ALL INDIA INSTITUTE OF MEDICAL SCIENCES

NEW DELHI

PROSPECTUS



JANUARY 2018 SESSION

Post-Graduate & Post-Doctoral Course [DM/M.Ch & MD (Hospital Administration)

IMPORTANT DATES AT A GLANCE

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

25.09.2017 (upto 5:00 P.M.)

28.02.2018

Wednesday

05.09.2017 Tuesday

Important Notice

- 1. 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.
- 3. Other changes in the online Registration/Application i.e. Nationality, Sponsored to General, General to Sponsored etc. will NOT be permitted after 25.09.2017.
- 4. Applicants may note that further correspondence will NOT be entertained in this regard.

Date of Uploading Prospectus and Registration of Online Application through

we	b portal						
Las	st date for Registration of Online application	25.09.2017	Monday				
	DM / M.Ch (3 yrs) & MD (Hospital Administration)						
•	Status of Application & Rejected application with reason for rejection. Applicants are required to check status on 14.10.2017 through the Registration Status of My Page after Login.	13.10.2017	Friday				
•	Last date for submission of required documents for Regularization of Rejected Application. No Correspondence will be entertained after 20.10.2017 under any circumstances and candidates are requested NOT TO CONTACT the Examination Section.	20.10.2017	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 DM/M.Ch & MD (Hosp. Administration). Entrance Examination for January 2018 session.	20.10.2017	Friday				
•	Finalization of Centres and allotment of Roll Nos/Admit Card on website.	24.102017	Tuesday				
•	Written Test through online (CBT) mode	05.11.2017	Sunday				
•	Expected date of declaration of Result (Stage I)	09. 11.2017	Thursday				
•	Departmental Assessment	20.11.2017,	Monday,				
		21.11.2017	Tuesday				
		&	&				
		22.11.2017	Wednesday				
•	Final result	27.11.2017	Monday				

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

Administration)

Results for DM/M.Ch & MD (Hospital Administration) 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

Last date for admission in the course of DM/M.Ch & MD(Hospital

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 any Addendum/ Dedendum/Corrigendum/Latest updates etc. regarding this Examination.

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INTRODUCTION

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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. Postgraduate and Post Doctoral students are exposed to newer methods of teaching and given opportunities to actively participate in teaching 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 postgraduate medical education. The educational principles and practices being adopted are best suited to the needs of the nation.

DM / M.Ch (3 years) in Superspecialty Departments

NUMBER OF SEATS

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The facilities for post-doctoral courses are available in the following super specialties for <u>January 2018</u> Session:

Subject Code	Department	Subject / Speciality	General Seats	Sponsored Seats
		D.M.		
01	Psychiatry	Addiction Psychiatry (NDDTC)	2	1
02	CTVS	Cardiac Surgical Intensive Care	3	2
03	Cardiac-Anaesthesiology	Cardiac Anaesthesiology	1	1
04	Cardiology	Cardiology	4 **2	1
05	Hematology	Clinical Hematology	1 **2	1
06	Pharmacology	Clinical Pharmacology	0	3
07	Anaesthesiology and Critical Care	Critical Care Medicine	4	1
80	Endocrinology & Metabolism	Endocrinology	0	1
09	Gastroenterology & HNU	Gastroenterology	4	1
10	Hematology	Haemato-Pathology	1	0
11	Medicine & Microbiology	Infectious Diseases	2	0
12	Pediatrics	Medical Genetics	1	2
13	Medical Oncology	Medical Oncology	3	1
14	Pediatrics	Neonatology	1 **1	1
15	Nephrology	Nephrology	2	1
16	Neuro-Anaesthesiology & Critical Care	Neuro-Anaesthesiology & Critical Care	4 **1	1
17	Neurology	Neurology	6	2
18	Neuroimaging and Interventional Neuroradiology	Neuroimaging and Interventional Neuroradiology	10	1
19	Onco-Anaesthesiology and Palliative Medicine Dr.BRAIRCH	Onco-Anaesthesia, Dr.BRAIRCH	3	3
20	Cardiology	Pediatric Cardiology	1	1
21	Pediatrics	Pediatric Nephrology	1	1
22	Pediatrics	Pediatric Neurology	1	1
23	Pediatrics	Pediatric Pulmonology & Intensive Care	1	1
24	Pulmonary Medicine & Sleep Disorders	Pulmonary, Critical Care & Sleep Medicine	2 *1 **1	2 **1
25	Obstetrics & Gynaecology	Reproductive Medicine	1	0
26	Nuclear Medicine	Therapeutic Nuclear Medicine	1	1
27	Cardiac-Radiology	Vascular Radiology	2	1
		TOTAL	53+1+7=61	32+0+1=33
		M.Ch.		
28	Surgery	Breast, Endocrine and General Surgery	1	0
29	CTVS	Cardiothoracic and Vascular Surgery	4 **1	3
30	G.I. Surgery	G.I. Surgery	3	0
31	Obstetrics & Gynaecology	Gynaecologic Oncology	1	1

32	ENT	Head-Neck Surgery and Oncology	1	1
33	Surgery	Minimal Access Surgery & General Surgery	1	0
34	Neuro-Surgery	Neurosurgery	5 **2	0 *1 **1
35	Pediatric Surgery	Pediatric Surgery	0 *1 **2	1 *1
36	Plastic and Reconstructive Surgery	Plastic and Reconstructive Surgery	4 **2	0
37	Surgical Oncology	Surgical Oncology	1	1
38	Surgery Trauma Centre	Trauma Surgery and Critical Care	3 **1	1
39	Urology	Urology	2 **1	0
		TOTAL	26+1+9=36	8+2+1=11

- For AIIMS Bhubaneshwar Seats
- ** For AIIMS Rishikesh Seats

Note: Candidate is allowed to submit application for one speciality / subject only

All the seats falling vacant before the declaration of result of DM/M.Ch entrance examination in the subject seats have already been advertised will be included.

