Help Manual for online application form Faculty (Asst. Professor/Addl. Professor/Professor) Recruitment

1.0 Introduction

All-India Institute of Medical Sciences was established as an institution of national importance by an Act of Parliament with the objects to develop patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-graduate Medical Education.

The online mode of application for various entrance examinations is in use in AIIMS and in continuation of the same, the online mode of application is extended for application for recruitment.
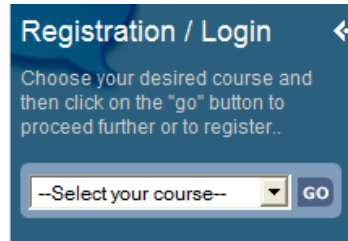
2.0 How to Start?

To access the online form of recruitment visit our website www.aiimsexams.org .

Home Page

Select _Recruitment_ **from drop down list to Register/Login** on our website www.aiimsexams.org or _click directly on link provided under Download section for the same_.

Login Page is shown below; if you are a new applicant, click on the **Proceed** button on New Registration Section. If you have already applied then enter your Application No and Password, which is already sent through SMS and Email at the time of registration and click **Login** button. **Applicant must ensure that their mobile no. is not registered with DND (Do Not Disturb) service. Applicant must check his/her E- mail (Inbox, Junk mail & Spam) after registration.**

The Advertisement and link to online application form is also available on www.aiims.edu

3.0 Start : New Registration / Applicant Login

The very first page is Entry point from where new candidate can apply and candidates who have already register can access there registration details for editing and uploading new content before closing of date. New Candidate has to click on "**Proceed**" and candidate who have already registered required to provide login detail as on screen and click on **"Login"**.

On New registration after clicking on "Proceed" a guideline/Instruction s will be displayed and candidates are advised to read the same. You should also be ready with Soft copy of your Photographs and Signature as per instruction in Point No. 5 of this Help Manual.

4.0 Application Form

Online application form is available in two languages viz. English and Hindi. Candidate can select preferred language of their choice. However all information shall be filled in English language only.

Do Not use any Special characters (`~!@#$%^&*()- +={ }[ ]| '" / < > e tc.) to fill in fo rm atio n in online application form unless otherwise provided in application form.

After confirmation on guidelines/ Instruction page actual application form will be displayed for filling and submission as below.

4.1 Registration (Basic Information)

Please note that Changes in Basic information Under Item Srl. 1 after Registration and Generation of Fee Challan / Payment of fee will not be allowed. No Change is allowed in, Contact & Login detail after Registration. However information other than above mentioned are editable till last date of closing of application form .

Keeping in view the easiness and simplicity, candidates are allowed to complete the application form in different parts. *At the first instance they have to provide basic details and register his/her candidature (as above) and thereafter upload photograph/Signature and fill other details. You can fill your application later on as per convenience, after registeration but well before closing date of application. It shall be ensured by the candidate that all process at their end has been completed before closing date of application as mentioned in advertisement including submission of fee and others.*

After filling the form and clicking on "Save & Proceed", in first step of registration a confirmation message will pop up and on confirmation by the candidate it will display the application form with information as filled therein. The candidates have the option to review and edit the information before proceeding finally to save.

On successful saving of the application form a Registration No./ Application No. will be provided to candidate. Candidates are advised to note down the application no. before confirming on displayed prompt. The same will be sent on email address provided and SMS to mobile no. provided in the application form. *But candidate are strongly advised to note down there Registration No./ Application No. when system provides the same on first registration for future reference before closing the pop up window.*

