ALL INDIA INSTITUTE OF MEDICAL SCIENCES

NEW DELHI

PROSPECTUS







JANUARY 2018 SESSION

Fellowship Programme

IMPORTANT DATES AT A GLANCE

Last date for Online Registration of Application on AllMS website www.aiimsexams.org

05.10.2017 (upto 5:00 P.M.)

Important Notice

- Please fill the Online Application carefully. It may not be possible to make changes after Registration as indicated.
- Any Amendment/Rectification/Change/Editing is NOT allowed in Name, Date of Birth and Community i.e. SC/ST/OBC(NCL)/UR & OPH status after payment of application fee through Debit/Credit Card/Net Banking.
- Other changes in the online Registration/Application i.e. Nationality, Sponsored to General, General to Sponsored etc. will NOT be permitted after 05.10.2017.
- 4. Applicants may note that further correspondence will NOT be entertained in this regard.

Date of Uploading Prospectus and Registration of Online Application through web portal	15.09.2017	Friday
Last date for Registration of Online application	05.10.2017	Thursday

	Fellowship Programme					
•	Status of Application & Rejected application with reason for rejection. Applicants are required to check status on 27.10.2017 through the Registration Status of My Page after Login.	26.10.2017	Thursday			
•	Last date for submission of required documents for Regularization of Rejected Application. No Correspondence will be entertained after 03.11.2017 under any circumstances and candidates are requested NOT TO CONTACT the Examination Section.	03.11.2017	Friday			
•	Last date for Ministry of Health & Family Welfare, Govt. of India to forward an approval regarding "No Objection" to the Foreign National for appearing in the Fellowship Programme Entrance Examination for JANUARY, 2018 session.	03.11.2017	Friday			
•	Finalization of Centres and allotment of Roll Nos/Admit Card on website.	06.11.2017	Monday			
•	Written Test through online (CBT) mode	18.11.2017	Saturday			
•	Expected date of declaration of Result (Stage I)	23.11.2017	Thursday			
•	Departmental Assessment	29.11.2017 & 30.11.2017	Wednesday & Thursday			
•	Final result	05.12.2017	Tuesday			
•	Last date for admission in the course of Fellowship Programme	28.02.2018	Wednesday			

To facilitate quick redressal of queries use registered email Id of Registration Form. Replies/Clarifications will only be given through this email.

Declaration of Results

Results for Fellowship Programme will be only available on website at www.aiimsexams.org
Result of individual candidate will NOT be informed on telephone and candidates are advised NOT to call the Examination Section for such information. However, individual result can be checked after declaration of final result from the website through the Result of My Page after Login.

Application Fee

- General / OBC Category: Rs.1000/- + Transaction Charges as applicable
- SC/ST Category: Rs. 800/- + Transaction Charges as applicable
- OPH Candidates is exempted from any Fee

Mode of payment: Through Debit/Credit Card/Net Banking

All applicants are advised to read the Prospectus and Help Manual carefully before starting Online Registration and ensure that no column is left blank. In the event of rejection of the application form, no correspondence/request for reconsideration will be entertained. Applicants are also advised to download and take a print of the Registration Slip. They should retain a copy of Registration Slip till the completion of Admission Process.

Please visit <u>www.aiimsexams.org</u> regularly for latest notification/announcement as well as any Addendum/ Dedendum/Corrigendum/Latest updates etc. regarding this Examination.

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INTRODUCTION

An Act of Parliament in 1956 established the All India Institute of Medical Sciences (AIIMS) as an autonomous institution of national importance and defined its objectives and functions. By virtue of this Act, the Institute grants its own medical degrees and other academic distinctions. The degrees granted by the Institute under the All India Institute of Medical Sciences Act are recognized medical qualifications for the purpose of the Indian Medical Council Act and notwithstanding anything contained therein, are deemed to be included in the first schedule of that Act, entitling the holders to the same privileges as those attached to the equivalent awards from the recognized Universities of India.

AIMS & OBJECTIVES

In the field of postgraduate and post doctoral education, the most important function of the Institute is to provide opportunities to train teachers for medical colleges in the country in an atmosphere of research and development. Fellowship Programme students are exposed to newer methods of teaching and given opportunities to actively participate in research and learning exercises. The other important objectives of the Institute is to bring together in one place educational facilities of the highest order for the training of personnel in all the important branches of health activity and to attain self-sufficiency in medical education. The educational principles and practices being adopted are best suited to the needs of the nation.

FELLOWSHIP PROGRAMME

1. NUMBER OF SEATS

The facilities for Fellowship Programme is available in the following Subject for **January**, **2018** Session:

Subject Code	Department	Fellow Ship	Open Seats	Sponsored Seats	Total
51	CARDIAC- ANESTHESIOLOGY	PEDIATRIC CARDIAC ANAESTHESIA	1	1	2
52	CMET	CLINICAL RESEARCH METHODOLOGY AND EVIDENCE BASED MEDICINE	1	0	1
53	CTVS	AORTIC SURGERY	1	1	2
54	ENT	SKULL BASE SURGERY	1	1	2
55	MEDICAL ONCOLOGY	BLOOD AND MARROW TRANSPLANTATION	1	1	2
56	NEURO- ANESTHESIOLOGY	NEURO-CRITICAL CARE	3	0	3
57	NEUROLOGY	STROKE	3	1	4
58	NEURO-SURGERY	SPINE SURGERY	1	1	2
59	NEURO-SURGERY	SKULL BASE AND CEREBROVASCULAR SURGERY (NS)	2	0	2
60	NEURO-SURGERY	PEDIATRIC NEUROSURGERY	1	0	1
61	OBST. & GYANECOLOGY	MINIMALLY INVASIVE GYNE COLOGICAL SURGERY	0	1	1
62	ORTHODONTICS AND DENTOFACIAL DEFORMITIES, CDER	CLEFT AND CRANIOFACIAL ORTHODONTICS	1	1	2
63	RADIOLOGY	G.I.RADIOLOGY	2	0	2
64	RADIOLOGY	THORACIC RADIOLOGY	1	1	2
65	RADIOLOGY	PAEDIATRIC RADIOLOGY	2	1	3
66	SURGERY	BARIATRIC AND METABOLIC SURGERY	1	1	2
67	SURGERY	RENAL TRANSPLANT SURGERY	1	1	2
68	URO / GYANECOLOGY	URO-GYNAECOLOGY	0	1	1
69	UROLOGY	URO-ONCOLOGY	2	1	3
70	UROLOGY	MINIMAL INVASIVE UROLOGY LAPAROSCOPIC AND ROBOBOTICS	2	1	3
71	UROLOGY	GENIOTOURINARY RECONSTRUCTIVE SURGERY -ADULT	2	1	3

ELIGIBILITY

Department	Fellowship	Required Qualification	Duration
Cardiac-Anesthesiology	Pediatric Cardiac Anaesthesia	(1) MD in Anesthesiology or equivalent with three years experience as a Senior Resident or equivalent in Anesthesiology/Cardiac Anesthesia in a MCI recognised teaching hospital. OR (2) DM in Cardiac Anaesthesia or equivalent degree recognized by the MCI	1 year
CMET	Clinical Research Methodology and Evidence Based Medicine	Only Faculty members of AIIMS (preferably at the level of Assistant & Associate Professor) both clinical and non clinical departments of medical, dental, college of nursing can apply -NOC is required from HOD/Faculty CellFaculty member required to submit a bond to serve the AIIMS for a period of Five years after Fellowship Certification or to pay Rs.5,00,000/- (Rupees Five Lakhs only)	1 year (Part Time)
CTVS	Aortic Surgery	M.Ch in Cardiothoracic and Vascular Surgery or equivalent degree recognized by the Medical Council of India (MCI)	2 years
Orthodontics and Dentofacial Deformities, CDER	Cleft and Craniofacial Orthodontics	MDS in Orthodontics recognized by the Dental Council of India (DCI) and 3 years Senior Residency or equivalent in Orthodontics or equivalent teaching experience in a dental college or Institution recognised by DCI	2 years
ENT	Skull Base Surgery	MS in ENT or equivalent degree equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in a MCI recognised teaching hospital or M.Ch in Head & Neck Surgery and Oncology recognized by the Medical Council of India (MCI).	1 year
Gynaecology	Minimally Invasive Gynecological Surgery	MD/MS in Obstetrics & Gynecology or equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in Gynaecology in a MCI recognised teaching hospital	2 years
Medical Oncology	Blood and Marrow Transplantation	DM in Medical Oncology or Clinical Hematology or Pediatric Oncology or equivalent degree recognized by the Medical Council of India	1 year

