

# Help Manual for online application form for NEET (MDS/PG Diploma) 2013-2014 Session

## 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 NEET - (MDS/PG Diploma) 2013-2014 Session.

Information under the manual subject to change and latest information can be had from related section on [www.aiimsexams.org](http://www.aiimsexams.org).

## 2.0 How to Start?

To access the online form of NEET - (MDS/PG Diploma) 2013-2014 visit our website [www.aiimsexams.org](http://www.aiimsexams.org).

### Home Page

**All India Institute of Medical Sciences**  
Tel: 91-11-26588500, 91-11-26588700, 91-11-26589900  
Fax: 91-11-26588663, 91-11-26588641

**Notifications**

- NEW!** Temporary faculty posts of Assistant Professor on regular basis...[..Read more](#)
- NEW!** Expression of Interest to empanel Advertising agency at AIIMS...[..Read more](#)
- Corrigendum : MD/MS/M.Ch (6 yrs) and MDS courses for January 2013...[..Read more](#)
- B.Sc. Nursing (Post-Certificate) Course : Extended waiting list of UR...[..Read more](#)
- Result Operation Theatre Assistant-2012 Merit wise...[..Read more](#)
- Result Operation Theatre Assistant-2012 Roll Number wise...[..Read more](#)

**Registration / Login**

Choose your desired course and then click on the "go" button to proceed further or to register..

--Select your course-- [GO](#)

**Downloads**

- Apply Online for AIIMS-PG MD/MS/M.Ch.(6 yrs.)-January, 2013
- Apply Online for AIIMS-PG MDS(Dental)-January, 2013
- Apply Online for AIIMS-PG DM-January, 2013
- Apply Online for AIIMS-PG M.Ch.-January, 2013
- Apply Online for AIIMS-PG MHA-January, 2013
- Apply Online for AIIMS-PG Ph.D-January, 2013

**Welcome**

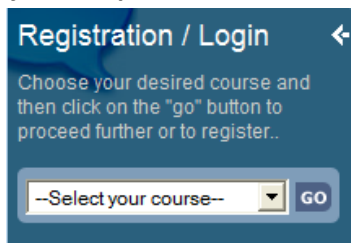
All-India Institute of Medical Sciences was established as an institution of national importance by an Act of Parliament with the objects to develop patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities.. [..Read more](#)

**Announcements**

- The Entrance Examination for admission to MD/MS/M Ch (6 yrs) and MDS courses for January, 2013 Session of AIIMS, New Delhi will be held on Sunday the **18th November, 2012** in Chennai, Delhi, Kolkata, Mumbai and Guwahati. The on-line registration of application forms will start from third week of September, 2012 on AIIMS web site [www.aiimsexams.org](http://www.aiimsexams.org) and the last date for registration of applications will be 15.10.2012 (up to 5:00 PM).

\*AIIMS MEDICAL QUIZ\* for MBBS

Select NEET (MDS/PG Diploma) 2013-2014 from drop down list to Register/Login on our website [www.aiimsexams.org](http://www.aiimsexams.org) or click directly on link provided under Download section for the same.

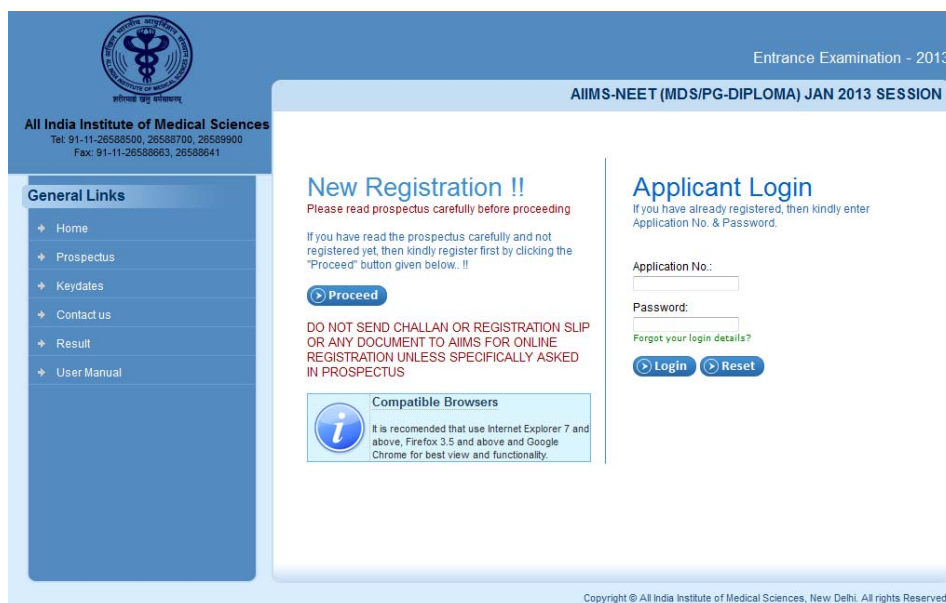
A blue rectangular box with a white border. At the top, it says "Registration / Login" with a back arrow. Below that, it says "Choose your desired course and then click on the 'go' button to proceed further or to register..". At the bottom, there is a dropdown menu with "--Select your course--" and a "GO" button.

