



EXAMINATION SECTION
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110 608

Important Announcement

No.F.AIIMS/Exam.Sec./4-5/(PG-JULY-17)/2017 Dated: 22.03.2017

Subject: Procedure for query by email regarding pre- examination formalities.

It has been observed while seeking the reply of any query/clarification related to Registration process or any other information of the course/recruitment test conducting by AIIMS, New Delhi, applicants/candidates do not use their registered email and do not mention other details viz. name, course applied, candidate ID etc.

Accordingly, all the concerned applicants/candidates are hereby advised that before seeking the reply of any query/clarification, should use only the Registered email ID and mention following in the subject.

- (i) **Name of Course/ Post for Recruitment** and
- (ii) Subject viz. Log-in Issues/Personal Details/ Education Qualification/ Choice of Subject/Sponsorship/Foreign National/Payment Issues/Payment Refunds/Centre Choice Issues/Photograph Uploading/Signature Uploading/Thumb uploading/Admit Card Issues/Counselling Issues/Any other Issues.

(The above should be entered in the “Subject” line of the email)

In addition, please write below mentioned information in the email content box before seeking any query/clarification:

- (i) Candidate ID No.
- (ii) Name of the candidate
- (iii) Mobile Number
- (iv) Specific query/clarification sought.

The email should be sent specifically to the email id mentioned for the respective examination.

Unless the above is followed, it would not possible for AIIMS to reply each mail.

Sd/-

Asstt. Controller (Exam.)