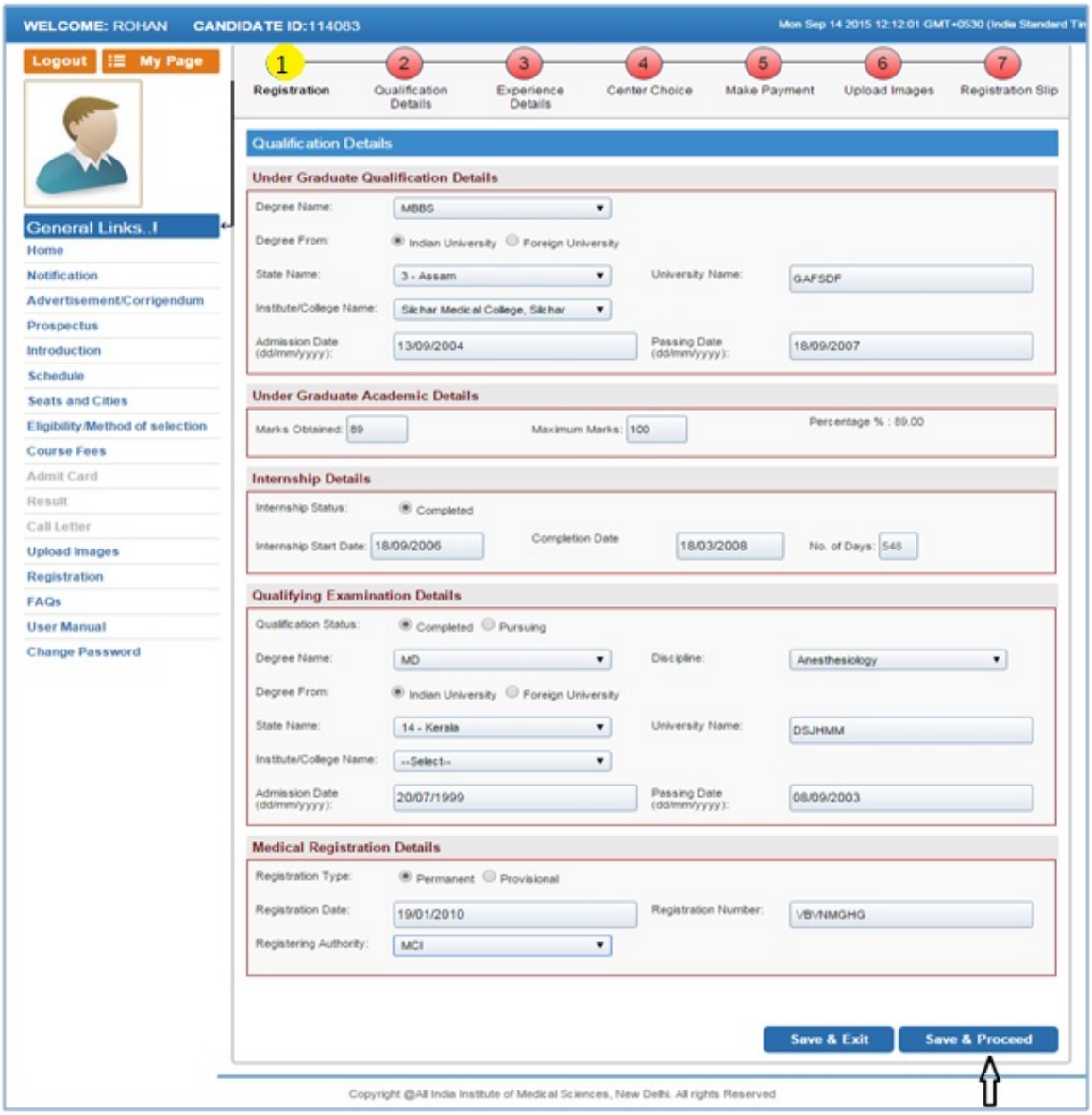




After click on **Update** button, Candidate will be navigated to **Qualification Details** Page.

