

IMPORTANT INSTRUCTIONS REGARDING COMMON RECRUITMENT EXAMINATION (CRE-AIIMS)-2023

F. No. AIIMS/34-92/Exam.Sec/(CRE-AIIMS)/2023

- **Candidate must Report as per reporting time and date and No candidate shall be permitted to enter after the Entry Closure Time.**
- **No candidate shall be permitted to leave the Examination Hall before the end of the examination.**
- **All candidates are required to read the admit card Instructions and Notice No. 255/2023 for important instructions for CRE-AIIMS available separately on AIIMS website.**

**A. ADMIT CARD**

1. Admit Card is an important document and mandatorily required for entry in Examination Centre along with Valid Identity proof. Please carry Admit Card that has a clear print of your uploaded photograph and your signature on above Declaration, preferably in color on the day of examination.
2. Admit card is issued provisionally based on information provided in application form without any scrutiny of eligibility criteria, category, experience etc. just to allow to appear in Examination. Candidature will be cancelled if found any discrepancy at any stage, as per published advertisement, notices on website
3. The Admit Card must be downloaded from [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) using your login credentials on *My Page* using the [<https://creaiims.aiimsexams.ac.in/>] link through the Recruitment tab. No hard copy will be posted to you.
4. In case you have applied for more than one post there will be common admit card containing detail of examination scheduled on different dates and times for different posts. All candidates are required to check the posts applied and admit card issued and bring any discrepancy immediately through MyPage.
5. At the best effort same examination centers has been allotted for common candidates (candidates applied in more than one post) for all examination, however in some cases it will be in different examination centers but within the same cities.
6. In cases where examination is scheduled in different examination centers in a city there will be separate admit card for each day. Please bring admit card at examination center as per schedule.
7. Print TWO copies of the Admit Card (Full page with all content) for each time different date & time of scheduled examination: One copy is required for the Examination and the other is to be preserved for Admission formalities should you be selected.
8. Change of center/city is not allowed under any circumstances. Hence all candidate should avoid raising queries for change of centers.
9. Please read notice published on website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) regarding detail of scheme of examination and clubbing of papers common for posts. Avoid raising unnecessary queries and questioning of processes than following the process. It is important to follow strictly the process and scheme of examination published as per decision of competent authority.
10. It is expected that a candidate should not involve in unfair practices in the interest of smooth conduct of examination.
11. The Admit Card print-out should have **Domain IP Address, Date and Time of printing** in the first line on top. Those Admit Cards that do not have these details shall be treated as INVALID and shall not be accepted for any purpose.

IP Address:	Date:	Time:
अखिल भारतीय आयुर्विज्ञान संस्थान		

12. Please note that ONLY ORIGINAL PRINT-OUTS OF ADMIT CARDS WITH PROPERLY IDENTIFIABLE DETAILS INCLUDING A CLEAR PRINT OF THE UPLOADED PHOTOGRAPH are considered valid. Photocopies or improperly printed [too light or too dark] Admit Cards are not acceptable.
13. Please Check ALL DETAILS printed in the Admit Card such as Name, Candidate ID, other details, photograph etc.
14. In case of any discrepancy (check with details in your Registration Slip) please raise a query through My Page IMMEDIATELY providing all details so that necessary corrections can be made

15. Please READ, UNDERSTAND THE CONTENTS AND THE DECLARATION (reproduced below) taken online before download of admit card

***"I have read the Instructions that have been uploaded with the Admit Card and have understood the contents and requirements mentioned therein.  
I also understand that AIIMS New Delhi does not disclose question paper as per its policy framed under AIIMS Act 1956, and copying of questions and / or transmitting them in any form will be viewed as a serious form of malpractices liable for appropriate criminal proceedings.***

***This Admit Card is issued subject to fulfillment of all eligibility requirements about the post as well as for admittance to appear in the examination."***

16. If you have any difficulty, take the help of elder who would be able to guide you. Please note that in case the Admit Card is incorrect in any respect, your entry into the Examination Centre may be denied.