2. ELIGIBILITY

I) Educational qualification: A candidate must possess a degree in MD/MS or DNB from a University recognized by the MCI in the respective discipline as mentioned hereunder:-

DM COURSES	REQUIRED QUALIFICATION				
CARDIOLOGY					
ENDOCRINOLOGY NEPHROLOGY	M.D. in Medicine/Pediatrics of this Institute or any other University or				
NEUROLOGY	equivalent degree recognized by the MCI				
MEDICAL ONCOLOGY	-1				
CLINICAL HEMATOLOGY					
GASTROENTEROLOGY	M.D. in Medicine of this Institute or any other University or equivalent degree recognized by the MCI				
PULMONARY CRITICAL CARE & SLEEP MEDICINE	M.D in Medicine/MD Pulmonary Medicine/MD Chest Medicine/MD Respiratory Medicine of this Institute or any other University or equivalent degree recognized by the MCI				
HEMATOPATHOLOGY	M.D in Pathology/Lab. Medicine of this Institute or any other University or equivalent degree recognized by the MCI				
NEUROIMAGING AND INTERVENTIONAL	M.D.in Radiodiagnosis of this Institute or any other University or				
NEURORADIOLOGY	equivalent degree recognized by the MCI				
CARDIAC-ANAESTHESIOLOGY	M.D.in Anesthesiology of this Institute or any other University or				
NEURO-ANAESTHESIOLOGY &	equivalent degree recognized by the MCI				
CRITICAL CARE					
ONCO-ANESTHESIA, DR.BRAIRCH					
PEDIATRIC NEUROLOGY	M.D.in Pediatrics of this Institute or any other University or equivalent				
NEONATOLOGY	degree recognized by the MCI				
PEDIATRIC NEPHROLOGY					
PAEDIATRIC PULMONOLOGY & INTENSIVE					
CARE					
PEDIATRIC CARDIOLOGY					
CLINICAL PHARMACOLOGY	M.D.in Medicine/Pharmacology/Pediatrics of this Institute or any other University or equivalent degree recognized by the MCI				

CRITICAL CARE MEDICINE	M.D. in Anaesthesiology/Medicine/Chest Medicine of this Institute or
	any other University or equivalent degree recognized by the MCI
INFECTIOUS DISEASES	M.D. in Medicine/Pediatrics/Microbiology/Tropical Medicine of this Institute or any other University or equivalent degree recognized by the MCI
THERAPEUTIC NUCLEAR MEDICINE	M.D in Nuclear Medicine of this Institute or any other University or equivalent degree recognized by the MCI
VASCULAR RADIOLOGY	M.D in Radio-Diagnosis of this Institute or any other University or equivalent degree recognized by the MCI
ADDICTION PSYCHIATRY, NDDTC	M.D.in Psychiatry of this Institute or any other University or equivalent degree recognized by the MCI
MEDICAL GENETICS	MD in Pediatrics/Medicine/Obstetrics and Gynaecology of this Institute or any other University or equivalent degree recognized by the MCI
CARDIAC SURGICAL INTENSIVE CARE	MD in Anaesthesia/Pediatrics/Medicine of this Institute or any other University or equivalent degree recognized by the MCI
REPRODUCTIVE MEDICINE	MD/MS in Obstetrics and Gynaecology of this Institute or any other University or equivalent degree recognized by the MCI

M.Ch COURSES	REQUIRED QUALIFICATION				
C.T.V.S	ALER AND				
NEURO-SURGERY	160045 A / V 2 W				
G.I.SURGERY					
PEDIATRIC SURGERY	M.S. degree in Surgery of this Institute or any other University or any				
UROLOGY	other equivalent degree recognized by the M4Cl				
MINIMAL ACCESS SURGERY & GENERAL SURGERY	other equivalent degree recognized by the M4Ci				
BREAST, ENDOCRINE AND GENERAL SURGERY					
SURGICAL ONCOLOGY	M.S degree in Surgery/ENT of this Institute or any other University or				
HEAD-NECK SURGERY AND ONCOLOGY	any other equivalent degree recognized by the MCI				
PLASTIC AND RECONSTRUCTIVE SURGERY	M.S degree in Surgery/ENT/Orthopedics of this Institute or any other University or any other equivalent degree recognized by the MCI				
TRAUMA SURGERY AND CRITICAL CARE	M.S degree in Surgery/Trauma and Emergency Surgery of this Institute or any other University or any other equivalent degree recognized by the MCI				
GYNAECOLOGIC ONCOLOGY	MD/MS in Obstetrics & Gynecology of this Institute or any other				
	University or equivalent degree recognized by MCI				

• 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.

3. AGE LIMIT:

- Upper Age limit is 35 years as on 1st January, 2018.
- Upper age limit is relaxable for OBC Candidates by a maximum of 3 years.
- Upper age limit is relaxable in case of SC/ST candidates by a maximum of 5 years.
- Upper age limit is relaxable for Ex-Serviceman and Commissioned Officer including ECO, SSCO who have rendered or released on satisfactory assignment with age relaxation by a maximum of 5 years.
- The upper age limit is not applicable to sponsored candidates.
- The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission to DM/M.Ch for PWD candidates as per Right of persons with Disability Act, 2016.

4. CENTRES FOR COMPETITIVE ENTRANCE EXAMINATION

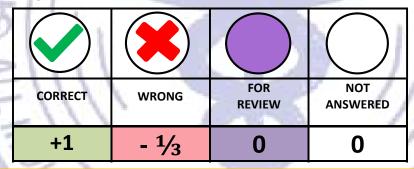
- The Examination will be conducted at cities listed below in online mode only [Computer Based Test (CBT)].
- Applicant should indicate his/her choice of city of examination in the application form.
- The city of examination shall be allotted on first-come first-serve basis.
- The centre of examination once allotted on first come basis, (depending on number of nodes available) will not be changed and any request in this regard will not be entertained. **Applicants should therefore choose the choice of city with utmost care**.
- In case of any discrepancy in exercising choice of city or non-availability of centre in the city opted in the appropriate column of application; the centre allotted by AIIMS will be considered as final.
- Applicants are advised to register themselves and submit their application form at the earliest without waiting for the last date, to avoid not getting the city/centre of their choice.

SI. No.	. No. Name of City	
1.	Chennai	01
2.	Delhi / NCR	02

SI. No.	Name of City	Code
3.	Kolkata	03
4.	Mumbai	04

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.



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.dmmchmha@qmail.com

6. METHOD OF SELECTION

Selections for D.M./M.Ch/MD (Hospital Administration) courses are made through 2-Stage Performance Evaluation basis:

- Stage I: Written test carrying 80 marks of 90 minutes duration in the subject the candidate has applied for. The question paper will consist of 80 Multiple Choice Questions (MCQs).
- **Stage II:** Out of the candidates who are **50**th **percentile or above** [as per the decision of the meeting of the Academic Committee held on 14 September 2013] 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 **20 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 DM/M.Ch/ & MD (Hospital Administration) Entrance Examination will be 28th February, 2018. In any circumstances, last date for admission will not be extended after 28th February, 2018.

7. 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.

8. METHOD OF RESOLVING TIES

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

9. EMOLUMENTS

D.M./M.Ch. candidate selected for the post of Senior Resident will be paid emoluments as applicable to the post level 11 of the Pay Matrix (Pre-revised Pay Band-3 Rs.15600-39100+6600 Grade Pay) with entry pay of Rs.67700/- per month plus usual allowances as admissible under the rules or revised pay scale as per 7th CPC as applicable

10. LEAVE

1st year: 24 days; 2nd year: 30 days; 3rd year: 36 days.