Department	Fellowship	Required Qualification	Duration
Neuro-Anesthesiology	Neuro-Critical Care	(1) MD in Anaesthesiology/Medicine or equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in Anaesthesiology/Medicine in a MCI recognised teaching hospital OR (2) DM in Neuroanesthesiology/Neurology OR (3) M.Ch in Neuro-Surgery recognized by the Medical Council of India (MCI)	1 year
Neurology	Stroke	DM in Neurology or equivalent degree recognized by the Medical Council of India (MCI)	1 year
Neuro-Surgery	Spine Surgery	(1) MS in Orthopedics or equivalent degree recognized by the Medical Council of India with three years experience as a Senior Resident or equivalent in Orthopedics in a MCI recognised teaching hospital OR (2) M.Ch in Neurosurgery of equivalent degree in Neurosurgery recognized by the Medical Council of India	2 years
Neuro-Surgery	Skull Base and Cerebrovascular surgery (NS)	M.Ch in Neurosurgery or equivalent degree recognized by the Medical Council of India (MCI)	1 year
Neuro-Surgery	Pediatric Neurosurgery	M.Ch in Neurosurgery or equivalent degree recognized by the Medical Council of India (MCI)	1year
	G.I.Radiology	MD in Radio Diagnosis or equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in Radiology in a MCI recognised teaching hospital	1 year
Radiology	Thoracic Radiology	MD in Radio Diagnosis or equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in Radiology in a MCI recognised teaching hospital	1 year
Radiology	Paediatric Radiology	MD in Radio Diagnosis or equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in Radiology in a MCI recognised teaching hospital	1 year

Department	Fellowship	Required Qualification	Duration
Surgery	Bariatric and Metabolic Surgery	MS in General Surgery or equivalent degree recognized by the Medical Council of India with three years experience as a Senior Resident or equivalent in General Surgery in a MCI recognised teaching hospital.	2 years
Surgery	Renal Transplant Surgery	(1) MS in General Surgery or equivalent degree recognized by the Medical Council of India with three years experience as a Senior Resident or equivalent in General Surgery in a MCI recognised teaching hospital OR (2)M.Ch in Urology from a university recognized by MCI	2 years
Urology	Uro-Oncology	M.Ch in Urology or equivalent degree recognized by the Medical Council of India	2 years
Urology	Minimal Invasive Urology Laparoscopic and Robotics	M.Ch in Urology or equivalent degree recognized by the Medical Council of India	2 years
Urology	Geniotourinary Reconstructive Surgery -Adult	M.Ch in Urology or equivalent from a University recognized by the Medical Council of India (MCI).	2 years
Urology/Gynaecology	Uro-Gynaecology	MD/MS in Obst. & Gynaecology equivalent degree recognised by Medical Council of India with three years experience as a Senior Resident or equivalent in Gynaecology in a MCI recognised teaching hospital or M.Ch in Urology recognised by MCI	2 years

- The candidates must have completed the requisite qualification, degree and tenure by 31.01.2018. The candidates who are likely to complete their 3 years requisite qualification, degree and tenure after 31.01.2018 will not eligible to appear in this examination.
- Last Date of Experience : 31st January, 2018

3. CENTRES FOR COMPETITIVE ENTRANCE EXAMINATION

- The Examination will be conducted in Delhi/NCR in online mode only [Computer Based Test (CBT)]
- Applicants are advised to register themselves and submit their application form at the earliest without waiting for the last date, to avoid last minute rush.

SI. No.	Name of City	Code
1.	Delhi/NCR	01

4. SCHEME OF MARKING

- Each correct response will get a score of 1 mark.
- Each incorrect response will get a score of -1/3 (minus-one-third).
- No credit will be given for the questions not answered or marked for review (Questions marked for review shall be considered as unanswered.

CORRECT	WRONG	FOR REVIEW	NOT ANSWERED
+1	- 1/3	0	0

If any discrepancy in any question is found in the Entrance Examination, the candidate is advised to write to Associate Dean (Exam), AllMS, New Delhi – 110 608 within 24 hours on the following email: E-mail subdeanexamsaiims@hotmail.com. This mail will only be used for discrepancy related to question. However, for other query please mail on aiims.fellowshipexams@gmail.com

5. METHOD OF SELECTION

Selections for Fellowship Programme are made through 2-Stage Performance Evaluation basis:

Stage I: Written test carrying 60 marks of 60 minutes duration in the subject wherein the candidate has applied for. The question paper will consist of 60 Multiple Choice Questions (MCQs).

<u>Stage II:</u> Out of the candidates who are **50**th **percentile or above** in the written test (Stage-I), candidates 3 times the number of seats advertised will be called for departmental clinical/practical/lab based assessment (carrying **40 marks**).

Final Selection: Final result will be declared based on total marks obtained in stage-1 and Stage-II Examination.

- Note: I) The result of Stage-I will be available on website of the Examination Section. No individual intimation will be communicated to candidates.
 - II) Candidates who fail to attend any of the two stages mentioned above will not be eligible for admission.
 - Selected candidates are required to join on 01/01/2018 or before 15/01/2018. The last date of joining of selected candidates shall be 15th January, 2018.
 - III) Last date for admission the Fellowship Programme will be 28.02.2018. In any circumstances, last date for admission will not be extended after 28th February, 2018.

6. PERCENTILE SCORES

Percentile scores are scores based on the relative performance of all those who appear for the examination Basically the marks obtained are transformed into a scale ranging from 100 to 0 for each group of examinees The Percentile Score indicates the percentage of candidates that have scored EQUAL TO OR BELOW that particular Percentile in that examination.

The highest score is converted to a Percentile score of 100.

The marks obtained in between the highest and lowest scores are also converted to appropriate Percentiles

The Percentile Scores would be converted to 3 decimal places to avoid bunching effect and therefore
reduce ties

The following is a further explanation of the interpretation of the scores in an examination with 100 candidates.

- If candidate A's Percentile score is 100, it indicates that amongst those who have taken the examination, 100% have scored either EQUAL TO OR LESS THAN the candidate A. It also indicates that no candidate has scored more that candidate A.
- If candidate B's Percentile score is 90, it indicates that 90% of the candidates who have taken the examination have scored either EQUAL TO OR LESS than candidate B. It also indicates that remaining candidates have scored more than candidate B.

- If candidate C's Percentile score is 50, it indicates that 50% of the candidates who have taken the examination
 have scored either EQUAL TO OR LESS than candidate C. It also indicates that remaining half of those who
 took the examination have scored more than candidate C.
- If candidate D's Percentile score is 30, it indicates that 30% of the candidates who have taken the examination
 have scored either EQUAL TO OR LESS than candidate D. It also indicates that remaining have scored more
 than candidate D.
- If candidate E's Percentile score is 1, it indicates that none of the candidates who have taken the examination
 have scored either EQUAL TO OR LESS than candidate E. It also indicates that all remaining candidates who
 took the examination have scored more than candidate.

7. METHOD OF RESOLVING TIES

According to age (Date of birth), the older candidate shall get preference over the younger one.

- 8. AGE LIMIT: No Upper age limit
- 9. Admission FEES: Rs.125/- for open candidate and Rs.1295/- for Sponsored Candidate.
- 10. LEAVE: 1st year 24days and 2nd Year 30days

11. EMOLUMENTS

Emoluments as applicable to the post of Senior Resident (3rd year plus 2 increments) as per 7th CPC as applicable. However, sponsored candidates are not entitled for any emoluments

- 12. THESIS/DISSERTATION: NA
- **13. LOG BOOK:**

The candidates should maintain a logbook to maintain the record of day to day activities.

14. EXIT EXAMINATION

40% Internal Assessment and 60% Final Exit Examination (Practical only).

IV

IMPORTANT INSTRUCTION APPLICABLE TO FELLOWSHIP PROGRAMME EXAMINATIONS

1. INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

Candidate should fill in the Online Application with utmost care and follow the instructions and help manual as given in the APPENDIX – II of the Prospectus, step by step. Candidate should fill in the Online Application form correctly. Incorrect filled form may leads to rejection.

2. ONLINE REGISTRATION & SUBMISSION OF APPLICATION FORM

A candidate seeking admission to the Entrance Examination is required to submit his/her application in the prescribed format available online with the Prospectus on www.aiimsexams.org. The cost of Application Form includes the fee for entrance examination which is non-refundable and no correspondence in this regard will be entertained. The candidate is required to go through the Prospectus carefully and acquaint himself/herself with all requirements with regard to filling of the online application form.

Online Registration: After selecting the online registration, fill the mandatory details asked for and deposit the prescribed fee through debit/credit card/Net Banking. After submitting fees filled required information step by step. Follow the Instructions scrupulously.

It will be the responsibility of the candidate to ensure that correct details are filled in the Registration Slip. The Institute will not be responsible for any incorrect information/cancellation of candidature/loss or lack of communication etc. due to wrong filled online Application form.

No candidate should register more than one application.

All applicants are required to ensure that Photo/Signature/Left Thumb Impression is uploaded according to the instructions provided in the Prospectus. Failure to do so may result in rejection of applications.

Duplicate applications from any applicant will result in cancellation of all such applications. No intimation regarding such summary rejections will be provided.

3. FILLING OF NAME OF COLLEGE OF UG & PG COURSES

There will bedrop down facility of College Code and Name of College for qualifying of Undergraduate course in the Online Registration form. However, for qualifying of Postgraduate Course the name of College where the course has done will be filled by the candidate manually in the Taxt Box.

4. STATUS OF ONLINE REGISTRATION

Acknowledgement of successful Online Registration will be forwarded to applicant's Registered Email ID. The Registration Form will remain Under Review regarding uploaded images and eligibility. However, candidates can check their status of uploaded images within two working days from the date of online Registration is done and subsequent further status updates. The rejected images can be updated till the registration is open.

