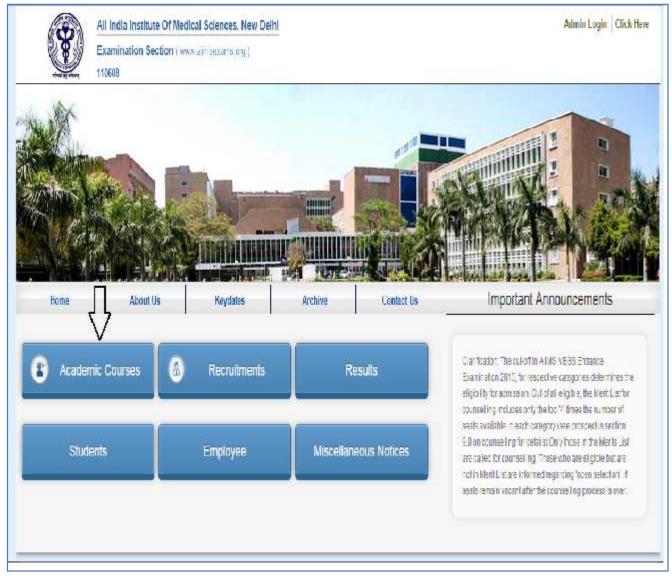
# **User Manual**

# [Important Instructions for Applicants filling AIIMS – Fellowship Programme July 2017 Online Registration Form]

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



#### **Registration**

• After opening the website, the next step is Registration.

By clicking on Academic taban Applicant can navigate to the desired fellowship Programme

• to registered him/her self.

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

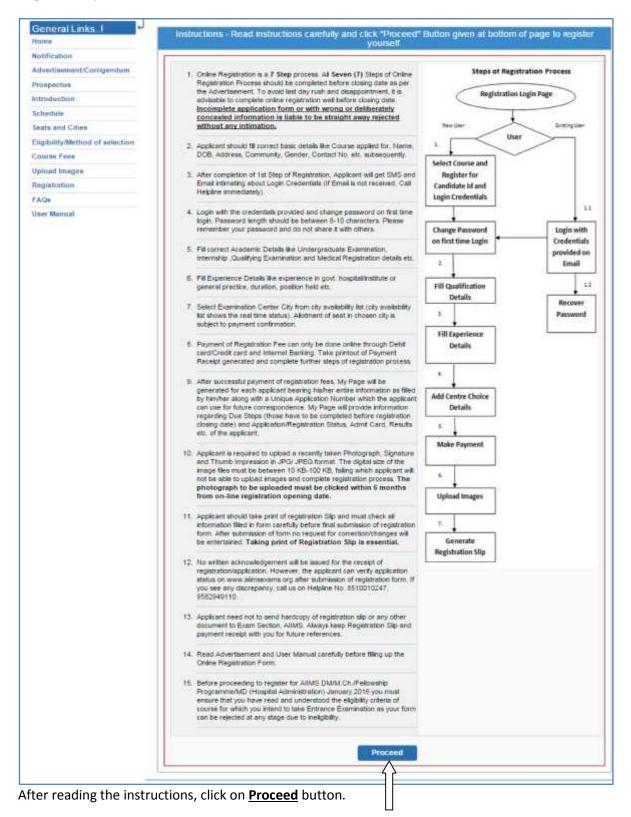
For already registered candidate, enter **<u>Candidate Id</u>**, **<u>Password</u>**(already sent on registered email id) and **<u>Captcha</u>** and then click on **<u>Login</u>** button.

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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.



# **Registration Form**

On clicking the "Proceed" buttonNext page shown will be the <u>New Candidate Registration Form.</u>

(All #marked fields are optional).

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

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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 '<u>Candidate ID' and 'Password'</u>. An<u>Email</u> <u>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.

#### 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 <u>Change</u> <u>Password</u> page. <u>Re-login</u> with the new changed password to complete due steps of Registration Process.

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### **Candidate Information Page**

After re-login the next page appears will page will show the <u>all Six (7) steps of Registration</u> <u>Process</u>. First step is new candidate<u>Registration for Fellowship Programme</u>

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.

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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 <u>Edit Button</u>. It will redirect candidate to <u>Registration page</u> where some information can be edited.

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

### **Qualification details**

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

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# **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.

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## **Centre Choice**

The Forth step is <u>Centre Choice</u>. After filling Experience details candidate will be directed to <u>Centre Choice Page</u>. 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).

<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 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 <u>Payment</u> page to pay registration Fee. Payment of registration fee can only be done through <u>Online Mode i.e.</u> <u>Debit/Credit card and Internet Banking.</u>

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

STATE BANK MULTI OPTION PAYMENT SYSTEM		
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Card Payments		
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**To pay Application fee through Credit/Debit Card**, candidate should enter the information asked for, to pay through on line mode and click on **PAY** button.

Verified by VISA	AlasterCard. RuPays	
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Welcome to Stat	e Bank of India's Secure Payment Gateway	

Candidate should enter the information asked for to pay through on line mode and click on  $\underline{PAY}$  button.

<u>To pay Application fee through Net banking</u>, 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 **Confirm** button.

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Candidate must remember to take printout of Payment Receipt as a proof of payment by clicking on **<u>Print</u>**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 <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. Images once uploaded cannot be changed later so candidates are requested to pay due attention while uploading the images.

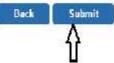
#### **Registration Slip**

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

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Cana	idate Profile			Rey	gistratu	m No.: 11037	z			Registration Date: 14/09/2018		
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Meth	oris Namo: G+F -A					Lisab uty St	atus Xe					
Applied under: General Nationally, INDIAN						Conartment	SIVYANSH SHATIA SH-DB-2016					
Con	aci Details											
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Phone Notski 1 1231231230 2 -						≂44a <mark>, iD: achash gupta@diguiriv com</mark>						
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DECLARATION: I nereby declare that the information furnished by me in the Registration/Application Form is correct and nothing has been concealed. In case shy information furnished by me is found to be false/incorrect/undue than is shall be fable to childrinn halp oseculion and my claim to admission/appointment/legistration/ service in the Institute may be cancelled/leminated.



Check all the details in **<u>Registration Slip</u>** 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**.

			Registration Silp	- AIMS DM, J	an 2016							
Candidate Profile			Registra	373	Registration Dates 11/09/							
Name ROHAN				Date of Bin	th: 98/00/1987							
Gender Male				Marital Sta								
Father's Name: NCHAN				Getogory	IF		00					
Mother's Name: (8) 1.1A			hisabaley is	tat ist Yes								
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Nationality, INDIAN												
Contact Datasia												
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Phone No(s), 1, 1231231	1230, 2		E Mai ID avi redngoplar@digi.miv.com									
Qualification Details												
S. Level No	Name of Degree	Joiver	rsity Name	Institution "lar	De.		Date of Passing					
1 Under Graduate	MBBS	CEGH	FJGFJ	Sikhar Medic	a Cullege Sistia		18/08/2007					
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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.