11. INTERNAL ASSESSMENT

Internal assessment/progress report should be evaluated periodically by the faculty members of the concerned department on the theoretical knowledge and practical skills of a candidate. The Head of the Department should send such a internal assessment/progress report of each candidate on regular basis i.e. six monthly and send to the Academic Section of official records. The weightage of the internal assessment/progress report i.e. 20% marks of the candidate will be added in his/her final examination.

12. DISSERTATION

Every candidate will be required to (a) one dissertation and protocol to be submitted within 4 months from the date of registration. (b) Relaxation for two months can be given by the Dean on merit of each case (c) furnish proof of having undertaken research of high order which may be in the form of a manuscript of an original article fit for publication or already accepted by an approved journal or (d) present evidence of having published papers of research value in the subject concerned in journals recognised by the Institute for this purpose. All these should have been done during the period of training at the Institute.

13. PENALITY

Original certificate of all candidates will be retained in the Academic Section at the time of joining. The same will be not be returned to the candidate before completion of the course unless he/she deposits a sum of Rs.3,00,000/- (Rupees Three Lakhs Only). If any candidate who joins the DM/M.Ch/MD (Hospital Administration) course, leaves the said course within six months of joining, he/she shall be liable to pay a sum of Rs.3,00,000/- (Rupees Three Lakhs Only) and after six months of joining shall be liable to pay a sum of Rs.5,00,000/- (Rupees Five Lakhs Only) as compensation for losses incurred by the AIIMS due to such midstream departure. The salary for the month in which his/her resignation from the course becomes effective, shall also stand forfeited.

Note: The registration of those candidates who do not submit the dissertation at least three months prior to the commencement of the examination (31st January for May examination and 31st August for December examination) will not be eligible to appear in the final Examination.

IV

MD (Hospital Administration)

1. NUMBER OF SEATS:

Subject Code	Total	UR	OBC	SC	ST	Sponsored / FN
40	0	0	0	0	0	05

Note: In case any ST seat remains vacant (after calling all eligible candidates of ST category) then these seats will be transferred to SC category & vice versa. If any SC/ST seat remains vacant (after calling all eligible candidates of SC/ST category) then these vacant seats, shall be made available to the eligible General Category candidates. Similarly, in case the OBC seat remains vacant after calling all eligible OBC candidates then these vacant OBC seats shall be made available to the eligible general category candidates.

2. ELIGIBILITY:

For Medical Graduates: (1) The candidate must possess MBBS or an equivalent degree with a minimum experience of three years in a hospital in the relevant field or five years in general practice. A certificate issued by the District Magistrate in support of the general practice claimed should be enclosed with the application.

- (2) The candidate must have obtained a minimum of 55% marks in aggregate in all MBBS professional examinations for other category including OBC category and 50% for candidate belonging to SCs/STs.
- (3) The eligibility for Sponsored candidates will also be determined as mentioned in point No. 2.

3. DURATION OF COURSE

For medical graduates: A minimum of 3 academic years.

4. METHOD OF SELECTION

Selection is through a 2-stage Performance Evaluation similar to that for D.M./M.Ch. courses.

5. INTERNAL ASSESSMENT

Internal assessment/progress report should be evaluated periodically by the faculty members of the concerned department on the theoretical knowledge and practical skills of a candidate. The Head of the Department should send such a internal assessment/progress report of each candidate on regular basis i.e. six monthly and send to the Academic Section of official records. The weightage of the internal assessment/progress report i.e. 20% marks of the candidate will be added in his/her final examination.

6. SUBMISSION OF PROTOCOL AND THESIS

The candidate registered for MD (Hospital Administration) course will be required to get his/her plan of thesis approved by his/her departmental faculty within 4 months or 6 months of enrolment and submit it to Academic Section. If a candidate fails to submit the thesis/protocol within the prescribed period, his/her registration will stand cancelled. The last date for submission of thesis will be 31st August for appearing in the December examination and 31st January for appearing in May Examination.

7. EMOLUMENTS

Junior Residents MD (Hospital Administration) (three years tenure period) level 10 of the Pay Matrix (Pre—revised Pay Band-3 Rs.15600-39100+.5400 Grade Pay) with entry Pay of Rs.56100/- per month plus usual allowances as admissible under the rules in the first year of the residency or revised pay scale as per 7th CPC as applicable.

8. LEAVE

During the terms of tenure, the M.D. students will be entitled to the leave calculated on pro-rata basis i.e. JR (Acad.) during the first year of their tenure they will be sanctioned leave for only that much number of days which they have already earned. These leave cannot be carried forward for the purpose of availing leave. However, can be accumulated for the purpose of leave encashment on completion of tenure. Junior Residents are not entitled to any other leave except that mentioned above. The Residency Period as well as exam of residents, who avail leave over & above their entitlement, will be extended.

9. ASSESSMENT

At the end of first six months of the admission, each Junior Resident will be assessed and in case his/her performance is not found satisfactory, his/her registration may be cancelled.

10. RESERVATION OF SEATS

49.5% of the total Post-Graduate seats (15% for SC, 7.5% ST and 27% for OBC) excluding those for Sponsored/Foreign National candidates are reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes and the Other Backward Classes (Non-creamy layer).

11. PENALITY

Original certificate of all candidates will be retained in the Academic Section at the time of joining. The same will be not be returned to the candidate before completion of the course unless he/she deposits a sum of Rs.3,00,000/- (Rupees Three Lakhs Only). If any candidate who joins the DM/M.Ch/MD (HA) course, leaves the said course within six months of joining, he/she shall be liable to pay a sum of Rs.3,00,000/- (Rupees Three Lakhs Only) and after six months of joining shall be liable to pay a sum of Rs.5,00,000/- (Rupees Five Lakhs Only) as compensation for losses incurred by the AIIMS due to such midstream departure. The salary for the month in which his/her resignation from the course becomes effective, shall also stand forfeited.

12. **IMPORTANT**:

Please note that the candidates who have already done pursuing MD/MS in any subject or MD (Hospital Administration) at the time of selection/interview shall not be considered for admission to MD (Hospital Administration), if it is found at a later stage that the candidate has given false undertaking at the time of selection/interview his/her candidature/registration will be cancelled. The confirmed PG Seat will be allotted to the candidates only after giving an undertaking as above and after depositing all original certificates.