The candidates are advised to check final status of their Registration Form regarding images and eligibility and Admit Card which will be available on AIIMS website www.aiimsexams.org as per the schedule mentioned in the "IMPORTANT DATES AT A GLANCE".

Admit Card for Accepted Registration Form will only be uploaded on the website. If the status of Registration Form or Admit Card is not available on website, he/she should immediately write an email to the Assistant Controller of Examinations, AIIMS, New Delhi-110608 on aiims.fellowshipexams@gmail.com along with full particulars of the Registration Form.

5. DOCUMENTS TO BE ATTACHED WITH REGISTRATION SLIP

- I) No document is required, except the following applicability:
 - Sponsored Candidates and Foreign nationals.
 - 1) Sponsorship Certificate (in the case of sponsored candidate) in the format prescribed in the Prospectus, duly completed and signed by the competent authority.
 - 2) NOC from Ministry of Health & Family Welfare in case of Foreign National.

Note: Sponsored/Foreign national category candidates should send the above documents in a separate envelope to the Asstt. Controller (Examinations), Examination Section, AllMS, Ansari Nagar, New Delhi - 110 608 indicating their Registration No. on the top of the envelope and on the documents followed by the name of Department/Fellowship applied for.

(ii) The candidates who will qualify in Stage I result and called for Departmental Assessment must submit/send self attested/attested copies of certificates/documents in support of their educational qualifications, marks, date of birth, category, experience etc. by Speed Post or deposit in person so as to reach the Asstt. Controller (Examinations), Examination Section, 1st Floor, Convergence Block, AIIMS, New Delhi-110608 on the specific day mentioned in the Stage I result and Prospectus.

If a candidate fails to submit attested copies of the requisite documents as above, his/her candidature will be cancelled and he/she will not be allowed to participate in subsequent stages of selection/admission process.

6. SUBMISSION OF APPLICATION BY CANDIDATES WHO ARE EMPLOYED

The Institute does not have any objection if the candidates in employment apply for the above Fellowship Programme (except candidates for sponsored candidates submit their applications direct i.e. they are not required to submit their applications through proper channel). However, all such candidates should inform their employer in writing that they are applying for this Entrance Examination. They should also sign the Undertaking in the down loaded copy of Registration Slip that they have informed their employer about the submission of the application to AIIMS. If any communication is received from their department/office withholding permission to the candidate's appearing at the entrance examination/admission to the Fellowship Programme, the candidature/admission of the candidate will be cancelled, and no further correspondence in this regard will be entertained. (Sponsored candidates are required to route their Registration Slip through proper channel).

7. REQUIREMENTS FOR ADMISSION OF "SPONSORED" CANDIDATES

a) Candidates who are permanent employees of any Central/State Government/Armed Forces or the Public Sector Undertaking/Autonomous Body can be sponsored by the respective Government/Defence Authorities or the Competent Authorities of PSU/Autonomous Body.

- b) A State Government can sponsor candidates only for those Fellowship Programme which are not available in the State. A certificate regarding non-availability of the Fellowship (for which the candidate is being sponsored) in the concerned State, duly signed by the Secretary/Director General of Health Services of the Central / State Government/ DGAFMS/Competent Authority or PSU/Autonomous Body viz Director/Executive Head of the concerned organization, should be furnished in the format prescribed for this purpose.
- c) All eligible "sponsored" candidates will be called by the Institute for an entrance test.
- d) Seats as shown in the prospectus are available for "sponsored" candidates. Sponsored candidates will be designated as "Fellow".
- e) The subject for which the candidate is being sponsored should be clearly specified in the sponsorship form by the sponsoring authority. The candidate can be sponsored for **only one subject**. The applications of those candidates who are sponsored for more than one subject will not be considered.
- f) No **"Sponsored"** candidate will be paid any emoluments to the Institute during the training period. Such payments will be the responsibility of the sponsoring authority (i.e. Central/State Government or Defense Authorities).
- g) Sponsored candidates must submit/send **sponsorship certificate in original** from their employers in the following format along with the application form to the **Asstt. Controller of Examinations, Examination Section, 1st Floor, Convergence Block, AllMS, New Delhi-110 608. Those who fail to do so should submit it before the date of issue of Admit Cards as mentioned under "AT A GLANCE" in the Prospectus failing which their candidature will be cancelled.**

8. REQUIREMENTS FOR ADMISSION OF FOREIGN NATIONALS/OVERSEAS CITIZEN OF INDIA (OCI)

- a) Foreign nationals are required to fill in the prescribed online application form indicating the choice of subject (only one subject) for admission to award of **Fellowship Programme**.
- b) The foreign nationals are required to send their Registration Slip of Online application through Diplomatic Channel. They are also required to appear in the Competitive Entrance Examination along with other candidates. An 'Advance Copy' to be submitted at AIIMS, New Delhi before the last date of online registration. However the application of all such candidates will be processed only after receipt of the same through Diplomatic Channel.
- c) The foreign nationals will be considered against the seats advertised under the "Sponsored" category for Fellowship Programme. They should be registered with MCI before they will be allowed to join the said course. If they are selected for the same.
- d) Seats are not reserved in any discipline for foreign nationals (except the bilateral agreement between the Government of India and any other nation).
- e) Nominations/No objection for the candidate should reach the Examination Section before the date of issue of the Admit Card as specified under "AT A GLANCE". In case of non-receipt of the nominations/clearance/no objection from the concerned Ministry by due date, their candidature will not be considered.
- f) No emoluments will be paid by AIIMS to the Foreign National candidates.
- g) OVERSEAS CITIZEN OF INDIA (OCI): OCI registered under Section 7A of Citizenship Act 1955 are also eligible to appear in Fellowship Programme and all terms and conditions applicable for Indian Nationals will be applicable to the candidates. The candidate will submit proof of Registration as OCI under Section 7A of Citizenship Act 1955 to be eligible to appear for this test.

9. SUBMISSION OF CASTE CERTIFICATE BY SC/ST/OBC CANDIDATES

After declaration of result of the Entrance Examination, candidates belong to Scheduled Caste/Scheduled Tribe and Other Backward Classes should submit, along with other requisite documents, an attested copy of a certificate from any one of the following authorities stating that the candidate belongs to Scheduled Caste, Scheduled Tribe or Other Backward Classes in the prescribed form.

- A. District Magistrate, Additional District Magistrate, Collector, Deputy Commissioner, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate, Sub-Divisional Magistrate, Taluka Magistrate, Executive Magistrate, Extra Assistant Commissioner.
- B. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- C. Revenue Officer not below the rank of Tehsildar.
- D. Sub-Divisional Officer of the area where the candidate and his or her family normally resides.
- E. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Island) or as authorised in the Constitution.

The candidate will be required to submit an undertaking to the effect of their caste. The detection of any discrepancy in the caste certificate shall entail cancellation of registration. This is as per the provisions made by Ministry of Personnel, Public Grievances and Pensions vide their order No. 36033/4/97-Estt. (RES) dated 25.7.2003 and No. 36011/3/2005-Estt. (RES) dated 9.9.2005 respectively.

Candidates must note that a certificate from any other person/authority will not be accepted and no further correspondence in this regard shall be entertained. The name, designation and the seal of the officer should be legible in the certificate.

- 10. PROCEDURE IF THERE IS ANY DISCREPANCY NOTICED: Discrepancy, if any, in the date and time of the entrance examination mentioned in the Prospectus, Admit Card etc. should be immediately brought to the notice of the Assistant Controller (Examinations), AllMS, New Delhi through email. Complaints received after the examination will not be entertained. In case any discrepancy is found in the information provided in the various documents, the data provided on the Application Form will be considered as final for all purposes.
- 11. It will be the responsibility of the candidate to ensure that correct address, Mobile No. & email ID in the Application Form is filled. The Institute shall not be responsible for any miscommunication due to incorrect address, Mobile No. and email ID given by the applicant on the Application Form or non-receipt for any communication.
- 12. Downloadable Admit cards of all the eligible candidates will be hosted on website www.aiimsexams.org as per the schedule mentioned under 'AT A GLANCE'. All the candidates are advised to download their Admit Cards from the website. It may please be noted that the Admit Cards will not be sent by Post.
- 13. Any Change in the address mobile No. and email ID should be immediately intimated to this office. Candidate should also ensure that any communication sent at the previous address is redirected to him/her at the new address.
- 14. If a candidate is at any stage found to have provided false information/certificate or is found to have withheld or concealed some information in his/her application form, he/she will be debarred from admission, his/her residency will be terminated with immediate effect.
- 15. If ineligibility is detected at any stage, candidature/admission of the candidate will be cancelled without any notice.
- 16. Candidate must not obtain or give or attempt to obtain or give irregular assistance of any kind during the examination; this will entail expulsion and cancellation of candidature for the examination. The admission of the candidate will be cancelled and appropriate criminal/civil proceedings will be initiated against the candidates, if at any stage of the examination the candidate is found to have secured admission by using any unfair means.
- 17. The Institute will not intimate the result of Entrance Test individualy. No correspondence in this regard will be entertained. However, the marks of individual candidate will be made available on AIIMS website www.aiimsexams.org after declaration of final result by login credential on my page.
- 18. There is no provision for re-checking/re-evaluation of the answer sheets and no query in this regard will be entertained.
- 19. The decision of the Director of the Institute shall be final in the matter of selection of candidates for admission to various courses and no appeal will be entertained in this regard.
- 20. Selected candidates must join the Fellowship Programme on the date stipulated in the letter of selection, failing which the selection/admission shall stand cancelled/withdrawn.
- 21. The selected candidates will have to submit the original Permanent Registration Certificate at the time of joining.
- 22. The selection of Fellowship Programme will be subject to medical fitness. No selected candidate will be permitted to pay fee/join the Fellowship Programme unless declared medically fit by the Medical Board appointed by the Institute. The decision of the Medical Board shall be final.
- 23. Each candidate selected for admission shall have to pay the fee/dues within the prescribed period failing which his/her admission shall be cancelled.

