

FREQUENTLY ASKED QUESTIONS

AIIMS PG (MD/MS/M.Ch(6 years)/MDS, DM/M.Ch/MHA & Ph.D. Entrance Examination July 2014 Session.

Q.No.1 How does one apply for the AIIMS PG (MD/MS/M.Ch(6 years)/MDS, DM/M.Ch/MHA & Ph.D. Entrance Examination July 2014 Session?

Ans:

- The Application can only be made Online. Printed Application Forms are not available.
- You must have a valid email ID and a mobile number.
- Visit AIIMS website www.aiimsexams.org
- Select your Course in Registration/Login Section
- Click on **Proceed** on New Registration Section.
- Click on Prospectus, Read Instructions of the Prospectus and guidelines
- Register yourself by filling the requisite information Carefully, While filling the email ID & Password ensure that the correct email ID is registered.
- After filling up all required information click on Save & Proceed, the entered information will appear on the screen, check thoroughly that all correct information is filled. In case, any change, use the Edit option, otherwise use Save & Proceed.
- The Registration No. allotted will appear on Screen, Note the Registration Number for future reference.
- Upload your Photographs and Signatures as per instruction given on the Prospectus
- In case, The Photograph and Signature to be uploaded is not available with you, Use Skip option, the instruction will appear on the Screen regarding step to be followed and Logout from the Process,
- **For Re-login on your Registration Form** Click **APPLICANT LOGIN**, enter your Registration Number and Password (all registered during filling up Registration form). In case, the Registration Number is not traceable, please note the same from INBOX of your E-mail ID.
- In My Page all the navigation button & Step are available
- Reopen your Registration form, fill up the required information, Colour Signals (Green & Red) will appear on the above portion of Screen about procedure completed or to be completed.
- For making payment through Computer Generated Challan in any Branch of SBI, Print, the Copy of Challan, the data will be upgraded after 48 hours in the SBI Branch, Therefore, you are advised to visit the concerned branch of SBI after of 48 hours of Registration of your application. Please retain the challan copy of candidate after making payment to the branch of SBI.
- For making payment through Credit/Debit Card, follow the instruction given in the Prospectus.
- The online Registration Form takes minimum 24 Hrs- 72 Hours to upgrade the final status after completing all steps of Registration Form.
- After showing all steps "DONE" the candidates must take print out of Registration Slip for future reference.

Q.No. 2 How do I get password for logging in?

Ans: During the process of online registration you will generate your own password. You are advised to keep the password that has been created, confidential till the end of the counseling process/allotment process. Sharing of password can result in its misuse by somebody else.

Q.No. 3. If I forget my password that I have created during the process of registration, how can I retrieve it?.

Ans: To retrieve the forgotten password, the following process is followed :

You are required to enter the information that you have filled at the time of registration and then security question & answer provided during New Candidate registration process. The above data submitted by you will be validated with the registered you “database”. If the above entries match, only then would you be permitted to enter new password to proceed further.

IMPORTANT

All candidates are advised to remember the password and also retain their application form and admit cards printout till completion of admission process.

Q.No.4. In case I have Birth Certificate / Caste Certificate/ other certificate(s) in regional language, will it be acceptable at the time of reporting?

Ans: Certificates issued by the competent authority should be in English or Hindi language. Please remember that some states insist for certificate in English language only. Candidates are advised to carry Certified Copy of English version of the original certificate, in case certificate issued is in other than English language along with original certificate.

Q.No.5. If there is a discrepancy in spelling of name in documents and application form, what do I do?

Ans: If there is discrepancy in spelling of name in documents you must carry proof that the documents belongs to you in the form of an affidavit.

Q.No.6 Can I get prospectus of AIIMS-PG Entrance Examination for July 2014 session?

Ans: Copy of prospectus is available on AIIMS website <http://www.aiimsexams.org>. No hard copies are available.

Q.No. 7. Where can I know about the fee structure / course duration etc. for AIIMS PG (MD/MS/M.Ch(6 years)/MDS, DM/M.Ch/MHA & Ph.D. Entrance Examination?