IMPORTANT INSTRUCTION APPLICABLE TO DM/M.Ch & MD (Hospital Administration) ENTRANCE 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 - III 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 be drop 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 Text 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 three 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, AlIMS, New Delhi-110608 on aiims.dmmchmha@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:
 - (i) 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 of 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 course/discipline 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 of Examinations, Examination Section, 1st Floor, Convergence Block, AllMS, 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 postgraduate course (except candidates for sponsored candidates for all courses 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 course, 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 Post Doctoral Super Speciality (D.M./M.Ch) courses which are not available in the State. A certificate regarding non-availability of the course (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 **"trainees"**.
- 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 Postgraduate courses leading to award of **DM/M.Ch. & MD (Hospital Administration) Entrance Examination.**
- 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 DM/M.Ch. & MD (Hospital Administration) Entrance Examination courses. 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 PG courses 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 of 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 individual. No correspondence in this regard will be entertained. However, the marks of individual candidate will be made available on AlIMS website www.aiimsexams.org after declaration of final result by login their 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 course 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 **Senior Residents (DM/M.Ch. & MD (Hosp. Admn.)** will be subject to medical fitness. No selected candidate will be permitted to pay fee/join the course 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 course 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. FEES

Each candidate selected for admission will have to pay the following Course duration Fees and dues:

				DURATION
1.	Registration Fee	:	Rs. 25/-	
2.	Tuition Fee		_000,004	5 1 12
	i DM/M.Ch. (Sponsored)	: :	Rs. 1050/-	3 Years
	ii MD (H.A.) (Sponsored)	:	Rs. 700/-	2 Years
3.	Laboratory Fee			
	i. DM/M.Ch. (Sponsored)		Rs. 120/-	3 Years
	ii MD (H.A.) (Sponsored)	:	Rs. 80/-	2 Years
4.	Pot Money		30,000	111100
	i DM/M.Ch. (Sponsored)	100-	Rs. 720/-	3 Years
	ii MD (H.A.) (Sponsored)	:	Rs. 480/-	2 Years
5.	Electricity	- 7	A CONTRACTOR OF THE PARTY OF TH	11101
	i DM/M.Ch. (Sponsored)	:	Rs. 240/-	3 Years
	ii MD (H.A.) (Sponsored)	77	Rs. 240/-	3 Years
6.	Gymkhana Fee		N IIIL dill	
	i DM/M.Ch. (Sponsored)		Rs. 120/-	3 Years
	ii MD (H.A.) (Sponsored)	:	Rs. 80/-	2 Years
7.	Caution Money	:	Rs. 100/-	- No. 100
			(to be deposited by every of breakages or loss of Ins	
8.	Hostel Security		Rs. 1000/- (R	Refundable)

(All Fees and dues payable at the time of admission)

Note: 1. The Hostel Security deposit (refundable) i.e. Rs. 1000/-

Note: 2. Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course failing which it will be forfeited.

2. HOSTEL ACCOMMODATION

The unmarried **Senior Residents (DM/M.Ch/MD (Hospital Administration)** will be provided partially furnished accommodation <u>subject to availability</u>. Those married and living with family will be provided, <u>subject to availability</u>, partially furnished married hostel accommodation on recovery of rent as per rules of A.I.I.M.S. However, the sponsored Demonstrators will be charged a sum of Rs. 450/- per month for single room hostel accommodation and a sum of Rs. 650/- per month for married hostel accommodation.

3. 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.

4. CODE OF CONDUCT FOR STUDENTS AT AIIMS, 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 nonteaching 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.
 - c) 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.
 - i) 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
 - 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;
 - c) 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.

VII

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

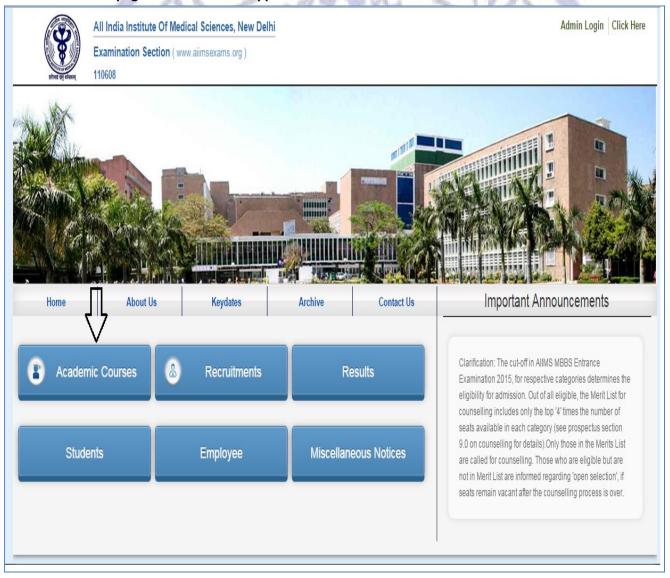
99 Medical Council of India (MCI)

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

User Manual

[Important Instructions for Applicants filling AIIMS - [DM/MCH & MD (Hospital Administration)] 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.



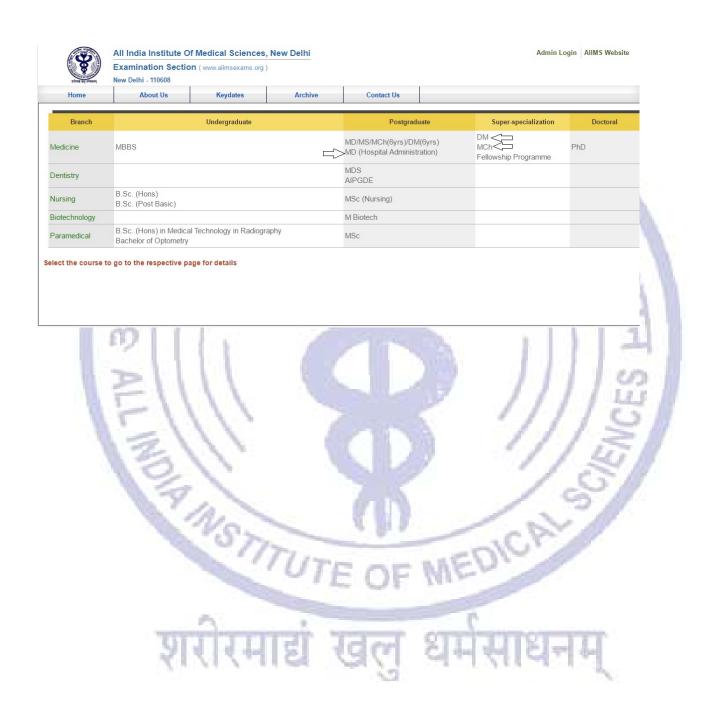
Registration

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

By clicking on Recruitments Tab an Applicant can navigate to the desired post Senior Residents/Senior

Demonstrator

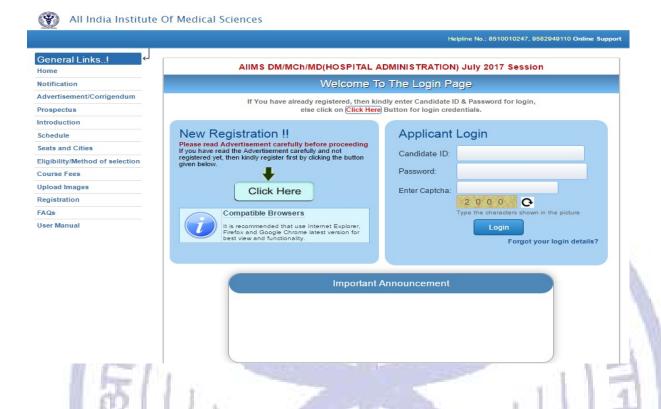
• to registered him/her self.