Please Note:

- **Only Original print of Admit Card is valid. Photocopy/bad print is not acceptable.**
- **Print should have the Domain IP Address, Date and Time of printing**
- **Print should be such that photograph and all details are clear (Although clear colour print is preferable, even clear black and white prints is acceptable)**
- **Check all the details printed in the Admit Card and in case of discrepancy inform immediately**
- **Read, understand, the instructions in this document and declaration given online before downloading on Admit Card and Ensure all requirements are complied with.**
- **You will not be allowed for examination without Admit Card and valid ID Proof.**

## B. VALID IDENTITY PROOFS

Only the following are accepted as Valid Identity (ID) Proofs for entry into the Examination Centre

1. Aadhaar Card in ORIGINAL
2. E-Aadhaar ORIGINAL PRINT-OUT WITH CLEAR IMAGE OF THE FACE
3. Passport in ORIGINAL
4. Voters ID Card / EPIC in ORIGINAL
5. PAN Card with PHOTO in ORIGINAL
6. Driver's License in ORIGINAL



**Please Note:**

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- **Only those Identity Proofs as mentioned are acceptable**
  - **All Identity proofs should be in ORIGINAL**
  - **E-Aadhaar should be an ORIGINAL and CLEAR PRINT AND NOT A PHOTOCOPY**
  - **ALL OTHER IDs (including 10<sup>th</sup> Board Admit Card) ARE NOT ACCEPTABLE**
  - **PHOTOCOPIES OF IDs EVEN IF ATTESTED ARE NOT ACCEPTABLE**
  - **SCANNED PHOTOS OF IDs IN MOBILE PHONES ARE NOT ACCEPTABLE**
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**C. PROHIBITED ITEMS**

1. All Electronic items including Mobile Phones, Pagers, Calculators etc.
2. Any item capable of transmitting or receiving information including Bluetooth Devices, Pen drives etc.
3. Wrist watches, clocks etc. of any kind
4. Ornaments, Wrist bands, Goggles, Headgears, Scarfs, Jackets, etc. *(Please see section on Dress Code)*
5. Pen, Pencil, Paper *(other than the Admit Card)*, books, calculators, bags, bottles etc.
6. Shoes / Footwear with thick soles *(Please see section on Dress Code)*
7. Large buttons
8. Clothing not appropriate for the ambient weather
9. Copying of questions
10. Talking, canvassing, unruly or any behaviour capable of disturbing or disrupting the examination
11. Any other item/ instruction/ decision as may be necessary to be prohibited by AIIMS and either announced in the website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) or through representatives at the centre as may be required for proper and fair conduction of the examination.

**Please Note:**

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- **Please DO NOT carry any prohibited item into the Exam Centre**
  - **There is no facility for safe-keeping of valuables in most Centres**
  - **Failure to comply with any of the above will be considered as use of unfair means and appropriate disciplinary action will be taken and may be liable for criminal proceedings according to prevailing laws**
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**D. DRESSING FOR THE EXAMINATION**

1. All candidates are required to dress appropriately for the weather and climatic conditions. For example, during summer you are not expected to wear jackets/coats.
2. Fancy Large Ornaments, Large buttons on dress are not permitted.
3. Shoes and any footwear with thick soles and high heels are not permitted.
4. Caps, scarfs, jackets, goggles, belts, wrist-bands etc. are not permitted.
5. Please dress appropriately. There may be no facility for safe-keeping of items removed prior to entry.
6. In case religious beliefs or customs require you to wear any particular attire you are required to report early at the centre to allow adequate time for frisking. If you do not co-operate during frisking, you may not be permitted to enter the Examination Hall.
7. **In view of apprehensions of malpractice wearing mask during examination, inside examination hall is not mandatorily required. No candidate will be allowed to appear with mask.**

**Please Note:**

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- **There is no specific dress code but wear clothing appropriate for the weather**
  - **Shoes and any footwear with thick soles and high heels are not permitted**
  - **Large buttons on dress shall be removed**
  - **In case religious beliefs or customs require you to wear any particular attire you are required to report early at the centre to allow adequate time for frisking**
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#### **E. WHAT YOU SHOULD CARRY INTO THE EXAMINATION CENTRE**

You should carry with you **only two (02) items** inside the Examination Centre:

1. Original and clear print of the Admit Card with signed Declaration as mentioned in A.
2. Original and valid ID Proof as mentioned in B.