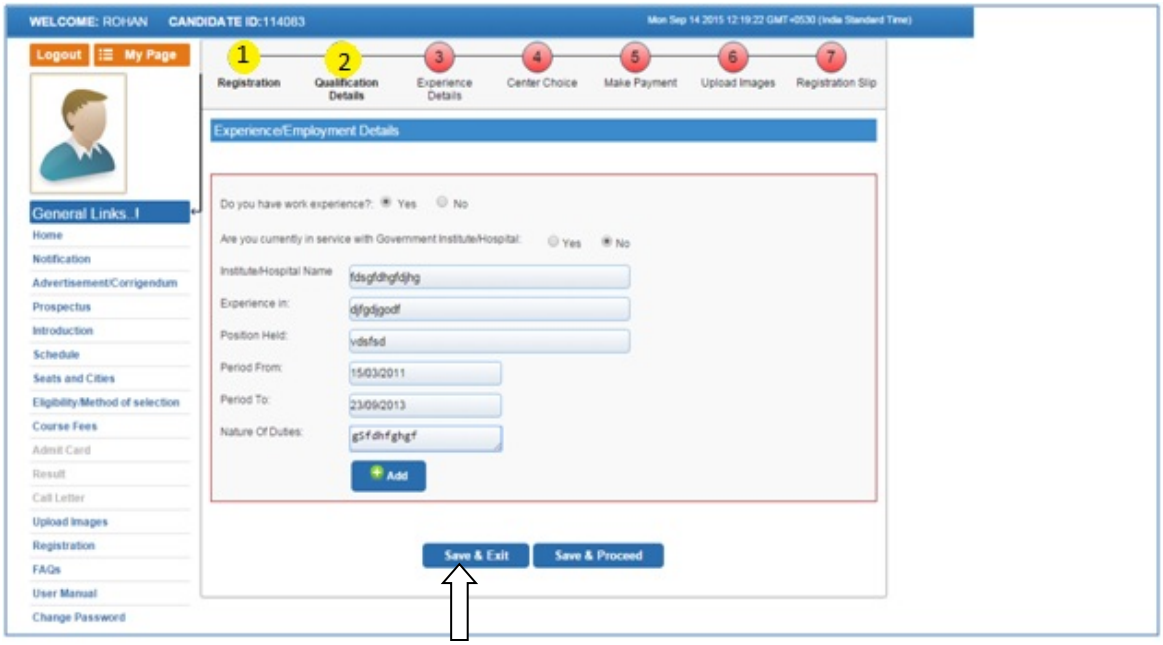
Qualification details

After first step of registration process is completed, the next step is to fill **Qualification Details**. Candidate should fill all the information asked for regarding Qualifying Examination, Internship and Medical Registration. After fill all required filled then click on **Save and Proceed** button.



Experience Details

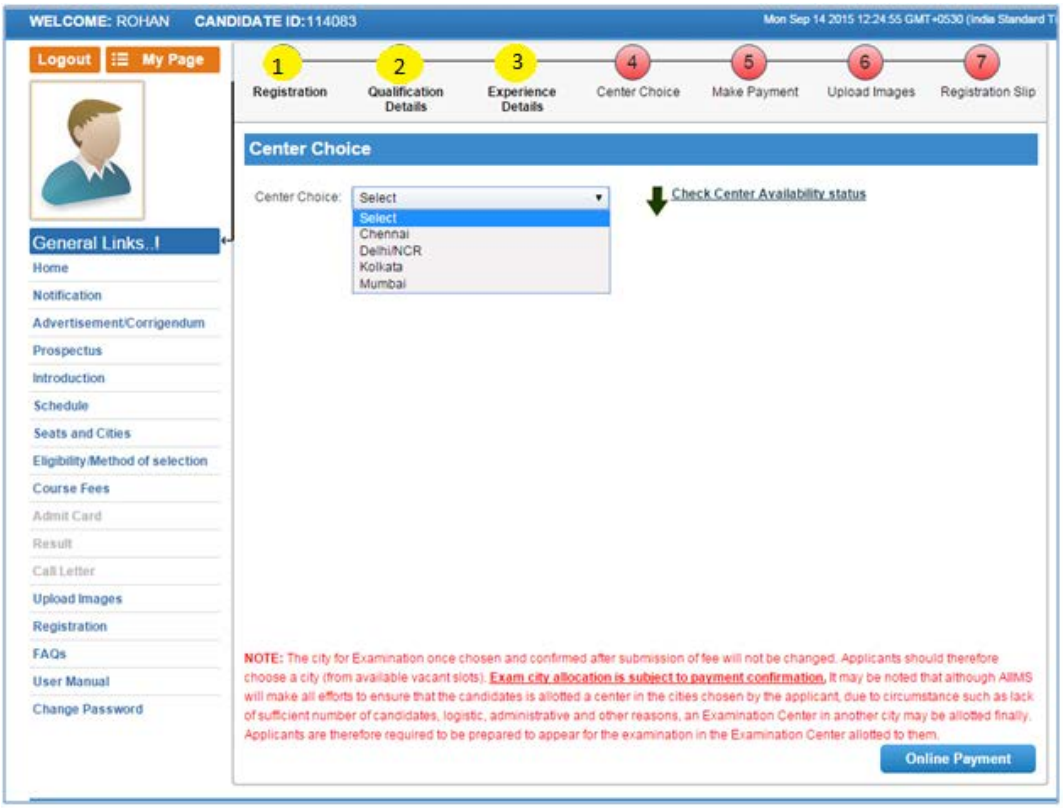
After fill the Qualification Details, next step is **Experience Details**. Candidate has to fill requirement details related to Experience as desired according to the course applied for than **Add** it and proceed further.