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](http://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**”.

A screenshot of the AIIMS-NEET (MDS/PG-DIPLOMA) JAN 2013 SESSION registration page. The page has a blue header with the AIIMS logo and text. The main content area is white with a blue border. It contains two main sections: "New Registration !!" and "Applicant Login". The "New Registration !!" section includes a "Proceed" button and a warning about not sending a challan or registration slip. The "Applicant Login" section includes fields for "Application No.:" and "Password:", a "Forgot your login details?" link, and "Login" and "Reset" buttons. A "General Links" sidebar is on the left, and a "Compatible Browsers" section is at the bottom.

On New registration after clicking on “Proceed” a guideline/Instructions 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

All information shall be filled in English language only.

**Do Not use any Special characters (~!@#\$\$%^&\*()- +={}|[]"/<> etc.) to fill information 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 New Registration

**APPLICATION FORM**

Fields mentioned with \* sign are mandatory

Candidate is required to press the "Save & Proceed" button after filling his complete Registration detail for the completion of first step of Registration process.

Course Applying: \*

--Select--

Applicant's Name: \*

Father's Name: \*

Gender: \*

Male

Female

Orthopaedic Physically Handicapped: \*

Yes

No

Date of Birth: \*

Mother's Name: \*

Category: \*

--Select--

Nationality: \*

Indian

Others

State of Domicile(See Appendix-1 of the prospectus): \*

--Select--

Language in which Question paper is desired: \*

Hindi

English

**Address Details**

**Mailing Address**

Address: \*

State: \*

--Select--

City: \*

Pin Code:

**Permanent Address**

Address: \*

State: \*

--Select--

City: \*

Pin Code:

(Click here if Permanent Address is same as filled Mailing Address)

**Contact Details**

Telephone No.:  -

Fax No.:  -

Mobile No.: \*

**Login Details**

Please remember or do make a note of your login details as you may require this for future communications.

Email ID: \*

Password: \*

Confirm Password: \*

(Password length should be 6 to 10 characters long)

**DECLARATION \***

Kindly Check & agree with the declaration mentioned below before submitting Registration Form.

☐ I agree to abide by the rules and regulations governing this examination and as contained in the prospectus.

**UNDERTAKING/DECLARATION:** I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realise that if any information furnished herein is found to be incorrect or untrue; I shall be liable to civil/criminal prosecution and also forgo my claim to the seat in the institute. Further, I affirm that no proceedings in respect of any civil/criminal offence alleged to have been committed by me are pending before any criminal court in India. I agree to abide by the rules and regulations governing this examination and as contained in the prospectus.

Save & Proceed

The Registration page is shown above, in which the applicant has to fill out the required information then kindly check the declaration and click on **Save & Proceed** button.

## Confirmation

After clicking on **Save & Proceed** button, a confirmation page will appear to just re-check the details entered by applicants. To confirm your details click on **Save & Proceed** button otherwise click on **Edit** button to edit the details.

## CONFIRMATION FORM

Candidate is requested to check his complete Registration detail and press the "Save & Proceed" button again for the completion of first step of Registration process.

If there is some mistake, then kindly press the "Edit" button given below to "Edit or correct" your current details"

Applicant's Name:	VIKASH KUMAR		
Father's Name:	S PRASAD		
Mother's Name:	M DEVI		
Date of Birth:	05/02/1984 (DD/MM/YYYY)	Gender:	Male
Category:	04 - OBC(Creamy Layer)	Orthopaedic Physically Status:	No
Nationality:	Indian	State of Domicile:	04 - Bihar
Prefered Language:	English		

## Address Details

### Mailing Address

Address:	H-25A, Ground Floor, Shakarpur
State:	06 - Delhi
City:	Delhi
Pin Code:	110092

### Permanent Address

Address:	H-25A, Ground Floor, Shakarpur
State:	06 - Delhi
City:	Delhi
Pin Code:	110092

## Contact Details

Telephone No.:	-	Fax No.:	-
Mobile No.:	9711253396	Email ID :	vikkumarash@gmail.com

[➤ Edit](#) [➤ Save & Proceed](#)

## Edit Registration

This form is used to edit wrongly entered entries by applicants by own and can change/correct the details.

**APPLICATION FORM**

Fields mentioned with \* sign are mandatory

Candidate is required to press the "Save & Proceed" button after filling his complete Registration detail for the completion of first step of Registration process.