- 24. Private practice in any form during the Fellowship is prohibited. The period of training is strictly full time and continuous.
- 25. The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- 26. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts alone.



GENERAL INFORMATION

1. HOSTEL ACCOMMODATION

Partially furnished hostel accommodation shall be provided subject to availability.

2. INSTITUTE LIBRARY

The Institute library is well stocked with all important medical books and journals. Other facilities include photocopying, Medline, video monitor facilities and modern learning resources materials (LRM). Books and periodicals are loaned to bonafide members for a specified period of time.

The National Medical Library is also situated in the vicinity of the Institute campus.

3. CODE OF CONDUCT FOR STUDENTS AT AIMS, NEW DELHI

- (i) Maintenance of Discipline among students of the AIIMS:
 - 1. All powers relating to discipline and disciplinary action are vested with the Director, AIIMS.
 - 2. The Director, AIIMS may delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.
 - 3. Without prejudice to the generality of power to enforce discipline under the Rules. The following shall amount to acts of gross indiscipline:
 - a) Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of any Department/Centre of AIIMS or any other persons within the premises/Campus of AIIMS.
 - b) Carrying or use or threat of use of any weapon.
 - Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
 - d) Any practice, whether verbal or otherwise, derogatory to women.
 - e) Any attempt at bribing or corruption in any manner.
 - f) Willful destruction of institutional property.
 - g) Creating ill-will or intolerance on religious or communal grounds.
 - h) Causing disruption in any manner of the functioning of the AIIMS, New Delhi.
 - Regarding ragging the directive of Supreme Court will be followed strictly. It is as under:

"As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to fine which may extend to Rs. 10,000/-. The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution."

- 4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate. The Director, may in exercise of his/her powers aforesaid order or direct that any student or students.
 - a) Be expelled:
 - b) Be, for a stated period : be not for a stated period, admitted to a course or courses of study in AIIMS.
 - c) Be fined with a sum of rupees that may be specified;
 - d) Be debarred from taking any examination(s) for one or more semesters.

- e) Withhold the result of the student(s) concerned in the Examination(s) in which he/she or they have appeared be cancelled.
- f) Be prohibited for appearing or completing any examination for any unfair means like copying taking notes, mobiles or any other electronic gadgets inside the examination halls.
- 5. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several authorities of the AIIMS who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Rules and the rules that have been framed there under by competent authorities of AIIMS.

(ii) Prohibition of and Punishment for Ragging:

- 1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS and also outside the AIIMS Campus.
- 2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this Rules.
- 3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which:
 - a) Involve physical assault or threat or use of physical force;
 - b) Violate the status, dignity and honour of women students;
 - Violate the status; dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
 - d) Expose students to ridicule and contempt and affect their self-esteem;
 - e) Entail verbal abuse and aggression, indecent gesture and obscene behavior.
- 4. The Director, Dean, Hostel Superintendent and Faculty of AIIMS shall take immediate action on any information of the occurrence of ragging.
- 5. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/or authority may also *suo moto* enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.
- 6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- 7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semester.
- 8. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study as AIIMS, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.
- 9. In case where students who have obtained degree(s) of AIIMS are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the AIIMS.
- 10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

(iii) Anti Sexual Harassment Monitoring Committee:

A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.

(iv) Unauthorised absence of students:

Unauthorised absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean/ Director, AIIMS.

APPENDIX - I - STATE CODE

Code	States / U. T.	Code	States / U. T.
01	Andhra Pradesh	19	Mizoram
02	Arunachal Pradesh	20	Nagaland
03	Assam	21	Orissa
04	Bihar	22	Punjab
05	Chhattisgarh	23	Rajasthan
06	Delhi	24	Sikkim
07	Gujarat	25	Tamil Nadu
08	Goa	26	Telangana
09	Haryana	27	Tripura
10	Himachal Pradesh	28	Uttar Pradesh
11	Jammu & Kashmir	29	Uttarakhand
12	Jharkhand	30	West Bengal
13	Karnataka	31	Andaman & Nicobar
14	Kerala	32	Chandigarh
15	Madhya Pradesh	33	Dadra & Nagar Haveli
16	Maharashtra	34	Daman and Diu
17	Manipur	35	Lakshadweep
18	Meghalaya	36	Puducherry

99 Medical Council of India (MCI)

Note: The doctors registered with Medical Council of India should select MCI.



FORMAT OF SPONSORSHIP CERTIFICATE BY CENTRAL/STATE GOVT./ARMED FORCES (SPONSORING AUTHORITIES)

1.	I certify that Dr./Miss/Mrs./Mr.*	is being sponsored			
	for training leading to the award of Fel	lowship Programme in is being sponsored			
		at All India Institute of Medical Sciences			
	for the session commencing in <u>Janua</u>	lowship Programme inat All India Institute of Medical Sciences ry 2018.			
2.	That Dr./Miss/Mrs./Mr.*	is a permanent employee			
	of(r	name of the State/Central Govt. Dept./Office/Armed			
	Forces/ the Competent Authorities of F	is a permanent employee name of the State/Central Govt. Dept./Office/Armed PSU/Autonomous Body etc.)			
3.	That Fellowship Programme for which this State.	the candidate is being sponsored, is not available in			
4.		g at the AIIMS will be suitably employed by the which training is to be provided in All India Institute			
	of Medical Sciences.				
5.	That the candidate will be paid all emoluments by the sponsoring authority during the				
	entire training period. Such payment will not be the responsibility of the All India Institute of Medical Sciences.				
6.	That the candidate is being sponsored the prospectus for the above mentioned	d for the entire duration of the course as specified in ed course.			
		Signature ofSponsoring authority			
Da	· ·	Sponsoring authority			
Date :		Name(in BLOCK LETTERS)			
Pl	ace :	Designation			
		Office Seal			
*D	elete whichever is not required.				
	DODTANT.				

IMPORTANT:

- (i) The above certificate, duly signed only by the Competent Authority i.e. Secretary/Director General of Health Services of the Central/State Government concerned/ DGAFMS/ Director/ Executive Head, will be considered.
- (ii) No addition or alteration in the above certificate is allowed.
- (iii) Subject/Discipline must be specified in the sponsorship certificate failing which the candidature will not be considered under the sponsored category.
- **NOTE 1:** While sponsoring the candidates, the Central/State Government/Defence Authorities/PSU/Autonomous Bodies should furnish a certificate prescribed for this purpose duly completed and signed by the competent authority.
- **NOTE 2:** The 'Sponsorship Certificate' should indicate the discipline/speciality for which the candidate is being sponsored, failing which the application will not be considered under the Sponsored Category.

PROFORMA FOR OTHER BACKWARD CLASS (OBC) CERTIFICATE

(Certificate to be Produced by other Backward Classes applying for Admission to Central Educational Institutions (CEIs), Under The Government of India)