**Please Note:**

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- **Familiarize yourself with the requirements for entry into the Examination Centre**
  - **Do not run around in the last minute to get the proper ID**
  - **Without a valid and clear print of Admit Card you will not be permitted**
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#### **F. Procedure for IRIS capture**

1. On reporting at the examination Centre within the reporting time as specified in the admit card, candidate will be checked for valid admit card and ID proof.
2. Thereafter frisking will be done as per procedure.
3. Thereafter IRIS/Photo and other details will be captured before entry inside examination hall.
4. All candidates must ensure that IRIS has been captured.
5. In case IRIS has not been captured before start of examination, candidates are mandatorily required to report to Invigilator for capture IRIS before leaving the examination hall, failing which candidature may be cancelled.

#### **G. ENTRY INTO THE EXAMINATION CENTRE**

Entry into the Examination Centre is subject to:

1. Reaching on time: The Reporting Time is the time when you should reach the centre.
2. No candidate shall be permitted to enter the Examination Centre after the Entry Closing Time.
3. Those with attire as required by religious beliefs and customs as well as PWBD candidates must reach early
4. Production of Admit Card with correct details as mentioned earlier (see A)
5. Production of Original ID proofs as indicated (see B)
6. Not carrying any prohibited items (see C)
7. Complying with requirements of dress (see D)
8. Co-operating with frisking and identification procedures.
9. Biometric/IRIS capturing is mandatory for all candidates. All candidates are required to ensure that their Biometric and IRIS has been captured before leaving the examination hall.
10. Any other requirement that may be decided by AIIMS from and executed by the representatives at the centre
11. ***Any candidate found to be intoxicated with alcohol or / and drugs will not be allowed entry into examination hall / expelled from examination, if found***

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- **Common reasons for being denied entry are Reaching late after the Entry Closing Time and not carrying proper Admit Card and IDs**
  - **Check all requirements and keep it handy before entry into examination hall**
  - **Bring Admit Card, Original IDs as mentioned. Do not run around at the last minute.**
  - **Cooperate during frisking**
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#### **H. ROUGH WORK**

1. Use the back of the Admit Card for Rough Work. In addition, one rough sheet will be provided.
2. It is mandatory to return the Admit Card and rough sheet at the end of the Examination and sign wherever required. Failing to return admit card & rough sheet will lead to cancellation of candidature.

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- **Use the back of the Admit Card for rough work**
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- **Make the necessary entries**
  - **Return the Admit Card and any rough sheet provided at the end of the Examination**
  - **Failure to return the Admit Card and rough sheet and signing as required may result in your answers not being evaluated**
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#### **I. Legal and disciplinary action**

**Legal and disciplinary action will be initiated by AIIMS, New Delhi against persons who are found to be guilty of misconduct for reasons mentioned below (including but not limited to)**

- A. Obtaining support for his/her candidature by the following means, namely: - offering illegal gratification to; or applying pressure on; or blackmailing, or threatening to blackmail any person connected with the conduct of examination; or
- B. Impersonation; or
- C. Procuring impersonation by any person; or
- D. Submitting fabricated documents or documents which have been tampered with; or
- E. Providing false information regarding educational qualifications and/or experience (such as internship completion) for the sole purpose of appearing in the examination for practice or any other purpose; or
- F. Uploading irrelevant photos in the application form in place of actual photo/signature/left thumb impression; or
- G. Uploading morphed/digitally modified photos for the purpose impersonation; or
- H. Making statements which are incorrect or false or suppressing material information; or
- I. Resorting to the following means in connection with his candidature for the examination, namely: obtaining questions through improper means; finding out the influencing the personnel involved with conduct of examination.
- J. Being in possession of or using unfair means during the examination;
- K. Copying the questions, misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- L. Harassing or doing bodily harm to the staff deputed by Examination Section, Staff employed by Vendors for the purpose of conduct of examination.
- M. Being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
- N. Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
- O. Changing seats/question paper/any devices and changing computer screen/Mouse/keyboard without proper permission.
- P. Disputing terms of advertisement after participation in the examination. Providing invalid documents/information in support of eligibility and litigating later on taking ground of issue of admit card. (It is important to mention that issue of admit card shall not be treated as acceptance of eligibility)
- Q. Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable: —
  - i. And shall be disqualified by the AIIMS, New Delhi from this/or other Examinations for which he/she is a candidate; and/or
  - ii. Shall be liable to be debarred either permanently or for a specified period: —
    - a. By the Examination Section, AIIMS, New Delhi, from any examination or selection held by them;
    - b. Any other penalty as per discretion of competent authority.
  - iii. If he/she is already in service under Government to disciplinary action under the appropriate rules.