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

ANSTITU.

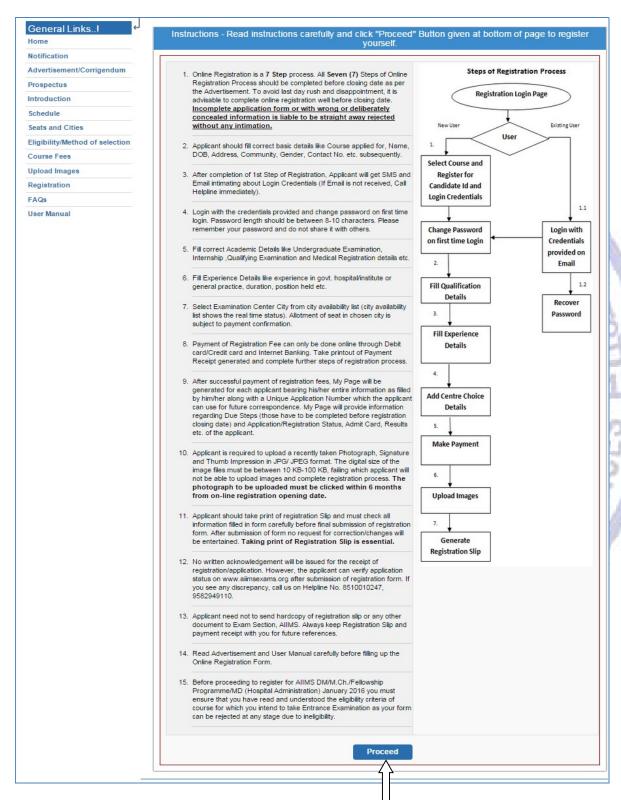
For already registered candidate, enter <u>Candidate Id</u>, <u>Password</u>(already sent on registered email id) and <u>Captcha</u> and then click on <u>Login</u> button.



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 $\underline{\text{New Candidate Registration Form.}}$

(All #marked fields are optional).

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

	New Candidate Regis	tration DM/MCh/Fellowship Programme/N	MD(Hospital Administration)	(#) marked field	s are optic
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vertisement/Corrigendum	Course Applying to	II. DIM			
ospectus	Personal Detail				
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hedule	(Enter Full Name a	s per your University Degree.)	118		
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	(All OBC Creamy L	ayer Candidate will be consider as			
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	Date of Birth:	08/09/1987	Gender.	Wale O Female O 11	iliu Geriue
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	(Please bring along	g this ID Proof at the time of examina	tion)		
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	Valid Till:#	30/09/2015			
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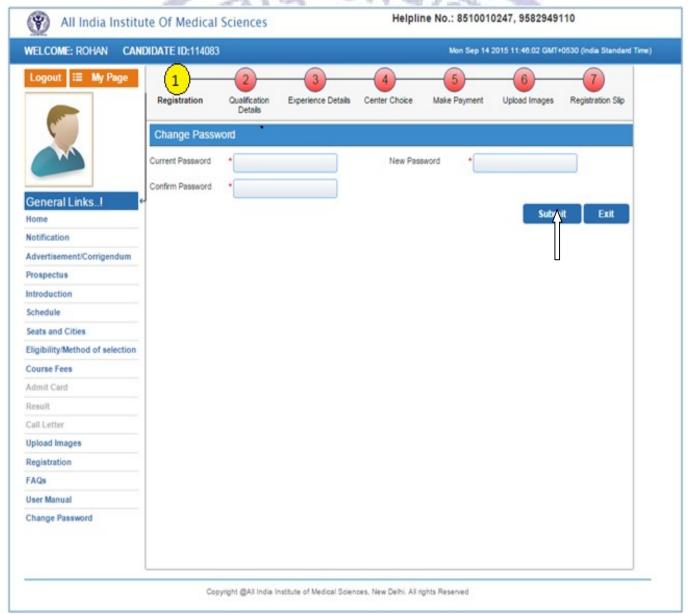
Read the Declaration of Eligibility carefully and give consent on it before submitting the form.

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

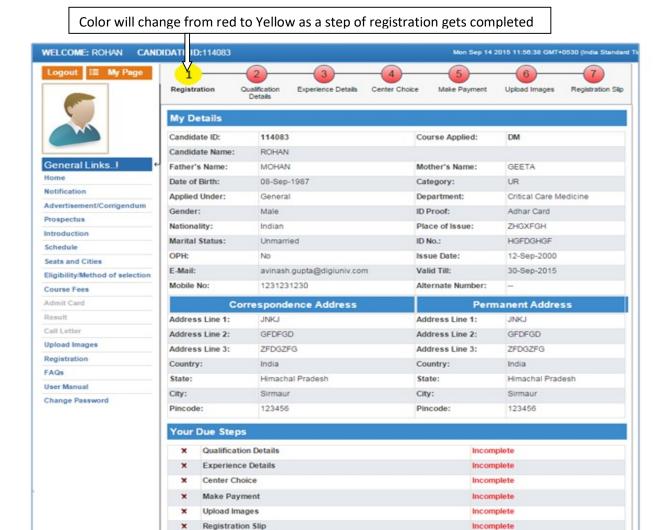


Click on **Proceed** button after filling all information.