Ans: Fee structure / course duration is available in the Prospectus.

Q.No.8 What may be the problem when I cannot login?

Ans: Please read User manual for the candidates. Follow the instructions about use of browser (Internet Explorer-6 or above), use of same spellings, same format of date (Use digits for day, month and year with-in between) as in the application form submitted to AIIMS New Delhi. The internet connection should be uninterrupted. If internet connection interruption

takes place, the IP address which is being monitored will change and a session expired message will be displayed. Please try to login from other computer from which other candidate(s) has logged in successfully, if possible.

Q.No. 9 I cannot login, What may be the problem (s)?

Ans. This can happen if Registration No. typed is incorrect or password typed is incorrect. Password is case sensitive, therefore use password which was created . In case password is forgotten, try to generate new password by using question and its answer.

Q.No. 10. Can I modify my choices of City/Centre of Examination after completion of last date?

Ans: No, After the date of applying online Registration, the City/Centre for examination will not be changed. You can modify, changes your choices during the period of open of online Registration of Application only

Q.No. 11. In case I have Registered Online on the last day Registration i.e 31st March, 2014 /when can I make my payment ?

Ans: On applying on the last date of Registration, you will be given 2 days for making payment only through printed Challan form and completing other necessary steps. Avoid Registration on the last day. It is always better to register in advance.

Q.No.12. When will Counselings for allotment of Seats be conducted?

Ans. The Schedule of 1st , 2nd and Open Counseling is given at page 9-10 of the Prospectus.

Q.No. 13 Where will Counseling be held?

Ans: The counseling will be held at Jawahar Lal Nehru Auditorium, AIIMS, New Delhi for AIIMS, New Delhi and Six other AIIMS on the date stated in the Prospectus.

Q.No.14 How much time will I be given to join the allotted course?

Ans: For AIIMS, New Delhi, the Candidates will be required to join the course within stipulated time as mentioned in the Prospectus.

Q.No 15 What are the documents required to upload with my application?

Ans: No documents are required during Online Registration /Application.

Q.No. 16 What documents are required at the time of counseling?

All candidates are required to bring the following documents in original at time of counseling :

Candidates for MD/MS/MDS courses:

The candidates appearing for allotment by personal appearance should bring the following documents in original along with an attested copy of the documents:-

- i) Admit Card issued by AIIMS.
- ii) Rank letter issued by AIIMS;
- iii) Mark Sheets of MBBS/BDS 1st, 2nd and 3rd Professional Examinations.

- iv) MBBS/BDS Degree Certificate.
- v) Internship Completion Certificate/Certificate from the Head of Institution or College that the candidate will be completing the internship by **30th July, 2014**.
- vi) Permanent/Provisional Registration Certificate issued by MCI or DCI/State Medical or Dental Council.
- vii) High School/Higher Secondary Certificate/Birth Certificate in proof of date of birth.
- viii) The Candidate should also bring the following certificate, if applicable:
 - a) SC/ST Certificate issued by the competent authority and should be in English or Hindi in language. Community should be clearly mentioned in the certificate.
 - b) OBC Certificate issued by the competent authority. The sub-caste should tally with the Central List of OBC. OBC Candidates should not belong to Creamy Layer. OBC certificate must be in the format as prescribed in the prospectus.
 - c) Physical Disability Certificate issued from a duly constituted and authorized Medical Board.

Note : Provisional certificate of MBBS/BDS Degree is permissible for those candidates who had passed the MBBS/BDS course in the year **2013** only.

B) Candidates for DM/M.Ch./MHA & Ph.D. courses: The candidates recommended for Departmental Assessment must submit attested copies of the required documents in support of their claims of educational qualifications, marks, date of birth, category, experience etc. on the day following the date of declaration of result of the written test by hand to the Examination Section, AIIMS.

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.

Q.No.17 Will I require Original documents to get the admission at AIIMS, New Delhi?