Centre Choice

The Forth step is **Centre Choice**. After filling Experience details candidate will be directed to **Centre Choice Page**. Candidate can choose his/her choice of exam city **On first come first serve basis** from the centre availability list (centre availability list shows the real time status of seats in a city).

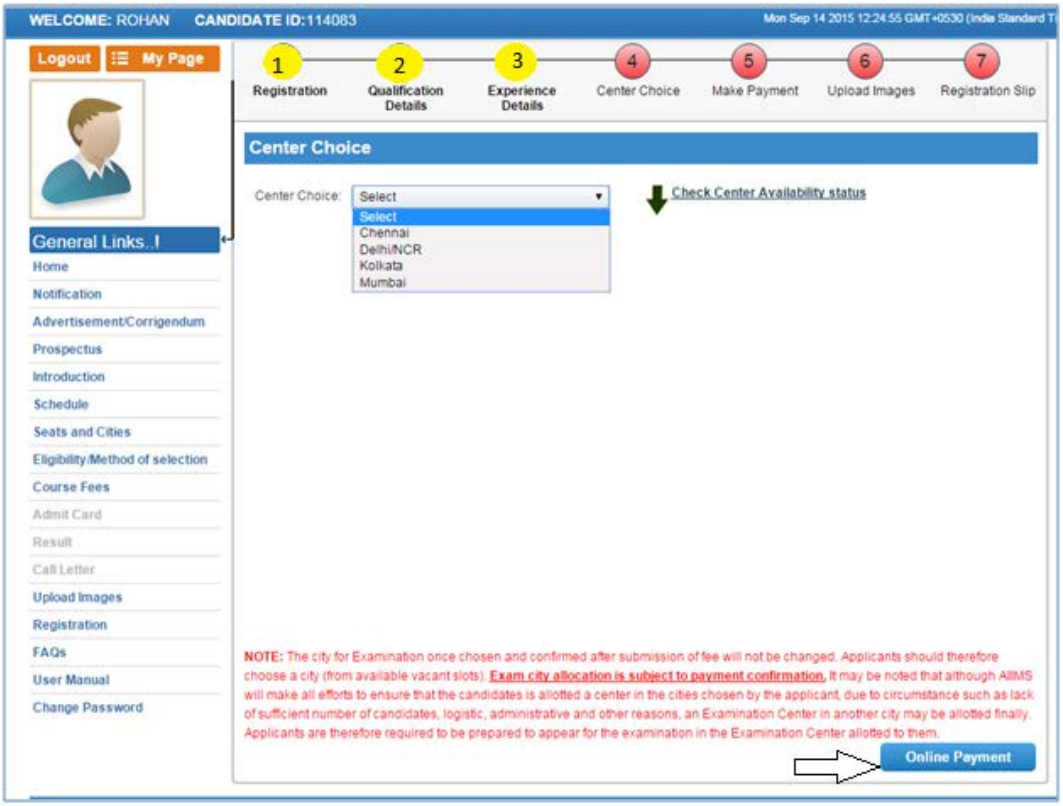
The allocation of centre is subject to the payment confirmation. The centre allocation will be done on First Come First Serve basis; however AIIMS decision regarding the centre allocation will be final and cannot be challenged at any stage. Candidate can choose the payment option to make registration fee payment atcentre choice page.