This i	is to cert	fy that Shri /Smt./Kum	Son/Daughter of		
Shri/S	mt	of Village/Town	District/Division in the		
		State belongs to the	Community which is recognized as a		
backward class under:					
(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary part I Section I No. 186 dated 13/09/93.			he Gazette of India Extraordinary		
/::\			/04 published in the Caratte of		
(ii)		on No. 12011/9/94-BCC dated 19/10/94-BCC dated 19/10/	94 published in the Gazette of		
/:::\		raordinary part I Section I No. 163 dated 20/10/94. In No. 12011/7/95-BCC dated 24/05/95 published in the G	Caratta of India Futus audinom.		
(iii)	sazette of india Extraordinary				
/is.d		tion I dated 25/05/95. n No. 12011/96/94-BCC dated 09/03/96.	- PXX -		
(iv)			Country of India Fatura addison.		
(v)		n No. 12011/44/94-BCC dated 06/12/96 published in the tion I No. 210 dated 11/12/96.	Gazette of India Extraordinary		
/v;i\		n No. 12011/13/97-BCC dated 03/12/97.			
(vi) (vii)		n No. 12011/19/94-BCC dated 03/12/97.	THE FEBRUARY		
(viii)		n No. 12011/68/98-BCC dated 11/12/97.			
(ix)		n No. 12011/08/99-BCC dated 27/10/99. n No. 12011/88/99-BCC dated 06/12/99 published in the	Gazette of India Extraordinary		
(1/)		tion I No. 270 dated 06/12/99.	Gazette of India Extraordinary		
(x)		n No. 12011/36/99-BCC dated 04/04/2000 published in the	he Gazette of India Extraordinary		
(^)		tion I No. 71 dated 04/04/2000.	ne dazette of maia Extraorantary		
(xi)		n No. 12011/44/99-BCC dated 21/09/2000 published in the	he Gazette of India Extraordinary		
(///		tion 1 No. 210 dated 21/09/2000.	ne dazette of mala extraoramary		
(xii)		n No. 12015/09/2000-BCC dated 06/09/2001.			
(xiii)		n No. 12011/01/2001-BCC dated 19/06/2003.			
(xiv)		n No. 12011/04/2002-BCC dated 13/01/2004.	///////////////////////////////////////		
(xv)		n No. 12011/09/2004-BCC dated 16/01/2006 published in	o the Gazette of India Extraordinary Part		
(//*/		I No. 210 dated 16/01/2006.	Terre Suzzette of India Extraordinary Fare		
Shri/S	mt./Kum.	and/or his	family ordinarily reside(s) in		
the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	District/Division of	State.		
	also to ce	rtify that he/she does not belong to the persons/sections			
		e Government of India. Department of Personnel & Trai			
		is modified vide OM No. 36033/3/2004 Estt. (Res.) date			
	nment of		-016.		
Dated	Dated:				
		District N	Magistrate/Competent Authority Seal		
NOTE	:				
	a)	The Term Ordinarily used here will have the same meaning	ng as in Section 20 of the Representation		
		of the People Act, 1950.	111121 111		
	(b)	The authorities competent to issue Caste Certificates are	indicated below:		
		(i) District Magistrate/Additional Magistrate/Collected	or/Deputy Commissioner/Additional Deputy		
		Commissioner/Deputy Collector/Ist Class Stipen	diary Magistrate/Sub-Divisional Magistrate/		
		Taluka Magistrate/Executive Magistrate/Extra Assis	stant Commissioner (not below the rank of Ist		

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Class Stipendiary Magistrate.)

(iii) Revenue Officer not below the rank of Tehsildar.

FORM OF SC/ST CERTIFICATE PRESCRIBED

Form of certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per-& A.R. letter No. 36012/6/76-Est. (S.CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

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				CASTE CI	ERTIFICATE		
This	is	to	certify	that	Shri/Smt./	′Kum.*	
son/da	ughter*of		of			village/town*	in
district	:/Division*		of the	State/Union	Territory*		belongs to the
		.Caste/Tri	be which is rec	ognised as a	Scheduled Ca	ste/Scheduled Tribe* u	nder :
•	The Constit	tution (Sc	neduled Caste)	Order, 1950			
•	The Constit	tution (Sc	neduled Tribe)	Order, 1950			
•	The Consti	tution (Sc	neduled Caste)	(Union Terri	tories) Order,	1951	
•	The Consti	tution (Sc	neduled Tribe)	Union Terri	tories) Order,	1951	
% 1. (a	s amended l	oy the Sch	eduled Caste a	nd Schedule	ed Tribes Lists	(Modification) Order,	1956, the Bombay Re-
organi	zation Act, 1	960, the I	Punjab Re-orga	nization Act,	, 1966, the Sta	ate of Himachal Prades	h Act, 1970 the North
Easter	n Areas (Re-	organizati	on) Act, 1971 a	ind the Sche	eduled Castes	and Scheduled Tribes	Orders, (Amendment)
Act, 19	76). The Cor	stitution	(Jammu and Ka	shmir) Sche	duled Caste O	rder, 1956.	
•	The Consti	tution (Ar	daman and Nic	obar Islands) Scheduled T	ribes Order, 1959.	Control of the Contro
•	The Consti	tution (Da	dra and Nagar	Haveli) Sche	duled Caste O	rder, 1962.	11 11
•	The Constit	tution (Da	dra and Nagar	Haveli) Sche	duled Tribes (Order, 1962.	TA III
• //	The Consti	tution (Po	ndichery) Sche	duled Caste	Order, 1964	All 373	1 2 1
. //	The Constit	tution (Ut	tar Pradesh) (So	cheduled Tri	bes) Order, 19	967	1 13 1
• 11	The Consti	tution (Go	a, Daman & Di	u) Scheduled	Caste Order,	1968.	1 70.
• 11	The Consti	tution (Go	a, Daman & Di	u) Scheduled	Tribes Order	, 1968.	1 >-1
•	The Consti	tution (Na	galand) Schedu	led Tribes O	rder, 1970.		
•	The Consti	tution (Sik	kim) Scheduled	Caste Orde	r, 1978.		
•	The Consti	tution (Sik	kim) Scheduled	Tribes Orde	er, 1978.	A	auto,
% 2. A	pplicable in t	he case o	f Scheduled Ca	ste/Schedul	e Tribe persor	ns who have migrated f	rom one State/ Union
	ry Administr		V				1 02
			n the basis of	the Sched	uled Caste/S	cheduled Tribe certific	cate issued to Shri /
Smt*		fa	ther/mother	of Shri/Smt	:/Kum*	of village/to	wn* in
Distric	t/Division* c	f the Sta	te/Union Territ	ory*	who	belongs to the	caste/tribe which is
recogn	ised as a Sc	heduled	Caste/Schedule	d Tribe* in	the State/Un	ion Territory*	issued by the
(name	of prescribe	d authori	y) vide their No)	date % 3	3. Shri*/Smt.*/Kum*	and/or
his/he	r* family ord	inary resi	de(s) in village/	town*	of the	e State/Union Territory	of
			No.			Signature	ALC: A SECOND

- Please delete the words which are not applicable.
- Please quote specific Presidential Order.

Date

- Delete the paragraph which is not applicable.
- Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

State/Union Territory



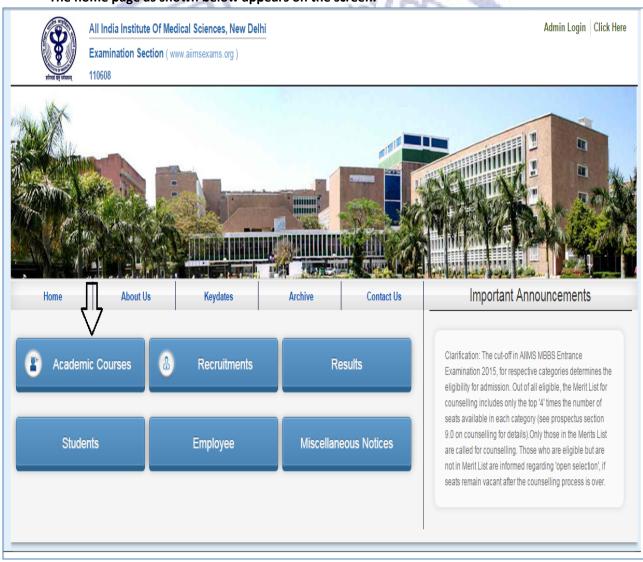
Designation.....

(With seal of Office)

User Manual

[Important Instructions for Applicants filling AIIMS - Fellowship Programme] January 2018 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 **Academic Courses Tab** an Applicant can navigate to the desired courses **i.e. Fellowship Programme** to registered him/her self.



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.

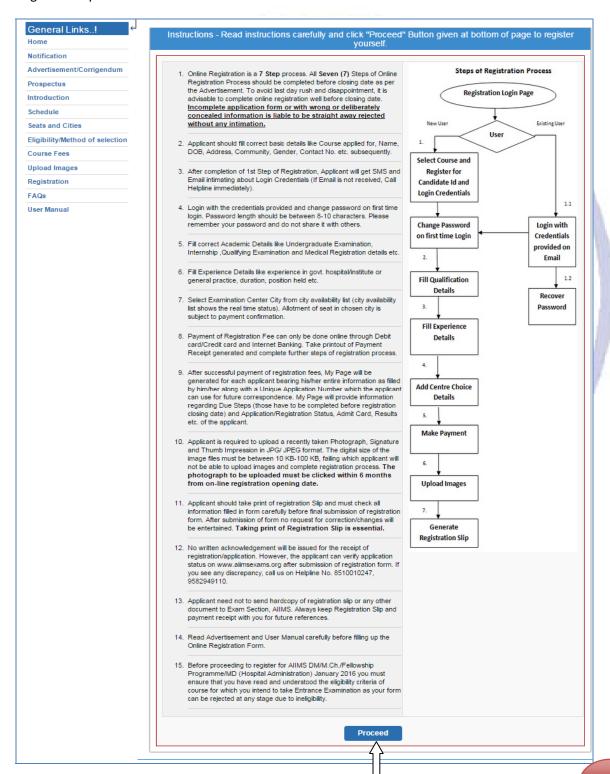
DM/MCH/MD (Hospital Administration) & Fellowship Programme January 2017 Session Welcome To The Login Page If You have Already registered, then Kindly enter Candidate ID & Password for Login, else Click on Click Here Button for Login credentials. **Applicant Login** New Registration!! Please read Advertisement carefully before proceeding If you have read the Advertisement carefully and not Candidate ID: registered yet, then kindly register first by clicking the button given below. Password: Enter Captcha: Click Here 8 2 0 2 G Type the characters shown in the picture Compatible Browsers Login It is recommended that use Internet Explorer, Firefox and Google Chrome latest version for best Forgot your login details? view and functionality

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" button Next 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.

