User Manual

[Important Instructions for Applicants filling AIIMS PG Courses [MD/MS/ M.Ch (6 Yrs.)/DM(6 Yrs.)/MDS] July 2017 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.

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Step 1: Registration

- After opening the website, the next step is Registration.
- By clicking on Academic Courses Tab an Applicant can nevigate to the desired course to registered him/her self.

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For New Registration, click on <u>Click Here</u> button on New Registration Page.

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

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a) 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.



Registration Form

On clicking the **"Proceed"** button Next page shown will be the <u>New Candidate Registration Form.</u> (All #marked fields are optional).

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Read the Declaration of Eligibility carefully and give consent on it before submitting the form. After filling the required information click on **"Register"** button. On successful registration a message will appear on screen containing **<u>Candidate ID'</u>** and **<u>Password'</u>**. An <u>Email and SMS</u> will also be sent to registered <u>E-mail Id and mobile number</u> having Login Credentials i.e. <u>Candidate ID and password</u>. Please note this candidate id for future references.

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b) Candidate Information Page

After re-login the next page appears will page will show the <u>all Six (6) steps of Registration Process</u>. First step is new candidate <u>Registration for MD/MS/M.CH(6 Yrs.)/D.M. (6Yrs.)/MDS.</u>

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

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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.

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After Click On update button, Candidate will Land to Qualification Details Page.

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Step 2: Qualification details

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

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Step 3: Make Payment

After Centre Choice, candidates can choice the payment option to pay registration Fee.

Candidate can check available cities by clicking on Check City Choice Status before Payment

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Online Payment

For <u>Online Payment</u>, candidate should click on <u>Online Payment</u> button and it will direct candidate to the <u>Bank's Payment Gateway</u> to make payment through Credit/Debit Card/Net Banking

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

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<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.

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Candidate should enter the information asked for to pat through on line mode and click ok 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.

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

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



Step 4: City Choice

The third step is <u>Centre Choice</u>. After filling qualification details candidate will be directed to <u>Centre Choice</u> <u>Page</u>. Candidate can choose his/her centre **on first come first serve basis** from the centre availability list (centre availability list shows the real time status of seats in a city).

<u>The allocation of centre is subject to the payment confirmation.</u> 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 at centre choice page.



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Click on Save & Proceed button for payment of Registration Fee.

Step 5: 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 <u>Photo, Signature and Thumb Impression</u> upload. To upload image click <u>Choose File button</u> and browse to path where the image is stored. You can see the preview of the uploaded images. Please refer to <u>Sample Images</u> provided on the page, if you are satisfied with the preview of images, click on <u>Accept</u> button else try again to upload the images. After uploading all three required images, give consent on the declaration and click on <u>Save & Proceed</u> button.

Step 6: Print Registration Form

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

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

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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**.

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		Registration Form - AIMS-70	MD/MS/MC 1/6YRS	S//DM/6YRS), January 2	017	
Candidate Profile		Candidate ID: 100059	Reg	jistration No.: 0		Registration Date: 05/69/201
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Contact Details						
Address for Correspondence: W. N. R. Deihi, Deihi, India, 2013/15				nt Address; M, N, R, Celh	De hi, india 20	1315
Mobile No(s): 1.9600832/26 . 2.828/121068			E-Ma D	tg::jgmail.com		
Qualification Details						
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Take the print of the Registration Form after final submission of form. Candidate can take the print out of the **<u>Registration Form</u>** by clicking on <u>**Print**</u> 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 6 steps of registration process, candidate will be registered successfully and can navigate to any completed step through Navigation Buttons available on top of the page.

Candidate must Logout after registration is done successfully.



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