4.2 Upload Photograph and Signature

Applicants need to upload their latest Photograph and Signature.If Applicant doesn't have Photograph and Signature at the time of **Registration** just click on **Skip** button, Applicant can upload Photograph and Signature from **My Page**. Supported format of file (gif, png, jpg, jpeg)
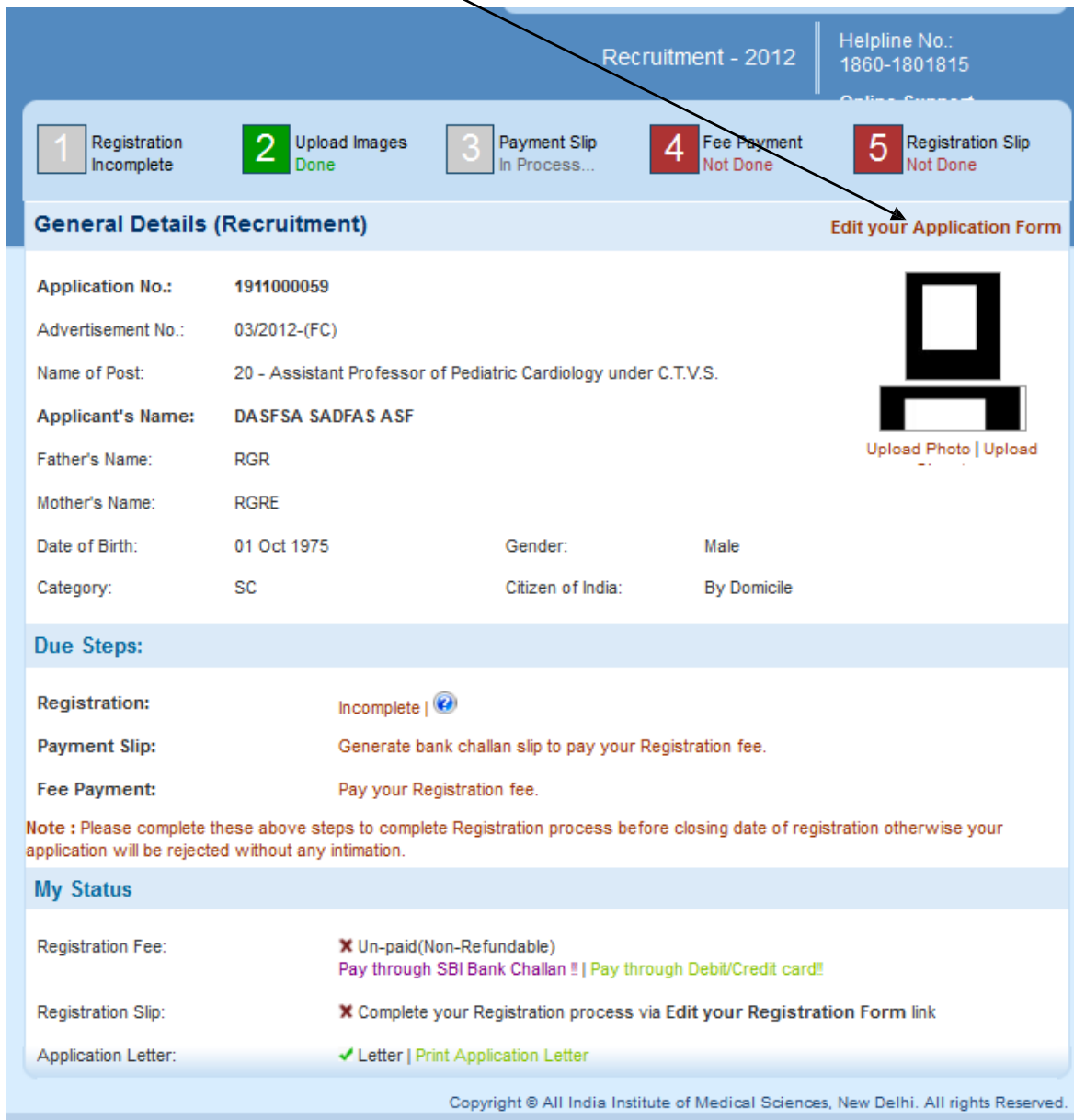

Note: Preview of Candidate Photo and Signature must be clearly visible to candidate, if photo/signature image is coming small or not visible in preview on website online then it mean

photo/signature is not as per the AIIMS prescribe format and your application will be rejected. So, be careful while uploading your photo and signature.

4.3 Complete Your Registration Detail

Applicants are needed to complete their regsitartion process by providing pending details like educational qualification, experience research etc. Candidates are advised to proceed to complete their application form rather than skip. On skip it will go to your MyPage as below. You can also go to *Edit your Application From* your MyPage. Your Mypage will display your status regarding your applicatin form along with other details.