Course Applying for: DM	eral Links!	New Candidate Registra	ation DM/MCh/Fellowship Programme/MD	(Hospital Administration)	(#) marked fields are optic		
Course Applying for: DM							
Personal Details (Enter Full Name as per your University Degree.) Easts and Cities Equilibility/Method of selection Course Fee By Indoor Images Registration FAGS User Manual Department Concidad care Medicine Contract Desparation (Please bring along this ID Proof at the time of examination) Place of Issue: Email ID: Contact Details (Your Email ID and Mobile Number will be used for Communication and Notification through SMS and E-mail) Email ID: Contact Details (Your Email ID and Mobile Number will be used for Communication and Notification through SMS and E-mail) Final Please enter your 10 digit mobile number only. Don't add "0" o" +91" before it. For Landline number please enter "3" ID No.: Address Line 1: Jone Address Line 2: # GFDFGD Address Line 3: # ZFDQZFG Country: India Pincode: 123456 Enter Captcha: Pincode: 123456 Enter Captcha: [City: Simmur City: S		Course Applying for:	DM T				
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I, hereby declare that the information filled in the form is correct and true to best of my knowledge. I further dec I understand and fullfill the eligibility condition for AIIMS DM/MCh/Fellowship Programme/MD(Hospital Administration in the prospectus.		Note: Fields Name, DC informations.	1, 0, 6, 2, 3, Q. DB, Community and OPH cannot be change				
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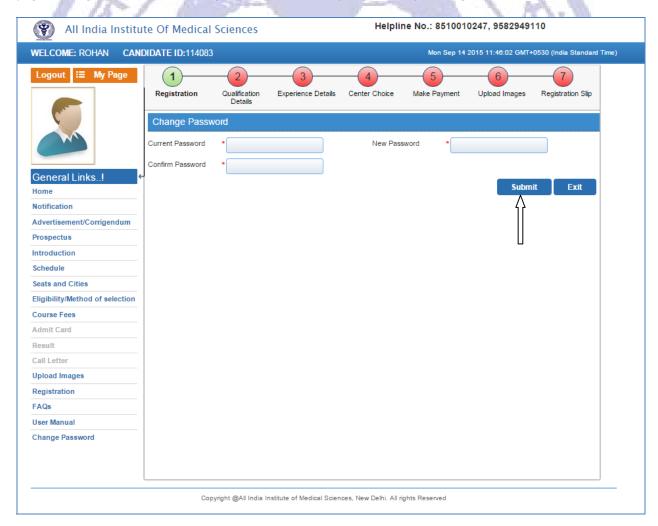
Read the Declaration of Eligibility carefully and give consent on it before submitting the form.

After filling the required information then click on "Register" button. After Click on register button a message will appear on screen containing '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

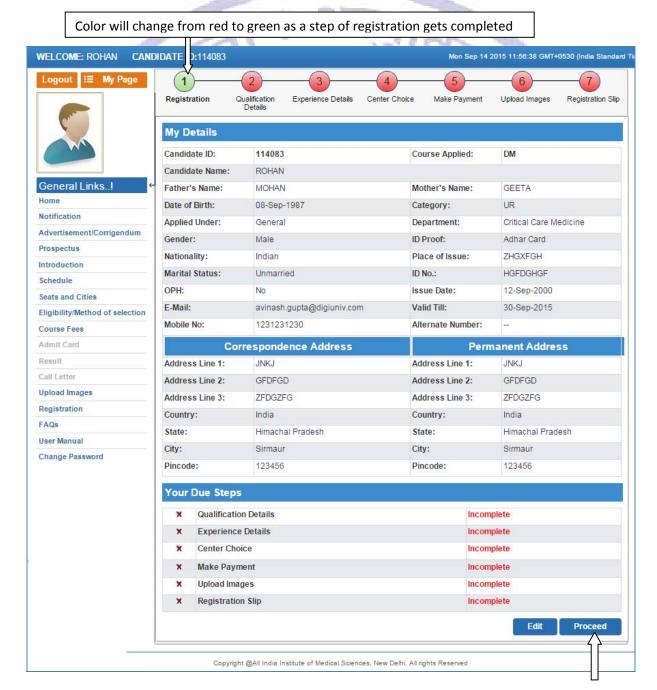
Login with the provided login Credentials i.e. **Candidate Id and Password** and correct **Captcha**. On first time login, candidate has to change password Change Password through <u>Change Password</u> page. <u>Re-login</u> with the new changed password to complete due steps of Registration Process.



Candidate Information Page

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

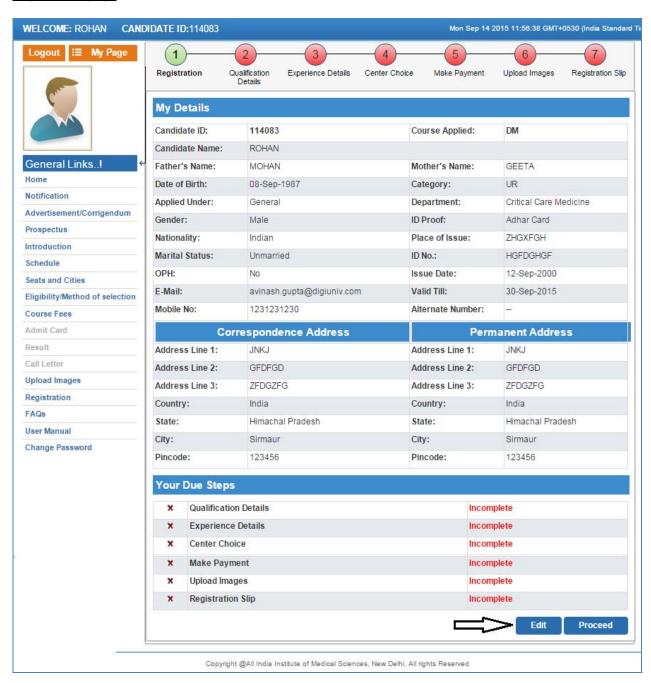
The color of the Number of the Step in Navigation Bar will change from Red to Green as the steps get completed and candidate can jump/go to any steps among the completed steps at any time.



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 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 $\underline{\textbf{Update}}$ button, Candidate will be navigated to $\underline{\textbf{Qualification Details}}$ 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.

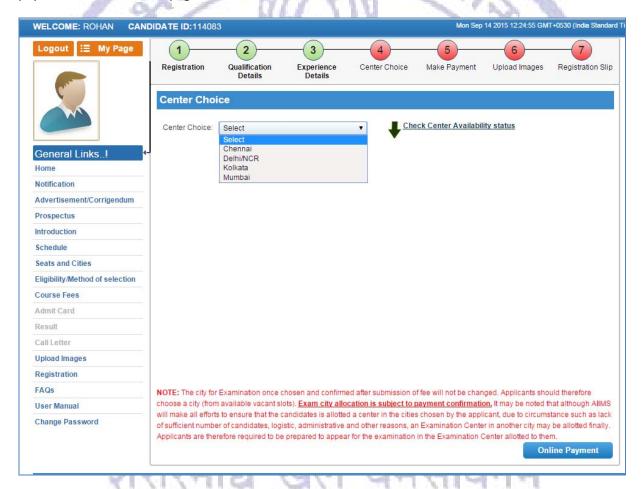


Centre Choice

Delhi/NCR Only

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).

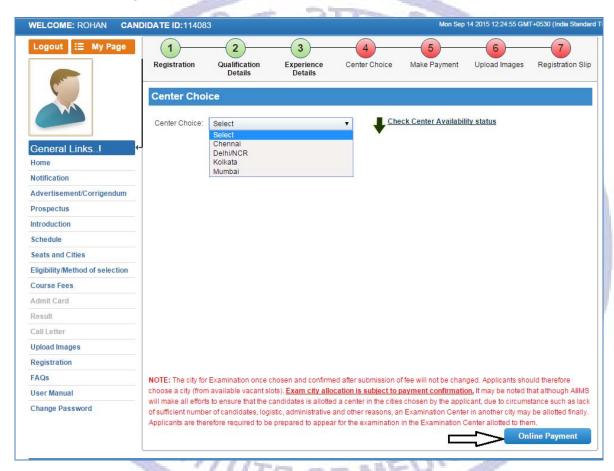
<u>The allocation of centre is subject to the payment confirmation.</u> The centre allocation will be done on First Come First Serve basis; however AIIMS decision regarding the centre allocation will be final and cannot be challenged at any stage. Candidate can choose the payment option to make registration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



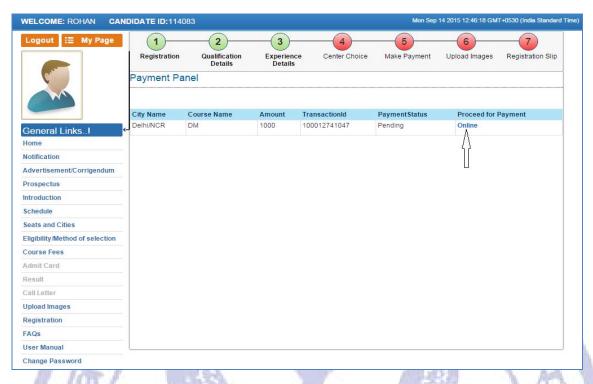
Center once allocated cannot be changed and any request in this regard will not be entertained. Click on <u>Proceed</u> button for payment of Registration Fee.