Candidate Information Page

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

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



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

Edit Information Page

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



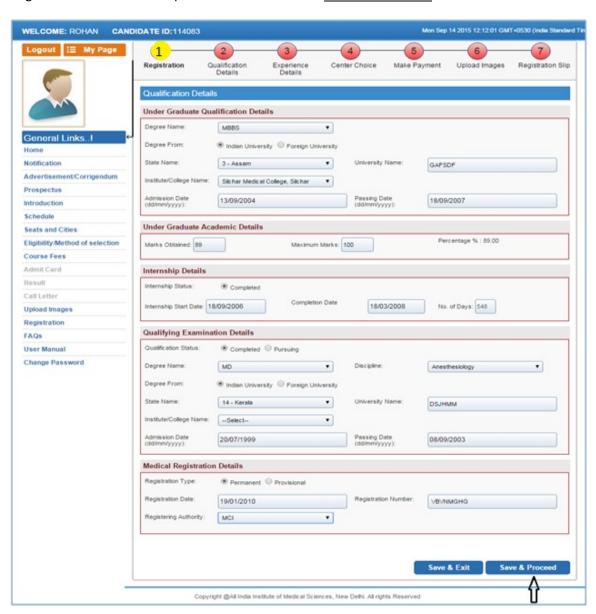
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	Valid Till:#	30/09/2015			
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	"STD" code of that Alternate Number	10 digit mobile number only tarea. # Mobile Landline		*+91" before it. Fo	or Landline number please enter the
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After click on $\underline{\textbf{Update}}$ button, Candidate will be navigated to $\underline{\textbf{Qualification Details}}$ Page.



Qualification details

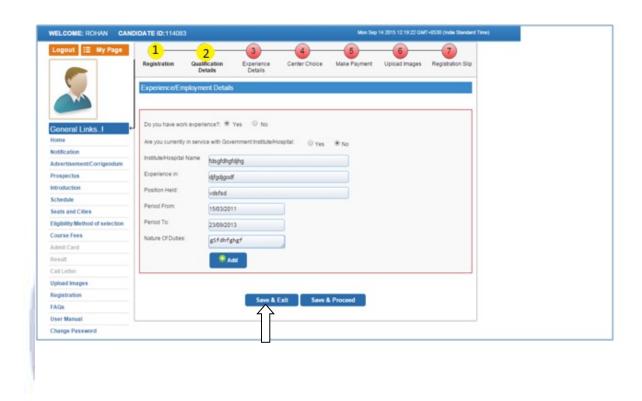
After first step of registration process is completed, the next step is to fill **Qualification Details**. Candidate should fill all the information asked for regarding Qualifying Examination, Internship and Medical Registration. After fill all required filled then click on **Save and Proceed** button.





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 than **Add** it and proceed further.

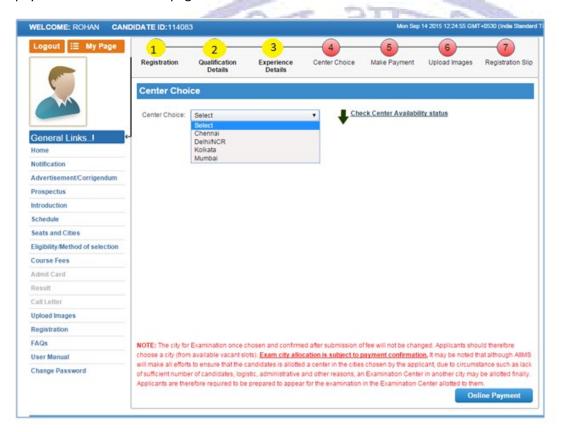




Centre Choice

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

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

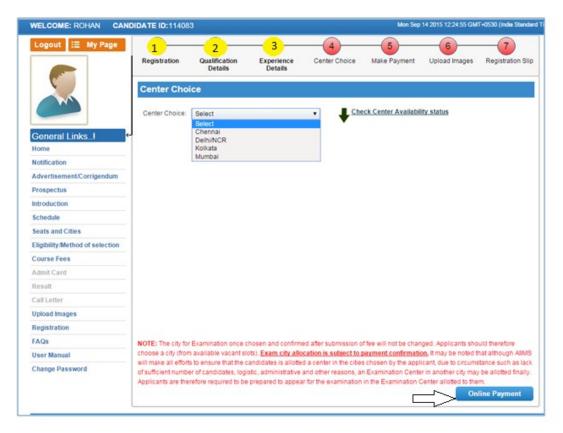


Center once allocated cannot be changed and any request in this regard will not be entertained. Click on

Proceed button for payment of Registration Fee.

Make Payment

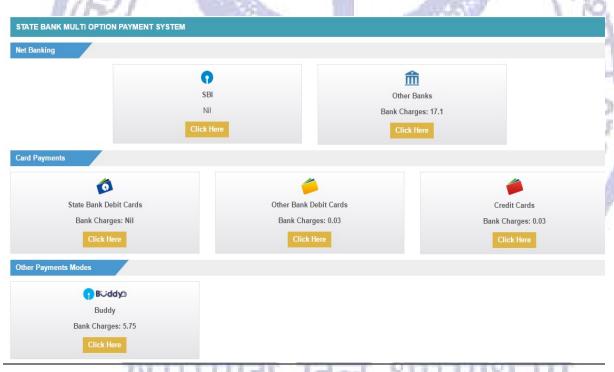
After Centre Choice, candidates will be navigated to <u>Payment</u> page to pay registration Fee. Payment of registration fee can only be done through <u>Online Mode i.e. Debit/Credit card and Internet Banking.</u>







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



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

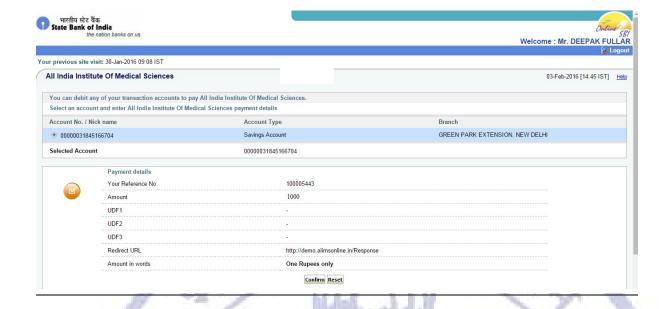
भारतीय स्टेट बैंक State Bank of India With you - all the way	
Welcome to Stat	te Bank of India's Secure Payment Gateway
Dear Customer, SBI Payment Gateway w	vill secure your payment to MOPSBIDRCARD.
Select the type of card*	State Bank MAESTRO Cards ▼
Card Number *	6220180106500102616 (Please enter your card number without any spaces)
Name on Card	DeepakFullar
Purchase Amount	INR 1.01
Word Verification *	Type the characters you see in the picture below H S 3 V g D Click here for new image.
	Pay Cancel
AFTER PRESSING PAY	Y, KINDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.
ALL INTERNET BASED	TRANSACTIONS USING STATE BANK DEBIT CARDS WOULD NEED A 3D SECURE PASSWORD.
Verified by VISA	MasterCard. SecureCode. RuPay) MasterCard. SAFE
la de la companya de	A service brought to you by State Bank of India
	e transaction in 10 minutes you will be redirected to the order page of MOPSBIDRCARD rel button, you will be redirected to the order page of MOPSBIDRCARD.