Ans: Yes, candidates without original certificates/documents will not be allowed to participate in the counseling and admission process.

Q.No.18. Can I get the admission on production of the receipt stating that the documents/Certificate is deposited with other College/University?

Ans: Yes, the candidates can participate in the Counseling on production and receipt of original documents/certificates being deposited in any other Institutes/ Colleges/Universities but the confirmed seats will however only be allotted on production of Original Certificates/documents.

Q.No.19. What are the instructions regarding OBC, SC, ST and PH certificates?

Ans: Please read **Instructions given in the Prospectus** carefully. The certificate requirements are mentioned in prospectus along with format. **The certificate as mentioned in the prospectus only will be acceptable.** Candidates are requested to read prospectus regarding Caste and Physical Handicap (PH) Certificate carefully. In case the candidate fail to produce proper Caste (and PH, if applicable) certificate at time of Counseling then he/she will not be permitted to participate in the Counseling

OPH Criteria – The candidate must possess a valid document certifying his/her physical disability conforming to judgement of Supreme Court of India i.e.

With the approval of the Ministry of Health & Family Welfare, Govt. of India vide letter no. 18018/2/2009-ME (P-1) dated 17.02.2009 it has been decided that while providing

reservation in admission to medical course in the first instance candidates with disability of lower limbs between 50% to 70% shall be considered and in case candidates are not available of such candidates in that category then the candidates with disability of lower limbs between 40% to 50% will also be considered .

The disability certificate should be provided by a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions.

Q.No.20. How can I get my Rank Letter for participation in counseling?

Ans: You can download the Rank Letter stating the date, time and venue of the counseling from the website www.aiimsexams.org

Q.No. 21. Is the Original Certificates/documents is required during 2nd Round of Counseling?

Ans : The candidates have to furnish the original Certificates and documents which are been produced at the time of 1st Counseling.

Q.No.22. Who are eligible for 2nd Round of allotment?

Ans: Who had opted seat provisionally in the First round of counseling
Candidate send authorized representative in the first counseling.

Q.No.23. Who are not eligible for 2nd counseling?

Ans: Those candidates who fail to report for 1st counseling will not be considered for 2nd counseling under any circumstance.

Those candidates who have been allotted confirmed seats in the 1st counseling will not be eligible/considered for 2nd Counseling under any circumstance.

Q.No. 24. What is Open counseling process?

Ans: There will be open selection for the seats that remain vacant after 2nd Counseling. In addition, any seat vacated by way of surrender/resignation/**cancellation of admission because of biometric verification etc.** (after confirmation in 1st and 2nd counseling) by 1:00 P.M. on **20.07.2014** will be included for open selection. The list of all such seats available for open selection will be displayed on the AIIMS website by 05:00 P.M. on **20.07.2014**. Any resignation request received alongwith the penalty amount by way of demand draft will be deemed to be resignation and the seat thus vacated will be included in open selection.

Any seat falling vacant after 01:00 P.M. on **20.07.2014** will be advertised in the next session i.e. **January, 2015**.

Q.No.25. Can authorized representative be allowed to attend the open Selection?.

Ans : No authorized representative will be allowed to attend the open selection.

Q.No.26. Are the Original Certificates/documents also required during Open Counseling?

Ans : Yes the candidates have to furnish the original Certificates and documents which are been produced at the time of Open Counseling.

Q.No. 27. Who can participate in open Counseling?

Ans: All those candidates who have secured not less than 50% marks in the PG entrance examination of the Institute held on 11th May, 2014 irrespective of their rank in the entrance examination and are interested in participating in open selection by being physically present will be eligible.

Q.No. 28. What are the guidelines for open Counseling ?

Ans: Interested candidates will have to report to Academic Section on the date & Time of open counseling alongwith their **all original certificates** viz Date of Birth, Proof of belonging to ST/SC/OBC, MBBS Mark Sheets (separate mark sheet for each of the professional examinations) and degree, Internship Completion Certificate, Permanent Medical Registration Certificate (**alongwith a set of attested copies of all certificates**).