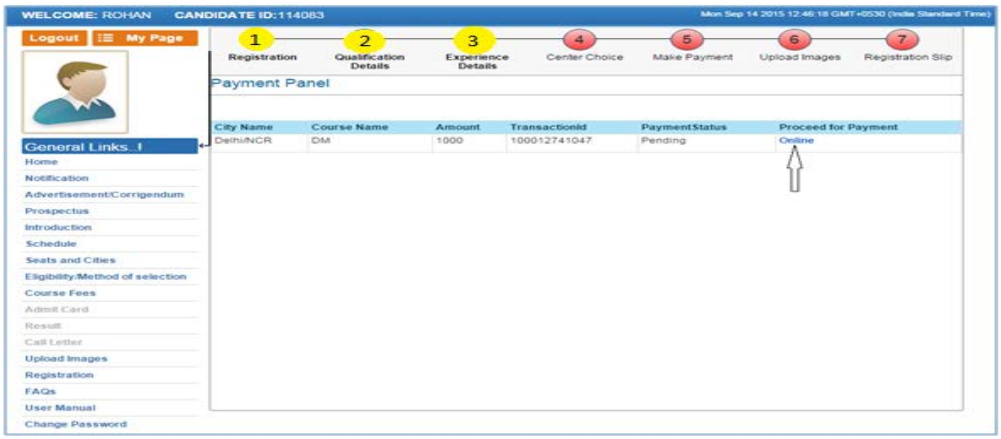


Center once allocated cannot be changed and any request in this regard will not be entertained. Click on **Proceed** button for payment of Registration Fee.

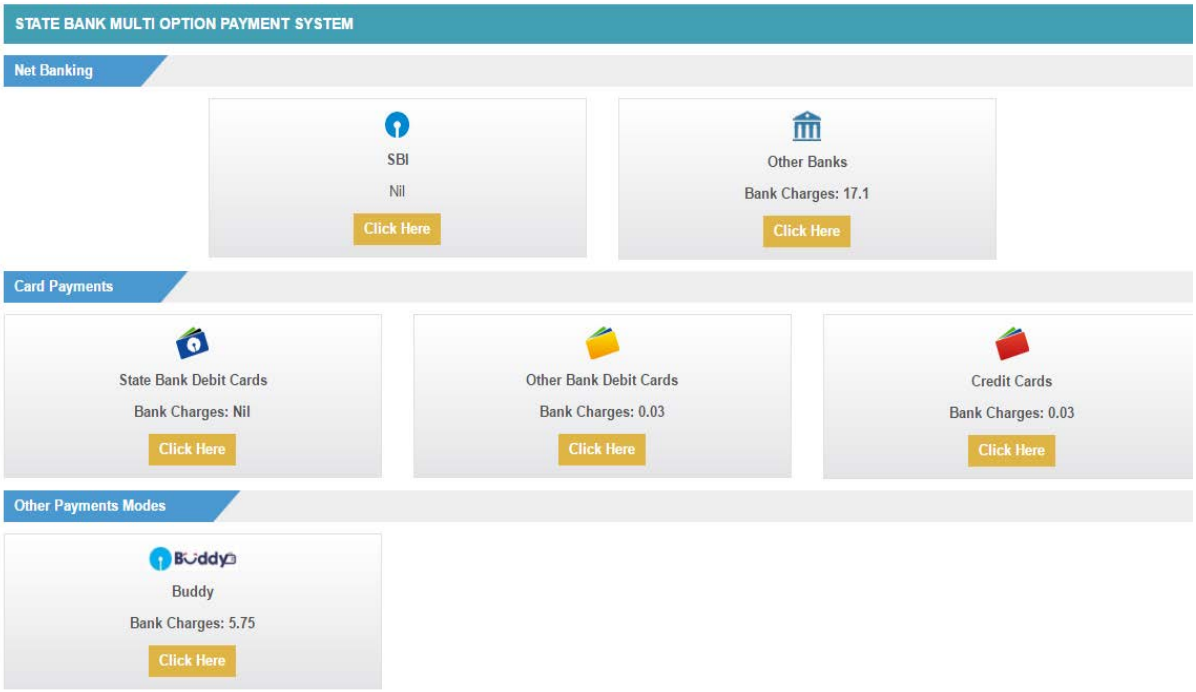
Make Payment

After Centre Choice, candidates will be navigated to **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.**