Course Applying:\*

MBBS

Applicant's Name:\*

VIKASH KUMAR

Father's Name:\*

S PRASAD

Gender:\*

☒ Male ☐ Female

Orthopaedic Physically Handicapped : \*

☐ Yes ☒ No

State of Domicile(See Appendix-1 of the prospectus) : \*

04 - Bihar

Language in which Question paper is desired : \*

☐ Hindi ☒ English

Date of Birth:\*

05/02/1984

Mother's Name:\*

M DEVI

Category : \*

04 - OBC(Creamy Layer)

Nationality : \*

☒ Indian ☐ Others

**Address Details**

**Mailing Address**

Address : \*

H-25A, Ground Floor, Shakarpur

State : \*

06 - Delhi

City : \*

Delhi

Pin Code :

110092

**Permanent Address**

Address : \*

H-25A, Ground Floor, Shakarpur

State : \*

06 - Delhi

City : \*

Delhi

Pin Code :

110092

(Click here if Permanent Address is same as filled Mailing Address)

**Contact Details**

Telephone No.:

-

Fax No.:

-

Mobile No.: \*

9711253396

**Login Details**

Please remember or do make a note of your login details as you may require this for future communications.

Email ID : \*

vikkumarash@gmail.com

Password : \*

•••••

Confirm Password : \*

•••••

(Password length should be 6 to 10 characters long)

**DECLARATION \***

Kindly Check & agree with the declaration mentioned below before submitting Registration Form.

☒ I agree to abide by the rules and regulations governing this examination and as contained in the prospectus.

**UNDERTAKING/DECLARATION:** I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realise that if any information furnished herein is found to be incorrect or untrue; I shall be liable to civil/criminal prosecution and also forgo my claim to the seat in the institute. Further, I affirm that no proceedings in respect of any civil/criminal offence alleged to have been committed by me are pending before any criminal court in India. I agree to abide by the rules and regulations governing this examination and as contained in the prospectus.

Save & Proceed

## 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)

The screenshot shows the 'Upload Images' section of a recruitment portal. At the top, there is a progress bar with five steps: 1. Registration Incomplete, 2. Upload Images In Process..., 3. Payment Slip Not Done, 4. Fee Payment Not Done, and 5. Registration Slip Not Done. Below the progress bar, the 'Upload Images' section is titled. It contains two main areas: 'Upload Photo' and 'Upload Signature'. Each area has a preview image (a placeholder for a photo and a placeholder for a signature) and a 'Browse...' button. At the bottom of the section, there are two buttons: 'Skip' and 'Save & Proceed'.

**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 Already Registered

If you are already registered, then enter **Application No** and **Password**, if the details provided by you are correct & matches with registered record then you will be redirected to the **My Page**

The screenshot shows the 'New Registration !!' and 'Applicant Login' section of a recruitment portal. The 'New Registration !!' section has a message: 'If you have not registered yet, then kindly register first by clicking the "Proceed" button given below..!!' and a 'Proceed' button. The 'Applicant Login' section has a message: 'If you have already registered, then kindly enter Application No. & Password.' and fields for 'Application No.' (with the value '1011000016') and 'Password' (with masked characters). Below these fields are 'Login' and 'Reset' buttons. A large 'SAMPLE' watermark is visible across the entire page.

## My Page

**My Page** displays the status of an applicant. In this page an applicant can see his/her **General Details**, **Due Steps**, **Registration Fee Status**, **Registration Slip Status** etc.

1Registration Incomplete

2Upload ImagesDone

3Payment Slip In Process...

4Fee PaymentNot Done

5Registration SlipNot Done

### General Details (MBBS)

[Edit Details](#)

Application No.:1011000016

Applicant's Name:VIKASH KUMAR

Father's Name:S PRASAD


Mother's Name:M DEVI

Date of Birth:05 Feb 1984

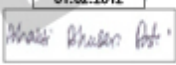
Gender:Male

Category:OBC(Creamy Layer)

Orthopaedic Physically Handicapped:No



Vikash Kumar  
01.02.2012



[Upload Photo](#) | [Upload Signature](#)

### Due Steps:

Registration:Incomplete |

Payment Slip:Generate bank challan slip to pay your Registration fee.

Fee Payment:Pay your Registration fee.

**Note :** Please complete these above steps to complete Registration process before closing date of registration otherwise your application will be rejected without any intimation.

### My Status

Registration Fee:✗ Un-paid(Non-Refundable)| [Pay through SBI Bank Challan !!](#) / [Pay through Debit Card / Credit Card](#)

Registration Slip:✗ Unpaid | Pay your Registration fee !!