Candidates have to complete all the five steps displayed on their MyPage before closing date of application form. When complete all steps will be displayed in green otherwise the application form will be automatically rejected. It is the responsibility of the candidate to complete his/her application form in all respect before closing date of application form.

4.4 Registration Fee : How to make payment?

Applicants can pay the registration fee by any of the two modes of payments available as follows:-

1. **Pay through SBI Bank Challan :**

   Applicant need to click on **Pay through SBI Bank Challan** link to generate **Bank Challan** from **My Status** section on **My Page** and deposit the registration fee at nearest **SBI** Branch. Challan can be deposited minimum one day after generation of challan, so advisable to complete your process before time to avoid last day disappointment.

Where fee is deposited through SBI challan the payment would be updated after three working days in candidate's MyPage. *Once fee is paid thorugh SBI Challan, candidates are advised not to deposit fee again through any other mode of payment as fees are nonrefundable. Keep your copy of challan with yourself.*

In case of Payment through SBI challan the candidates who have generated their Challan on closing date of online application, can deposit the fee on next day in SBI through generated challan. Payment of fee after one day of closing date is not allowed and where deposited by any means will be treated as not paid and also nonrefundable .

2. **Pay Online through Debit Card / Credit Card :**
   Applicant can pay immediately through Debit Card / Credit Card. For this they have to click on **Pay through Debit / Credit Card and they will be redirected to online payment page.**

Where fee is paid online, payment would be reflected immediately in candidate's MyPage. Where the payment is not reflected immediately, means the system has not received any payment from your Bank. Where there is deduction from your Bank account and no reflection of the payment is in your MyPage, you are advised to contact your Bank for reversal on your own. AIIMS is not responsible for any failed transaction of online payment. *Where the System is showing Fee not paid it means fees are unpaid and you have to pay the fee as required.*

4.5 Generate Your Registration Slip:
   After payment of fee and filling other detail you can take a printout of your registration slip from your MyPage. However it is not mandatory to print your registration slip.

4.6 Submit Application Letter:

After completion of application form and payment of fee, candidates have to send **Application Letter** as provided in their **MyPage** under **MyStatus** section. The Application Letter should be the same as provided in the MyPage of the candidate.

With the Application Letter the applicants are required to submit attested certificates/testimonials, other relevant documents etc. along-with recent passport size photograph and attested copies of fee paid through SBI Bank Challan or fee receipt for payment made through Debit Card/Credit Card in a sealed envelope "superscribing the name of the post applied for "within 7 (seven) days from the date of online submission of application to the following address:

The Chief Administrative Officer
Administrative Block, AIIMS
Ansari Nagar, New Delhi-110 029

5.0 Instruction for Photographs:

1. One (1) recent colour passport size photograph with light background is required. Black & white/ Polaroid photographs are **NOT** acceptable.
2. Photograph MUST be snapped on or after 20-06-2014.
3. Photograph must be taken with name of candidate (as in application) and date of taking photograph.

Example :

IMPORTANT :

(i) The photograph must be snapped with a placard while the placard is being held by the candidate indicating name of candidate and date of taking photograph. In case name and date are written on the photograph after taking it, the application will be rejected.

SURESH KUMAR
20.06.2014
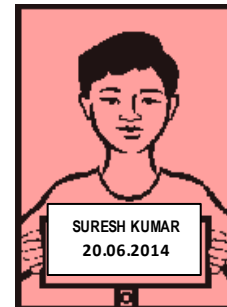
(ii) The name and date on the photograph should be legible.

NOTE: Candidates must upload photograph and signature to correct specified fields. Do not make any mistake in uploading signature and photograph.

1. Candidate must have in softcopy/digital of passport size photograph and save it as "**Candidate Photograph.jpg**" provided by photographer. Keep size of photograph minimum, as the maximum size limit is **500 KB**.

1. Candidate put his/her **signature in an area of 2" × 1" on paper with a black ball point pen.** Scan that paper. Cut Signature area of 2" × 1" and save it as **"Candidate Signature.jpg".** Keep size of Signature minimum, as the maximum size limit is **300 KB**.

3. To upload "**Candidate Photograph.jpg**" Click "Browse" Button right to the photograph field. Select the Scanned "**Candidate Photograph.jpg**" file from saved location and click "Open" Button.