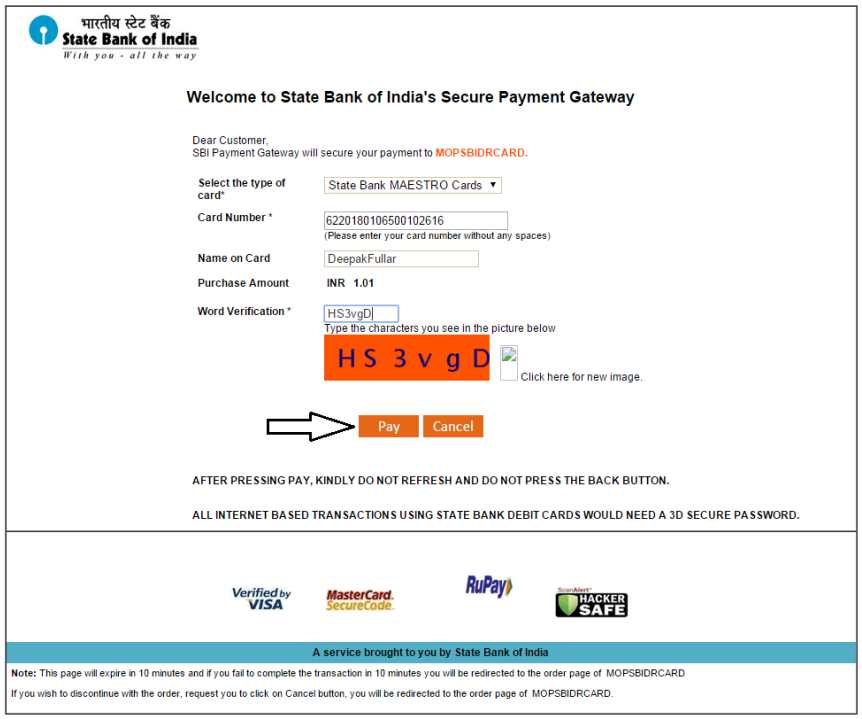




<u>Candidate can choose the payment mode of his choice from various options available to pay Application Fee</u>



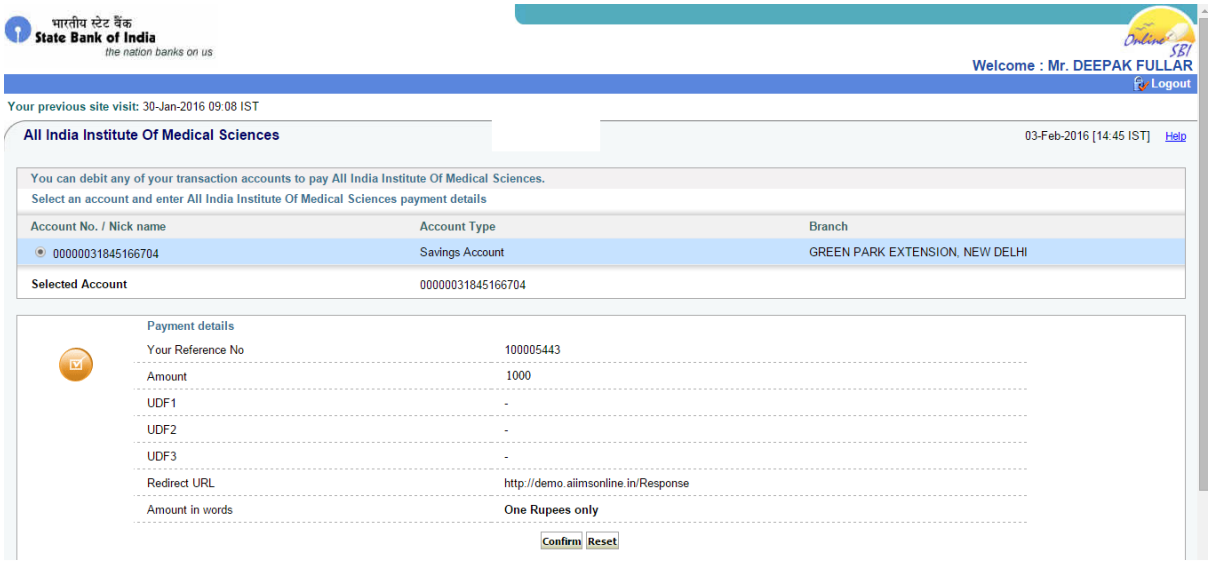
<u>To pay Application fee through Credit/Debit Card</u>,candidate should enter the information asked for, to pay through on line mode and click on **<u>PAY</u>** button.