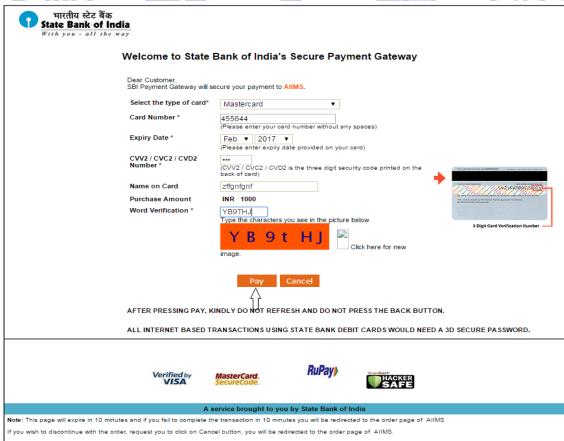
Make Payment

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. Debit/Credit card and Internet Banking.</u>



After Exam City Selection, candidate should click on <u>Online Payment</u> Button to pay registration fee and it will direct candidate to the <u>Bank's Payment Gateway</u> to make payment through <u>Credit/Debit Card and Internet Banking of any Bank</u>. Fill all the require details 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.

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.

Upload Images



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

service in the Institute may be cancelled/terminated.

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.



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**.

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/

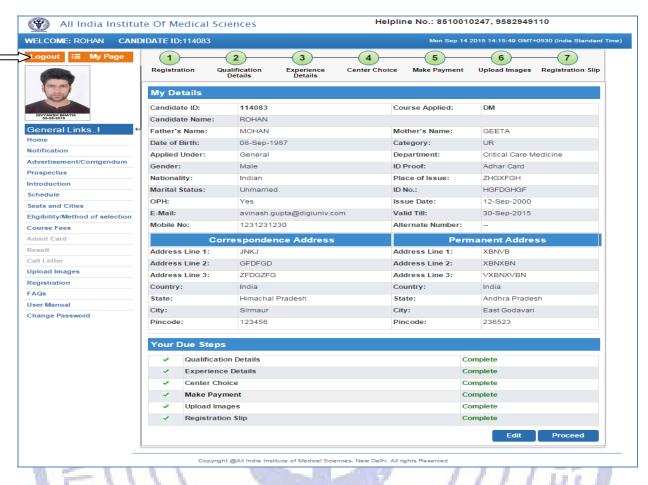
Submit

Back

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Take the print of the Registration Slip after final submission of form. Candidate can take the print out of the <u>Registration Slip</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 **Green from Red**.



After completing all 7 steps of registration candidate will be registered successfully and can navigate to any completed step through **Navigation Buttons** available on top of the page. Candidate should **Logout** after registration is done successfully.



INSTRUCTION FOR UPLOADING IMAGES

Candidates are required to upload their Photograph, Signature and Left Thumb Impression during Online Registration.

PHOTOGRAPH:

- 1. One (1) recent color passport size photograph with **white background** is required. The dimensions of the photograph should be 3.5*4.5 cms (width*height).
- 2. Black & White / Polaroid photographs are NOT acceptable. Photograph should not be taken by mobile phone camera.
- 3. Photograph should be taken professionally, so that it may not blur while enlarging it.
- 4. Photograph MUST be taken recently and should not be taken more than six months prior from the start of Online Registration.
- 5. Draw a box having size 3.5 x 4.5 cms (width*height) on a plain white sheet and paste the photograph inside the box.
- 6. Select the area having photograph only, not the whole sheet and scan the photograph on 200 dpi.
- 7. Save the scanned image as "Photograph.jpg" (supported formats include jpg/jpeg, gif, png). Keep the size of image between 10 KB to 100 KB.

UPLOADING PHOTOGRAPH:

Candidates must upload Photograph to correct specified field. Do not make any mistake in uploading Photograph

- 1. To upload "Photograph.jpg"
 - a. Click "Choose File" button right to the photograph field.
 - b. Select the scanned "Photograph.jpg" file from saved location and click "Open" button.

APPENDIX 3:INSTRUCTION FOR UPLOADING IMAGES

Uploading of digital Images of Photograph, Signature and Thumb-print **is mandatory**. Read and follow the instructions given below to avoid inconvenience and rejection of application form due to uploading of **improper** digital images.

Prepare the digital images in advance to avoid delays/inconvenience while filling the online application form.

Instructions for photo upload:

Digital image of your photo can be made in two ways

- a. Clicking your photo using a digital device (camera etc)
- b. Scanning of already available photograph

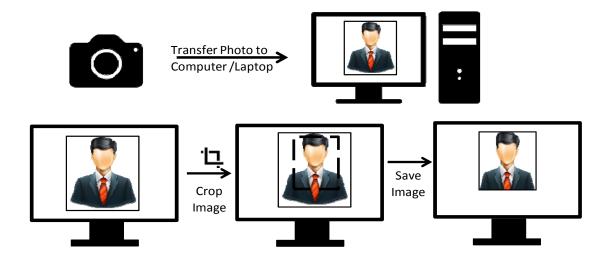
Click a photo using a digital device

1. Clicking your photo

- a. Stand/sit against a white background.
- b. Click colour photograph in **bright light** using any digital device (preferably with > 5 megapixel resolution). Avoid using flash as it tends to create a shadow on the white background.
- c. Look straight into the camera (to avoid angulation of face).
- d. Ensure that your eyes and both ears are clearly visible on the photograph.

2. Editing of digital photograph

- **a. Transfer** the photograph from the digital device to a computer/laptop.
- **b. Crop** the photograph such that your head, shoulders are visible and occupy most of the image.
- c. Resize the image to 50 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)



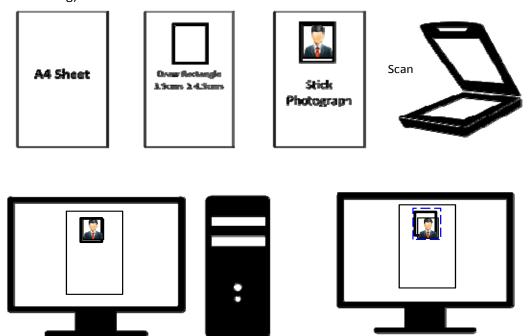
In case you already have a professionally clicked passport size colour photograph follow the following procedure to prepare scanned image of the same.

1. Before you scan the photograph ensure that

- a. Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
- b. The photograph is of standard passport size (3.5 cm X 4.5 cm, width X height)
- c. The photograph is recent (within 6 months of online application).

2. Scanning of passport size photograph

- **a. Draw a Box** of 3.5 horizontal and 4.5 vertical size (3.5 cm x 4.5 cm) on a white sheet of paper using a pencil.
- b. Paste the photograph in the box drawn.
- c. Put the paper with photograph in the scanner and scan only the box with photograph (do not scan the whole sheet of white paper). Set the scanning to 200 dpi and scan the photograph. During scanning most software allows selection of the desired area for final scanning after initial preview & scan.
- **d.** Save the scanned images as jpg/jpeg/gif/png as "Photograph.jpg" or "Photograph.jpeg" or "Photograph.png"
- e. Resize the scanned image to 50 100 Kb. Use any image editing software to size the image. Maintain the aspect ratio (i.e. relationship of height vs width while resizing)



Preview Scan to set scan area

Scan only photograph NOT entire sheet

Checklist before uploading digital image of photo

- 1. Photograph is in colour with white background.
- 2. Your face is clearly visible.
- 3. Size of the image is between 50-100 kb.
- 4. Image is in .jpg/.jpeg/.gif/.png format.
- 5. Image is not blurred in the process of editing.