Click here to generate  
SBI Bank Challan

OR Pay Online through  
Debit Card / Credit Card

#### 4.4 Registration Fee : How to make payment?



##### Note

1. Application without application fee will be automatically rejected after last date & time of submission and nothing can be accepted after closing date of application.
2. Fees once paid are nonrefundable under any circumstances.
3. Pay your fee through any one mode of payment and that should be only once.

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.

Cash Voucher   Bank Copy	Cash Voucher   Candidate Copy
 प्राणीय सेवक बैंक State Bank of India With you - all the way	 प्राणीय सेवक बैंक State Bank of India With you - all the way
CASH CAN BE TENDERED AT ANY SBI BRANCH Recruitment 2012 - Application Fee Payment Challan	
Use CBS Screen No.: 8888	Use CBS Screen No.: 8888
Fee Type: 28	Fee Type: 28
Reg. ID/Ref. No.: 1911000059	Reg. ID/Ref. No.: 1911000059
Date of Birth: 01101975	Date of Birth: 01101975
Challan can be deposited minimum one day after the generation of challan.	
Candidate Name: DASFSA SADFAF ASF	Candidate Name: DASFSA SADFAF ASF
Mobile No.: 1111111111	Mobile No.: 1111111111
Email ID: asas@aiimsexams.org	Email ID: asas@aiimsexams.org
Category: SC	Category: SC
Total Amount: Rs.140/- (Exam Fee: Rs.100/- + Bank Charges Rs.40/-)	Total Amount: Rs.140/- (Exam Fee: Rs.100/- + Bank Charges : Rs.40/-)
Total Amounts in words: One Hundred Forty	Total Amounts in words: One Hundred Forty
Signature of Candidate	Signature of Candidate
JOURNAL NUMBER	JOURNAL NUMBER
For Receiving Branch use only 1. Please note to write the Journal Number In all the challans.	
SEAL/DATE	AUTHORISED SIGNATORY
Disclaimers: Disclaimer : AIIMS does not own any liability whatsoever for fee deposits not-reported/ mis-reported/ reported late by any bank. Note : Kindly deposit your Fee Payment at bank after 24 hours of E-Slip generation. Please note that in the case of candidates depositing the application fee after the last date as stipulated in the "Admission Notice", their applications shall be treated rejected. No claim for refund in such cases shall be entertained. "In case of any difficulty in depositing challan at SBI branches, please contact State Bank of India, Ansari Nagar, New Delhi at the numbers 011-26589450, 09654007232."	

Where fee is deposited through SBI challan the payment would be updated after three working days in candidate's MyPage. **Once fee is paid thorough 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.

The screenshot shows the State Bank of India's Secure Payment Gateway interface. At the top, it says "Welcome to State Bank of India's Secure Payment Gateway". Below this, it addresses the customer and states that the SBI Payment Gateway will secure the payment to AIIMS. The form includes fields for "Select the type of card" (a dropdown menu), "Card Number" (with a note to enter without spaces), "Expiry Date" (MM/YY), and "CVV2 / CVC2 Number" (with a note that it's a three-digit security code). There is a red arrow pointing to a small image of a card with a security code. Below these fields, it shows the "Name on Card", "Purchase Amount" (INR 500), "Surcharge Amount" (INR 8.25), and "Total Txn Amount" (INR 508.25). A "Word Verification" section shows a picture of the characters "R N 8 v h y". At the bottom, there are "Pay" and "Cancel" buttons. Below the buttons, it says "AFTER PRESSING PAY, KINDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON." and "ALL INTERNET BASED TRANSACTIONS USING STATE BANK DEBIT CARDS WOULD NEED A 3D SECURE PASSWORD." The footer includes logos for Visa, MasterCard, and a "HACKER SAFE" logo, along with a note that the page will expire in 10 minutes.

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, but advised to keep with you for future reference.

1	Registration Done	2	Upload Images Done	3	Payment Slip Done	4	Fee Payment Done	5	Registration Slip Done
<b>General Details (MBBS)</b> <a href="#">Edit Details</a>									
Application No.:	1011000016								
Applicant's Name:	VIKASH KUMAR								
Father's Name:	S PRASAD								
Mother's Name:	M DEVI								
Date of Birth:	05 Feb 1984			Gender:	Male			<a href="#">Upload Photo</a>   <a href="#">Upload Signature</a>	
Category:	OBC(Creamy Layer)			Orthopaedic Physically Handicapped:	No				
<b>My Status</b>									
Registration Fee:	✓ Paid(Non-Refundable)   <a href="#">Click here to print receipt</a>								
Registration Slip:	✓ <a href="#">Preview</a>   <a href="#">Print Registration Slip</a> 								

Click here to generate  
**Registration Slip**



## 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 30-09-2012.
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.



- (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 Enquiry

All queries related to Online application Form shall be made to Helpline NO. as Displayed on  
**www.aiimsexams.org**

**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

Ansari Nagar, New Delhi – 1100 608