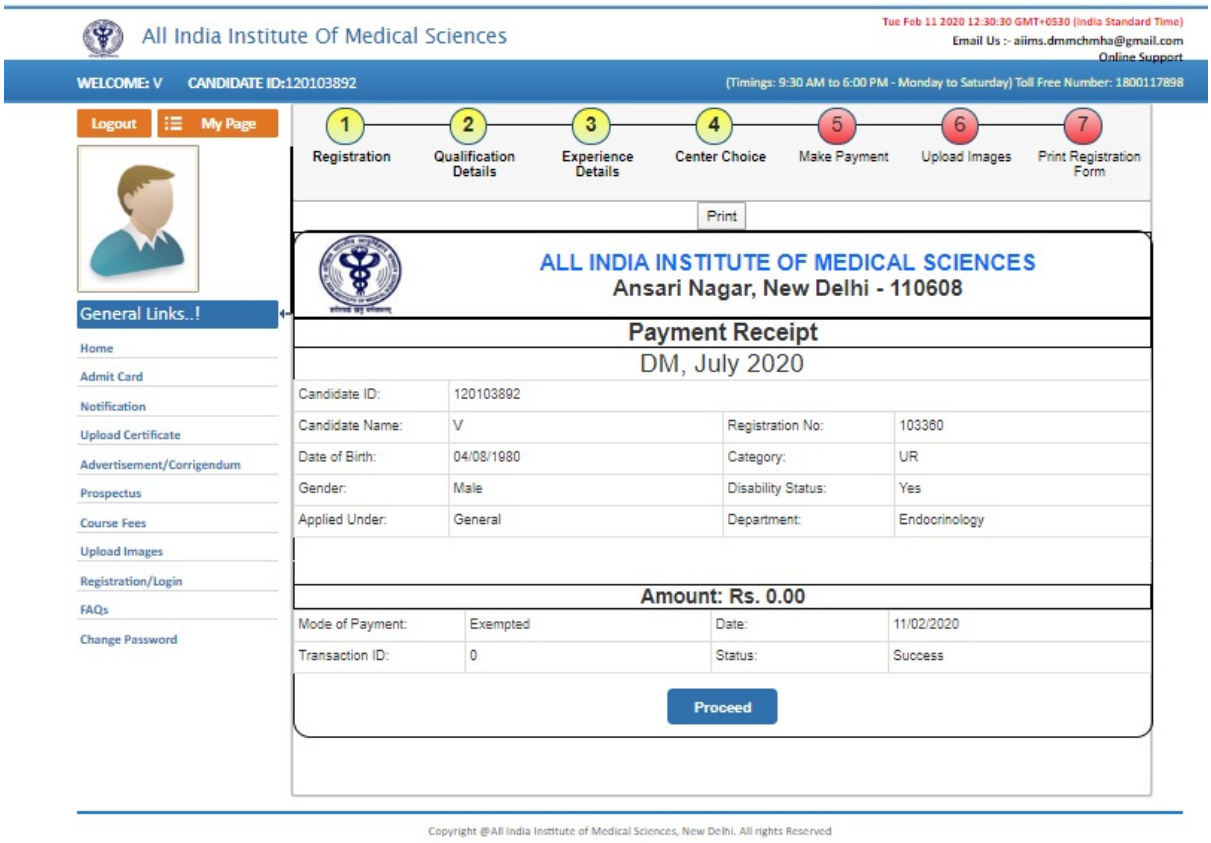


Candidate should enter the information asked for to pay through on line mode and click on **PAY** button.

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

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





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

Upload Images

After Successful Payment Confirmation,Candidate needs to upload their latest passport size Photograph, Signature and Thumb Impression. The supported digital image format includes gif, png, jpg/jpeg.

First read the instructions given regarding **Photo, Signature and 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. Images once uploadedcannot be changed later so candidates are requested to pay due attention while uploading the images.

Registration Slip

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

Registration Slip contains all the details provided by candidate during on line registration i.e. Personal Details, Qualification Details, Experience Details, Payment details and Uploaded Images etc.