Provided that no penalty under this section shall be imposed except after: —

- i. Giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and
- ii. Taking the representation, if any, submitted by the candidate within the period allowed to her/him into consideration.
- iii. However, depending upon the seriousness of the matter, AIIMS reserves the right to cancel candidature without issuing notice/assigning reasons for the use of Unfair means during and examination at the discretion of the Director, AIIMS, New Delhi, and no correspondence will be entertained.

Any person who is found by the AIIMS, New Delhi to be guilty of colluding with a candidate (s) in committing or abetting the commission of any of the misdeeds listed at Clauses A to P above render himself liable to action in terms of the Clause Q above.

#### **J. IMPORTANT INFORMATION**

1. Candidature is liable to be cancelled without assigning reason & notice in case found indulge in activities like talking, moving unexpected and unusual activities including unusual answering pattern etc at the desecration of AIIMS, New Delhi.
2. All candidates shall be subject to frisking, biometric verification, electronic surveillance etc.
3. Candidature is liable to be cancelled without assigning reason & notice in case found indulge in activities like talking, moving unexpected and unusual activities including unusual answering pattern etc. at the desecration of AIIMS, New Delhi.
4. There is no arrangement of isolation lab at examination center. In case your currently suffering with any contagious disease like chicken pox, covid that has likely cause infection to other or adversely affect/infect other candidates in the examination center your entry to the examination center may be denied in larger public interest and candidature will be treated as cancelled. No claim in this regard will be entertained.
5. **Please note that Return of Admit Card is mandatory post examination. Do not leave the Examination Hall without giving attendance by returning your Admit Card after completion of Examination. Failure to do so may result in non-evaluation of answers.**
6. **Exit Time from examination hall after completion of examination is subject to additional time required for Admit Card collection as per applicable procedure on the day of exam. Candidates are required to come prepared accordingly.**
7. This is a Computer Based Test (CBT) consisting of Multiple-Choice Questions (MCQs) only
8. Do not use the key board.
9. At the beginning the Examination please check if the questions from the correct subject is visible in the computer
10. In case of any discrepancy in the subject as seen in the computer inform the invigilator immediately
11. **Questions marked for "Review" shall not be evaluated**
12. **Please note that the MCQs are of different type & need to be answered according to Instructions.**
13. *As per policy framed by AIIMS, New Delhi under AIIMS Act 1956, question papers are of strictly confidential and sensitive in nature and limited resource, hence not allowed to be disclosed in public. Accordingly copying of question and / or transmitting them in any form at any time / stage will be viewed as serious form of malpractice liable for criminal proceeding.*
14. **Representation for Questions (RFQ):** - No Clarification will be offered on the technical aspect of the question during the examination. Candidates may write to the Associate Dean (Exams.) within 24 hours regarding any discrepancy in question (if any) through the link enabled in their MyPage under Section Representation for Questions (RFQ). The link will remain enabled for 24 hours after completion of the Examination.

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- **Prepare early and reach early, AIIMS New Delhi is not responsible for travel restriction/traffic etc, if any.**
  - **The Admit Card released to you does not guarantee right to appear in the examination unless other requirements are complied with.**
  - **All selections are subject to verification of certificates and fulfillment of eligibility requirements as mentioned in the advertisement.**
  - **Candidature can be cancelled if lack of fulfillment of eligibility is identified subsequently.**
  - **Please ensure that all requirements / eligibility for taking the examination are fulfilled by you.**
  - **Avoid running around on the day of examination to fulfill requirements for entry into the examination center.**
  - **Do not argue with official at the center regarding entry requirements as these are uniformly followed at all centers through the country and exceptions cannot be made for individual or personal suitabilities.**
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