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

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



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

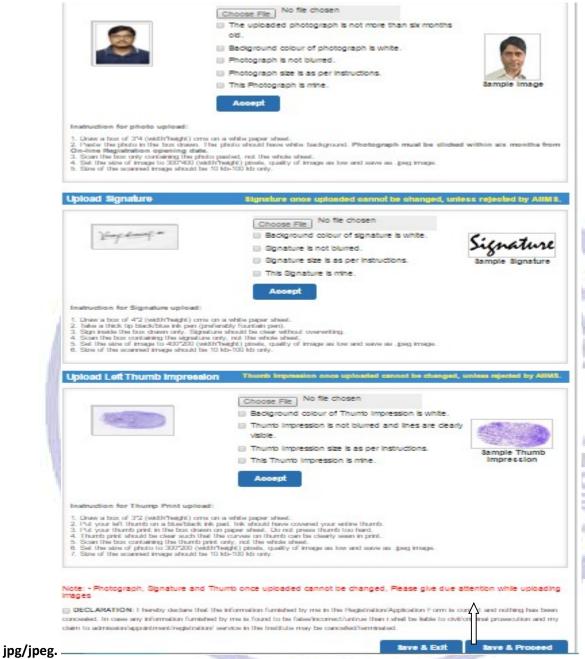


Candidate must remember to take printout of Payment Receipt as a proof of payment by clicking on Print button.



Upload Images

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



First read the instructions given regarding Photo, Signature and Thumb Impression upload. To upload image click Choose File button and browse to path where the image is stored. You can see the preview of the uploaded images. Please refer to Sample Images provided on the page, if you are satisfied with the preview of images, click on Accept button else try again to upload the images. After uploading all three required images, give consent on the declaration and click on Save & Proceed button. Images once uploaded cannot be changed later so candidates are requested to pay due attention while uploading the images.

Registration Slip

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

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



eck 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**.

Ch

8				stitute ri Nagar trance E
-	eroni		Registration	
Cano	lidate Profile		Reg	gistration
Nam	e: ROHAN			
Gend	der: Male			
Fath	er's Name: MOHAN			
Moth	er's Name: GEETA			
Appli	ed Under: General			
Natio	onality: INDIAN			
Cont	act Details			
	ess for Corresponde esh, India, 123456	ence: <mark>J</mark> NKJ, GFDFGD, Z	FDGZFG, Sirmaur, Himach	nal
Phor	ne No(s): 1. 1231231	230 , 2		
Qual	ification Details			
S. No.	Level	Name of Degree	University Name	Ins
1	Under Graduate	MBBS	CFGHFJGHJ	Silo
2	Post Graduate	MD	DSJHMM	Me
Medi	cal Registration De	etails		

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 **Yellow from Red**.

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

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

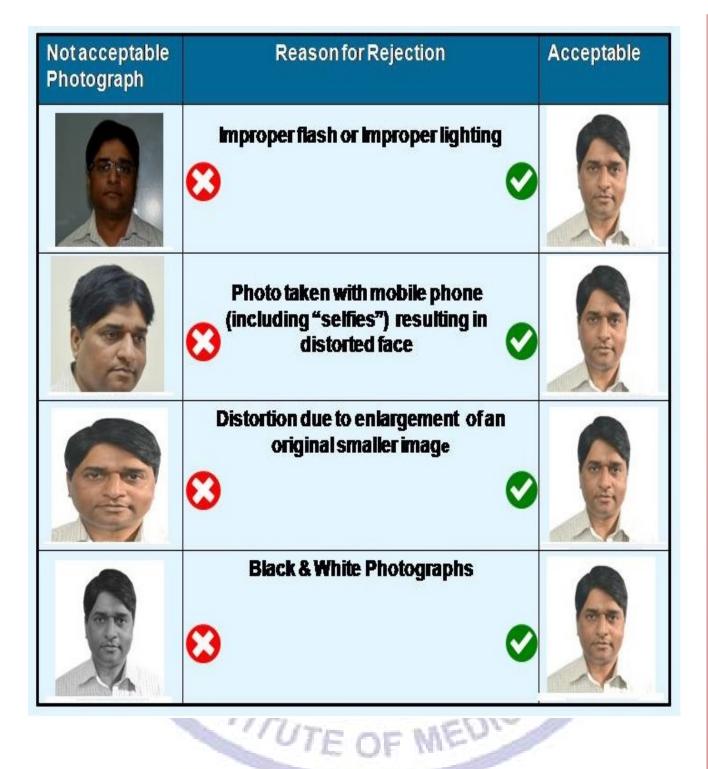
- 1. To upload "Photograph.jpg"
 - a. Click "Choose File" button right to the photograph field.
 - b. Select the scanned "Photograph.jpg" file from saved location and click "Open" button.



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

Not acceptable Photograph	Reason for Rejection	Acceptable
	Poor digital Resolution(100x75)	
	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	
	Spectacle rim over eyes	
	Lock of hair over eyes	
	Not looking straight into camera	
	Cropped image	



शरीरमाद्यं खुलु धर्मसाधनम्

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"
- 2.
- a. Click "Choose file" button right to the signature field.
- b. 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.

20077707 3 716 30
Properly uploaded signature that is in black with white background . The
black with white background . The signature is clear and of proper size.
NOT ACCEPTABLE: Signature uploaded is very small
NOT ACCEPTABLE: Signature is in coloured ink
NOT ACCEPTABLE: Signature uploaded is too light and unclear
NOT ACCEPTABLE: Signature uploaded alongwith background
NOT ACCEPTABLE: Signature uploaded is partly obscured by marks / sprinkled ink
NOT ACCEPTABLE: Signature uploaded is blurred
NOT ACCEPTABLE: Signature is cropped / not scanned properly

LEFT THUMB IMPRESSION:

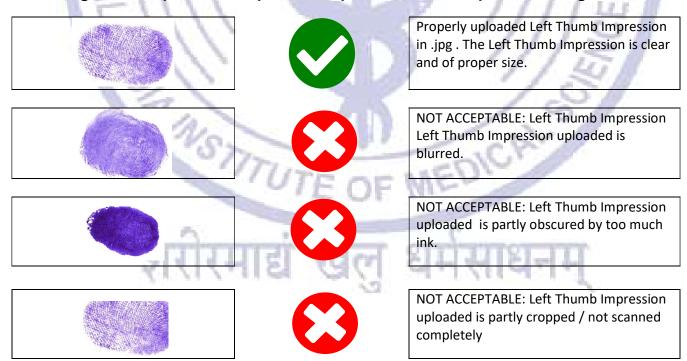
- 1. Draw a box of size **4 x 3 cms** (width * height) on a plain white sheet.
- 2. Take a good quality Blue/Black ink stamp pad.
- 3. Put your left thumb gently on the stamp pad and role lightly in horizontal manner.
- 4. The lines of the finger should be clearly visible in the print.
- 5. Scan the 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.
 - 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.