All India Institute of Medical Sciences
Ansari Nagar, New Delhi - 110608
Entrance Examination - 2020

Registration Form - AIIMS DM, July 2020

Candidate Profile	Candidate ID: 120103892	Registration No.: 103360	Registration Date: 11/02/2020
Name: V		Date of Birth: 04/08/1980	
Gender: Male		Marital Status: UNMARRIED	
Father's Name: F		Category: UR	
Mother's Name: M		PWBD: Yes	
Applied Under: General		Subject/Specility: Endocrinology	
Nationality: INDIAN		Economically Weaker Section (EWS): No	
Are you a Ex-serviceman/Commissioned Officer(including ECO,SSCO): NO			
Designation: NA		Organisation Name: NA	

Contact Details

Address for Correspondence: DEF, ABC, , New Delhi, Delhi, India, 110052	Permanent Address: DEF, ABC, , New Delhi, Delhi, India, 110052
Phone No(s): 1. 9582480466 , 2. -	E-Mail ID: v.nysa23@gmail.com

Qualification Details

S. No.	Level	Name of Degree	University Name	Institution Name	Date of Admission	Date of Passing
1	Under Graduate	MBBS	UNIVERSITY OF DELHI	Lady Hardinge Medical College, New Delhi	03/01/2000	17/05/2005
2	Qualifying Exam	MD	DU	LADY HARDINGE	05/01/2009	15/02/2012

Academic Details

Marks Obtained:	1550.00	Maximum Marks:	2500	Percentage:	62.00

Medical Registration Details

Registration Type: Permanent	Registering Authority: State Council	Reg. Date: 19/02/2019	Reg No.: 1234

Experience/ Employment (Beginning with current)

S. No.	Institute/Hospital Name	Experience as	Position Held	Period From	Period To	Nature of Duties
1	SAFDARJUNG	PROGRAMMER	AB	14/05/2012	16/02/2015	A

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

Nature of ID: Adhar Card	ID No: 123456	Place of Issue: NEW DELHI	Issue Date:	Valid Till:

Payment Details

Mode: Exempted	Date: 11/02/2020	Transaction ID: 0	Amount: 0.00

Examination Center opted: Delhi-(NCR)

Signature

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.

Back Submit

Check all the details in **Registration Slip** 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 - 110608
Entrance Examination - 2020

Registration Form - AIIMS DM, July 2020

Candidate Profile	Candidate ID: 120103892	Registration No.: 103360	Registration Date: 11/02/2020

Name: V	Date of Birth: 04/08/1980
Gender: Male	Marital Status: UNMARRIED
Father's Name: F	Category: UR
Mother's Name: M	PWBD: Yes
Applied Under: General	Subject/Specility: Endocrinology
Nationality: INDIAN	Economically Weaker Section (EWS): No
Are you a Ex-serviceman/Commissioned Officer(including ECO,SSCO): NO	PWBD Category:
PWBD Sub Category:	PWBD %:
Designation: NA	Organisation Name: NA

Contact Details

Address for Correspondence: DEF, ABC, , New Delhi, Delhi, India, 110052	Permanent Address: DEF, ABC, , New Delhi, Delhi, India, 110052
Phone No(s): 1. 9582480466 , 2. -	E-Mail ID: v.nysa23@gmail.com

Qualification Details

S. No.	Level	Name of Degree	University Name	Institution Name	Date of Admission	Date of Passing
1	Under Graduate	MBBS	UNIVERSITY OF DELHI	Lady Hardinge Medical College, New Delhi	03/01/2000	17/05/2005
2	Qualifying Exam	MD	DU	LADY HARDINGE	05/01/2009	15/02/2012

Academic Details

Marks Obtained:	1550.00	Maximum Marks:	2500	Percentage:	62.00

Medical Registration Details

Registration Type: Permanent	Registering Authority: State Council	Reg. Date: 19/02/2019	Reg No.: 1234

Experience/ Employment (Beginning with current)

S. No.	Institute/Hospital Name	Experience as	Position Held	Period From	Period To	Nature of Duties
1	SAFDARJUNG	PROGRAMMER	AB	14/05/2012	16/02/2015	A

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

Nature of ID: Adhar Card	ID No: 123456	Place of Issue: NEW DELHI	Issue Date:	Valid Till:

Payment Details

Mode: Exempted	Date: 11/02/2020	Transaction ID: 0	Amount: 0.00

Examination Center opted: Delhi-(NCR)

Applicant Thumb

Signature

Applicant Signature

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.

Print | Back | Final Submit

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

After clicking Final Submit button, color of navigation bar of all the steps of registration process will change to **Yellow from Red**.

After completing all 7 steps of registration candidate will be registered successfully and **Logout** automatically.