Instruction for preparing digital image of signature

Putting signature inside a box on a white sheet

- 1. Draw a box of 3 cm x 6 cm (width*height) on a white paper sheet with a pencil.
- 2. Take a thick tip black/blue ink pen (preferably fountain pen).
- 3. The person who will be appearing in the examination should sign within the drawn box (full signature).
- 4. Following kind of signatures are **NOT** acceptable:
 - Signature containing Initials only
 - Signature in CAPITAL LETTERS
 - Signature with overwriting

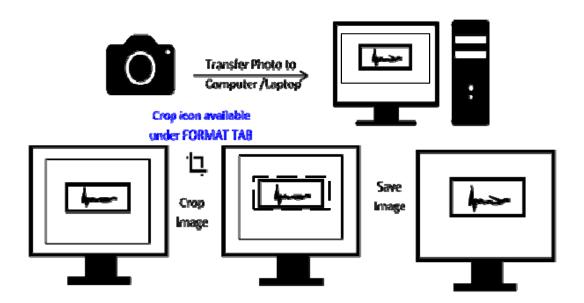


Digital image of your Signature can be made in two ways

- A. Using a digital device to directly image (i.e. camera)
- B. Scanning the signature

A. Preparing digital image of signature using a digital device (camera)

- 1. Clicking image of signature using a digital device.
 - a) Click the signature within the box in bright light conditions using any digital device (preferably with > 5 megapixel resolution). Avoid using flash.
 - b) Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

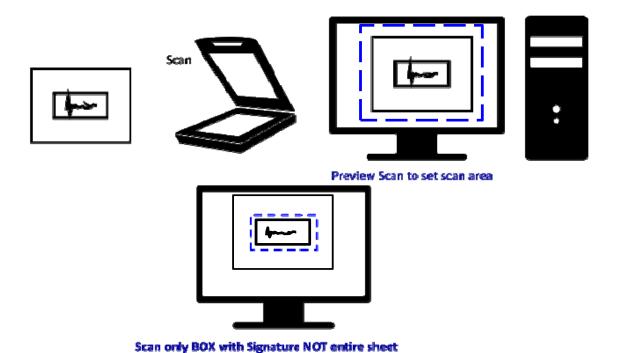


2. Editing digital image of the signature

- a. Transfer the digital image to a computer/laptop.
- b. If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
- **c. Crop** the image such that borders of box are reached.
- **d.** Resize the image to 50 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

B. Scanning the signature

- 1. Set the scanner to 200 dpi and scan only the box with signature (DO NOT scan the whole sheet)
- 2. Save the scanned signature as .jpg/.jpeg/.gif/.png image.
- 3. Re-size the image to 50 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (Click here to know how to resize a scanned image)



Checklist before uploading digital of signature

- 1. Signature is clear and without overwriting and against white background
- 2. Image size is between 50 to 100 Kb
- 3. Image is in .jpg/.jpeg/.gif/.png format.
- 4. Image is not blurred in the process of editing.

Instruction for preparing digital image of thumb print

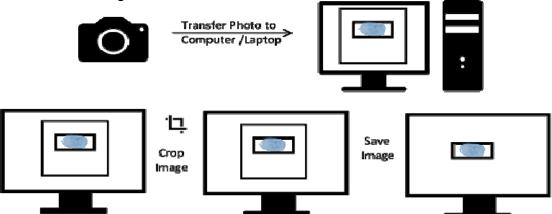
Taking a thumb-print

- 1. Draw a box of 4 cm x 3 cm (width x height) on a white sheet of paper (you may draw more than 1 box to take multiple thumb print and select the best).
- 2. Use a fresh blue/black colour ink pad.
- 3. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or light.
- 4. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)
- 5. Gently press your **LEFT THUMB** against the ink pad and take a horizontal print of your left thumb within the box. Do not press too much or wriggle as it may lead to smudging of print. Preferably take impressions of thumb in more than box.



Preparing digital image of thumb-print using a digital device (camera/smart phone etc)

- 1. Clicking image of thumb-print using a digital device.
 - a. Click the image in **bright light conditions** using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.
 - b. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
 - c. Click the image and check that it is not blurred due to low light conditions or shaking of hands.

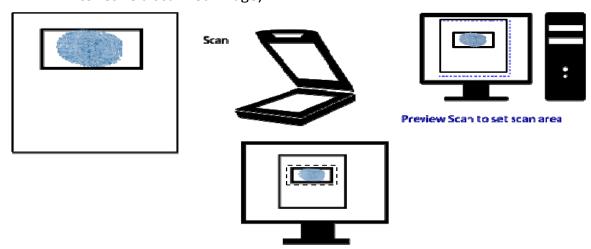


3. Editing digital image of the thumb-print

- a. Transfer the digital image to a computer/laptop.
- b. If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
- **c. Crop** the image such that borders of box are reached.
- **d.** Resize the image to 50 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

Preparing digital image of thumb-print using a scanner

- 1. Set the scanner to 200 dpi and scan only the box with signature (**DO NOT** scan the whole sheet)
- 2. Save the scanned image of thumb-print as .jpg/.jpeg/.gif/.png image.
- 3. Re-size the image to 50 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (Click here to know how to resize a scanned image)



Scan only BOX with Thumb Impression NOT entire sheet

Checklist before uploading digital image of thumb-print

- 1. Thumb-print and lines are clearly visible against white background
- 2. Image size is between 50 to 100 Kb
- 3. Image is in .jpg/.jpeg/.gif/.png format.
- 4. Image is not blurred in the process of editing.

While uploading images during Online Registration, please refer following Not Acceptable/ Acceptable sample images.

Not acceptable Photograph	Reason for Rejection	Acceptable
E-00	Poor digital Resolution(100x75)	100
	Facial area is less than 50% of total	
	Coloured background	
	Shadowon face	
	Dark/Tinted Spectacles or Sunglasses	

Not acceptable Photograph	Reason for Rejection		Acceptable
	Too much glare on spectacles	②	
	Spectacle rim over eyes	②	
	Lock of hair over eyes	0	
	Not looking straight into camera	②	
	Cropped image	0	

Not acceptable Photograph	Reason for Rejection	Acceptable
	Improper flash or Improper lighting	
	Photo taken with mobile phone (including "selfies") resulting in distorted face	
	Distortion due to enlargement of an original smaller image	
	Black & White Photographs	

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SIGNATURE:

- 1. Draw a box of size **6 x 3 cms** (width * height), on a plain white sheet and put the signature inside the box.
- 2. Signature should be done with thick point Black/Blue pen only. Signatures having only Initials or done in CAPITAL letters are not acceptable.
- 3. Scan the area having signature only not the whole sheet. Scan the signature on 200 dpi. It should not be blurred while enlarging it.
- 4. Save the scanned image as "Signature.jpg". Supported formats of the image include jpg/jpeg, gif, png.Keep the size of the image between 10 KB to 50 KB.

UPLOADING SIGNATURE:

Candidates must upload Signature to correct specified field. Do not make any mistake in uploading Signature.

- 1. To upload "Candidate Signature.jpg"
 - a. Click "Choose file" button right to the signature field.
 - Select the scanned "Signature.jpg" file from saved location and click "Open" button.

While uploading Signature during Online Registration, please refer following Not Acceptable/ Acceptable sample Signature images.

M (U) / WREA		(E) (C)
Sign of the		Properly uploaded signature that is in
Signature		black with white background . The
05 1 1 1		signature is clear and of proper size.
		NOT ACCEPTABLE: Signature uploaded
Signature	8	is very small
-C.		NOT ACCEPTABLE: Signature is in
Signature		coloured ink
		NOT ACCEPTABLE: Signature uploaded
charace		is too light and unclear
	- ×E	NOT ACCEPTABLE: Signature uploaded
Signature	EX	alongwith background
		NOT ACCEPTABLE: Signature uploaded
Signat	ख्राम	is partly obscured by marks / sprinkled ink
Signature		NOT ACCEPTABLE: Signature uploaded is blurred
		NOT ACCEPTABLE: Signature is cropped
Signature		/ not scanned properly

LEFT THUMB IMPRESSION:

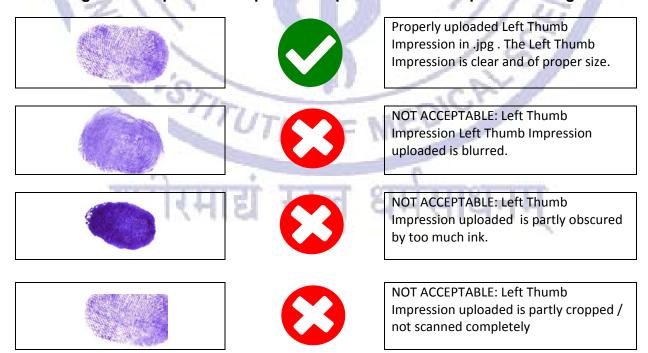
- 1. Draw a box of size **4 x 3 cms** (width * height) on a plain white sheet.
- 2. Take a good quality Blue/Black ink stamp pad.
- 3. Put your left thumb gently on the stamp pad and role lightly in horizontal manner.
- 4. The lines of the finger should be clearly visible in the print.
- 5. Scan the area of white sheet having thumb impression only, not the whole sheet.
- 6. Scan the left thumb impression on 200 dpi. It should not be blurred while enlarging it.
- 7. Save the image as "Left Thumb Impression.jpg". Supported formats of the image include jpg/jpeg, gif, png.
- 8. Keep the size of image between 10 KB to 50 KB.

UPLOADING LEFT THUMB IMPRESSION:

Candidates must upload Left Thumb Impression to correct specified field. Do not make any mistake in uploading Left Thumb Impression.

- 1. To upload "Candidate Left Thumb Impression.jpg"
 - a. Click "Choose file" button right to the Left Thumb Impression field.
 - b. Select the scanned "Left Thumb Impression.jpg" file from saved location and click "Open" button.

While uploading Left Thumb Impression during Online Registration, please refer following Not Acceptable/ Acceptable sample Left Thumb Impression images.



Note:-

 The information will appear in the website strictly as per time schedule laid down in the Prospectus. Telephonic queries / written requests prior to the scheduled date mentioned in the Prospectus regarding receipt of application, acceptance, hoisting of admit cards etc. will not be entertained.

For enquiries relating to Entrance Examination please contact:

Assistant Controller (Exams)
Examination Section
All India Institute of Medical Sciences (AIIMS)
Ansari Nagar, New Delhi -110 608
Tel: 26589900, 26588500 Extn. 6421, 4499, 6422

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