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

1.	I certify that Dr./Miss/Mrs./Mr.* for training leading to the award of DM Examination Degree in Institute of Medical Sciences for the ses	is being sponsored /M.Ch & MD (Hospital Administration) Entranceat All India ssion commencing in January 2018.
2.	That Dr./Miss/Mrs./Mr.* (na Forces/ the Competent Authorities of Ps	is a permanent employee ame of the State/Central Govt. Dept./Office/Armed SU/Autonomous Body etc.)
3.		I/M.Ch & MD (Hospital Administration) Entrance being sponsored, is not available in this State.
4.		at the AIIMS will be suitably employed by the which training is to be provided in All India Institute
5.		noluments by the sponsoring authority during the rill not be the responsibility of the All India Institute
6.	That the candidate is being sponsored the prospectus for the above mentioned	for the entire duration of the course as specified in dourse.
Da	ate:	Signature of Sponsoring authority Name (in BLOCK LETTERS)
Pla	ace :	(in BLOCK LETTERS) Designation
		Office Seal
*D	elete whichever is not required.	
	PORTANT:	and only by the Competent Authority is

- (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	is to cer	rtify that Shri /Smt./Kum	S	on/Daughter of
Shri/S	Smt	of Village/Town	District/Division	in the
		State belongs to the	Community which is	recognized as a
backv	ward clas	s under:		
(i)		ion No. 12011/68/93-BCC(C) dated 10/09/93 published in t ection I No. 186 dated 13/09/93.	he Gazette of India Extraordina	ıry
(ii)	Resolut	tion No. 12011/9/94-BCC dated 19/10/94-BCC dated 19/10/ ktraordinary part I Section I No. 163 dated 20/10/94.	'94 published in the Gazette of	
(iii)	Resolut part I S	tion No. $12011/7/95$ -BCC dated $24/05/95$ published in the Gection I dated $25/05/95$.	Sazette of India Extraordinary	
(iv)		ion No. 12011/96/94-BCC dated 09/03/96.	- 17	
(v)		cion No. 12011/44/94-BCC dated 06/12/96 published in the ection I No. 210 dated 11/12/96.	Gazette of India Extraordinary	
(vi)		ion No. 12011/13/97-BCC dated 03/12/97.		
(vii)		ion No. 12011/99/94-BCC dated 11/12/97.	13.	100
(viii)		ion No. 12011/68/98-BCC dated 27/10/99.		
(ix)		cion No. 12011/88/99-BCC dated 06/12/99 published in the ection I No. 270 dated 06/12/99.	Gazette of India Extraordinary	1 10
(x)		ion No. 12011/36/99-BCC dated 04/04/2000 published in th	no Gazatto of India Extraordina	70
(^)		ection I No. 71 dated 04/04/2000.	le dazette of ilidia Extraordilla	Ty
(xi)		ion No. 12011/44/99-BCC dated 21/09/2000 published in the	ne Gazette of India Extraordina	ry
	Part I S	ection 1 No. 210 dated 21/09/2000.	1 1 2	3.1 III
(xii)	Resolut	tion No. 12015/09/2000-BCC dated 06/09/2001.		
(xiii)	Resolut	ion No. 12011/01/2001-BCC dated 19/06/2003.		O : III
(xiv)		ion No. 12011/04/2002-BCC dated 13/01/2004.	/////	
(xv)		ion No. 12011/09/2004-BCC dated 16/01/2006 published in	n the Gazette of India Extraordi	nary Part
	I Sectio	n I No. 210 dated 16/01/2006.	1115	- ///
Shri/S	Smt./Kum	n. and/or his	family ordinarily r	reside(s) in
the		District/Division of	. State.	
	s also to	certify that he/she does not belong to the persons/sections	(Creamy Layer) mentioned in	Column 3 of the
		the Government of India. Department of Personnel & Trai		
		ch is modified vide OM No. 36033/3/2004 Estt. (Res.) date		
	rnment o			
Dated	d:	of India. District N	Magistrate/Competent Authorit	ty Seal
NOTE	:			-
	a)	The Term Ordinarily used here will have the same meaning of the People Act, 1950.	ng as in Section 20 of the Repre	esentation
	(h)	The authorities competent to issue Caste Cortificates are	indicated holow:	

- The authorities competent to issue Caste Certificates are indicated below: (b)
 - District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate.)
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

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.

CAST	F CF	RTII	FIC	ΔTF

This	is	to	certify	that	Shri/Smt	t./Kum.*	
son/da	ughter*of		of			village/town*	in
distric	:/Division*		of the !	State/Union	Territory*	belongs to	the
		.Caste/Tri	be which is reco	ognised as a	Scheduled C	Caste/Scheduled Tribe* under :	
•	The Consti	tution (Sc	heduled Caste)	Order, 1950			
•			heduled Tribe)				
•		•	heduled Caste)				
•			heduled Tribe)				
					200	ts (Modification) Order, 1956, the Bombay	
_						State of Himachal Pradesh Act, 1970 the N	
						es and Scheduled Tribes Orders, (Amendm	ıent)
Act, 19			(Jammu and Ka				
•						Tribes Order, 1959.	
•			dra and Nagar				
•	The Constit	tution (Da	dra and Nagar	Haveli) Sche	duled Tribes	Order, 1962.	
•			ondichery) Sche			AND TAXABLE TO BE TO THE TOTAL	
. 0	The Consti	tution (Ut	tar Pradesh) (So	cheduled Tril	oes) Order, 1	1967	
• ///	The Consti	tution (Go	oa, Daman & Dii	u) Scheduled	Caste Order	er, 1968.	
•	The Consti	tution (Go	oa, Daman & Dii	u) Scheduled	Tribes Orde	er, 1968.	
• 11	The Consti	tution (Na	agaland) Schedu	led Tribes O	rder, 1970.	1 1 3	
•	The Consti	tution (Sik	kkim) Scheduled	d Caste Orde	r, 1978.	9 2	
•	The Consti	tution (Sik	kkim) Scheduled	Tribes Orde	er, 1978.	K 1 1 2	
			of Scheduled Ca	ste/Schedule	e Tribe perso	ons who have migrated from one State/ U	nion
	ry Administr		N	100-	III		,
						Scheduled Tribe certificate issued to Sl	
						of village/town*	
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Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

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

Fax: 011 2658 8789 www.aiimsexams.org

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