4. To upload "**Candidate Signature.jpg**" Click "Browse" Button right to the signature field. Select the Scanned "**Candidate Signature.jpg**" file from saved location and click "Open" Button.

5. Click **Submit** button.

6.0 Item Wise Description of Online Application Form:

Registration Form:-

(i) **Under Item Srl. No. 1 (Application form for Faculty Posts) :** *Do Not Use Any Special Character*

Preferred Langauge: English/ Hindi – Captions on application form will be displayed as language selected.

Advertisement No.: Select the Advertisement No. against which you are applying.

Post Applied For: Select post applied for under the selected advertisement.

Candidate's Name: Provide First Name. Middle Name and Last Name in the boxes provided for the same.

Category: Select Your category Viz: UR/SC/ST/OBC

Others are self explanatory and fill information as asked.

(ii) **Item Srl. No. 2 (Address Detail)**

Provide Permanent Address and Postal address in respective Boxes. *Where Postal address is same click on link below as provided the Postal Address will be filled automatically as in Permanent Address Block.*

Contact Detail: Provide Telephone Number and Mobile. Mobile no. is mandatory.

Login Detail: Provide a valid email address and password of your choice to login on this recruitment portal only later on. The password is not related to your email and provide different password of your choice.

(iii) DECLARATION

Tick declaration to accept the undertaking by you as required.

MAIN APPLICATION FORM

To fill information under different heading click on Fill/Change Now or to fill later on Click Fill Later given at the end of Sub Heading of respective items.

(iv) **Item Srl. No. 3 (Educational Qualification)**

Fill your educational qualification MBBS onwards.

To add more examination you passed than provided in the list Select Yes for Any Other examination(s) ?

(v) **Item Srl. No. 4 (Registration Details (For Medical Candidate Only))**

Provide your medical registration detail. It is compulsory to provide for Medical candidates. Non medical candidates applying to a suitable post are not required to provide necessarily.

(vi) **Item Srl. No. 5 (Details of employment after P.G. Medical Degree or Doctorate Degree)**

Fill your work experience and specify the nature of work. Please ensure that your working experience dates are not overlapping.

Provide minimum no. of days required to join the post if selected in box specified for the same.

(vii) Item Srl. No. 6 (Experience of Research work and available published material ….)

Upload a PDF file containing list of research work and published material.

(viii) Item Srl. NO. 7 (Publication and Research Work

Tick the respective category and provide number of works as published/Under Publication/1st Author/Communicating Author.

(ix) **Item Srl. No. 8 (Best Papers required for the faculty posts)**

Tick the row applicable to your post and enter the text of title in box provided and click on Add link given. The title provided by you will be added in title column when clicked on ADD. Only as many numbers of titles will be allowed as specified there for best papers. For example for the post of Assistant Professor only two (02) titles can be added. Types the title of first paper click on ADD and again type the title of second paper and click on ADD. Both titles will appear in title column.

(x) **Item Srl. No. 9 (Research Project as Chief Investigator OR Co-Investigator)**

Provide detail of research project done by you as Chief Investigator or Co-Investigator.

(xi) **Item Srl. No. 10, 11,12,13**

Tick the appropriate row and provide the detail viz. year and its description.

(xii) Item Srl. No. 14 (Describe your most notable contribution to education, research and healthcare)

Provide in the box provided maximum in 300 words.

(xiii) Item Srl. No. 15 (In your understanding, what are the top 5 current priorities of the Institute within its mandate ?)

Provide the text in the box provided for the same.

(xiv) Item Srl. No. 16 (What will be your medium to long term research focus and strategy, is selected)

Provide the text in the box provided maximum in 200 words.

7.0 Enquiry

All queries related to Online application Form shall be made to **Helpline NO. 1860-180-1815**

For further enquiries relating to Online Application please contact :

Assistant Controller (Exams)

Examination Section

All India Institute of Medical Sciences (AIIMS)

Ansari Nagar, New Delhi – 1100 608

Tel: 26589900, 26588500, 26588700 Extn. 4499, 6421, 6422, 4971

Fax : 011 2658 8789

For further enquiries relating to Recruitment Detail please contact :

Chief Administrative Officer

Administrative Block

All India Institute of Medical Sciences (AIIMS)

Ansari Nagar, New Delhi – 1100 608