ALL INDIA INSTITUTE OF MEDICAL SCIENCES

NEW DELHI

PROSPECTUS

JANUARY 2025 SESSION

Fellowship Programme

IMPORTANT DATES AT A GLANCE

Date of Uploading Prospectus and Registration of Online Application through web portal on AIIMS website www.aiimsexams.ac.in	23.10.2024	WEDNESDAY
Last date for Registration of Online application	06.11.2024 (upto 5:00 p.m.)	WEDNESDAY

Important Notice
1. Please fill the Online Application carefully. It may not be possible to make changes after Registration as indicated.
2. Any Amendment/Rectification/Change/Editing is NOT allowed in Name, Date of Birth and Community i.e. SC/ST/OBC(NCL)/UR/EWS & 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 06.11.2024.
4. Applicants may note that further correspondence will NOT be entertained in this regard.

Fellowship Programme

•	Status of Registration for correction of rejected images / other deficiencies through the Registration Status Tab of their MyPage after Login. Application & Rejected application with reason for rejection. Applicants are required to check status on **14.11.2024** through the Registration Status of My Page after Login.	14.11.2024	THURSDAY
•	Last date for submission of required documents for Regularization of Rejected Application. No Correspondence will be entertained after **18.11.2024** under any circumstances and candidates are requested NOT TO CONTACT the Examination Section.	18.11.2024	MONDAY
•	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 Fellowship Programme Entrance Examination **for January, 2025 session**.	18.11.2024	MONDAY
•	Finalization of Centres and allotment of Roll Nos/Admit Card on website.	22.11.2024	FRIDAY
•	**Date of Online (CBT) mode Examination**	30.11.2024	SATURDAY
•	*Expected date of declaration of Result (Stage I)*	06.12.2024	FRIDAY
•	Departmental Assessment	17.12.2024 & 18.12.2024	TUESDAY & WEDNESDAY
•	Final Result	23.12.2024	MONDAY
•	Last date for admission in the course of Fellowship Programme	28.02.2025	FRIDAY

> To facilitate quick redressal of queries , login with login credentials and click on the link "Raise a Query" available on MY PAGE.

Declaration of Results

Results for Fellowship Programme will be only available on website at www.aiimsexams.ac.in
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 on My Page after Login credentials.

Application Fee
- **General /OBC Category:**   Rs.2000/- + Transaction Charges as applicable
- **SC / ST / EWS Category:**   Rs.1600/- + Transaction Charges as applicable
- **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 www.aiimsexams.ac.in regularly for latest notification/announcement as well as any Addendum/ Dedendum / Corrigendum / Latest updates etc. regarding this Examination.

CONTENTS

I INTRODUCTION

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.

II 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. Fellowship Programme students are exposed to newer methods of teaching and given opportunities to actively participate in research and learning 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 medical education. The educational principles and practices being adopted are best suited to the needs of the nation.

1. NUMBER OF SEATS

The facilities for Fellowship Programme are available in the following Subjects for **January, 2025** Session:

Subject Code	Department	Fellowship	Open Seats	Sponsored Seats	Total
51	Anesthesiology, Pain Medicine and Critical Care	Pain Medicine	4	2	6
52	Cardiac-Anesthesiology	Pediatric Cardiac Anaesthesia	1	1	2
53	CMETi	Part Time Clinical Research Methodology and Evidence Based Medicine	3	0	3
54	CMETi	Full time Fellowship Programme in Clinical Research Methodology and Evidence Based Medicine	3	0	3
55	CTVS	Aortic Surgery	2	1	3
56	ENT	Skull Base Surgery	1	1	2
57	Gastroenterology & HNU	Hepatology	1	1	2
58	Gastroenterology & HNU	Advanced Gastrointestinal Endoscopy	1	1	2
59	Gastroenterology & HNU	Pancreatology	1	1	2
60	Gastroenterology & HNU	Inflammatory Bowel Disease	2	1	3
61	Medical Oncology	Blood and Marrow Transplantation	1	1	2
62	Neuro-Anesthesiology & Critical Care	Neuro-Critical Care	3	1	4
63	Neurology	Stroke	2	1	3
63 A	Neurology	Neuroimmunology	1	1	2
65	Neuro-Surgery	Spine Surgery	6	3	9
66	Neuro-Surgery	Skull Base and Cerebrovascular Surgery (NS)	2	0	2
67	Neuro-Surgery	Pediatric Neurosurgery	2	2	4
68	Obstetrics & Gynaecology	Minimally Invasive Gynaecological Surgery	0	2	2

69	Obstetrics & Gynaecology	Uro-Gynaecology	0	2	2
70	Obstetrics & Gynaecology	Maternal Fetal Medicine (MFM)	0	1	1
71	Orthodontics and Dentofacial Deformities, CDER	Cleft and Craniofacial Orthodontics	3	1	4
75	Orthopaedics	Pelvic-Acetabular Trauma	0	1	1
76	Radiodiagnosis and Interventional Radiology	Diagnostic and Interventional G.I.Radiology	2	1	3
77	Radiodiagnosis and Interventional Radiology	Diagnostic and Interventional Thoracic Radiology	2	1	3
78	Radiodiagnosis and Interventional Radiology	Diagnostic and Interventional Pediatric Radiology	2	1	3
79	Surgery	Bariatric and Metabolic Surgery	1	1	2
80	Surgery	Renal Transplant Surgery	4	2	6
81	Urology	Uro-Oncology	1	1	2
82	Urology	Minimal Invasive Urology (Laparoscopic and Robotics)	1	1	2
83	Urology	Geniotourinary Reconstructive Surgery (Adult)	2	1	3
		TOTAL	**54**	**34**	**88**

Note:-

1. Seats are advertised for Fellowship for different departments under sub group Open & Sponsored only.
2. No constitutional reservation seats are available/applicable for any seats for any Fellowship courses.
3. Number of seats advertised under Open & Sponsored group for various Fellowship in respective departments are not interchangeable/convertible between them as the application process is different.
4. Any seat remained vacant in respective category (Open/Sponsored) shall be carried forward for next session.
5. After the last date of registration, no new seat shall be added in the prospectus even if seats fall vacant due to resignation.

ELIGIBILITY FOR FELLOWSHIP PROGRAMMES:

1. (a) MD/MS Postgraduate degree or other Equivalent Degree recognized by the MCI/ National Medical Commission in respective discipline.

   (b) 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in the concerned discipline only from a MCI / NMC recognized permitted medical Institute/College.

   Or

2. DM/M.Ch. or other Equivalent Degree recognized by Medical Council of India / National Medical Commission.

	Department	Fellowship	Required Qualification	Duration
51.	Anesthesiology, pain medicine & critical care	Fellowship in Pain Medicine	MD Postgraduate Degree in Anesthesiology/Physical Medicine Rehabilitation/Palliative Medicine from a University recognized by the Medical Council of India (MCI)/NMC with **3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree** in Anesthesiology/Physical Medicine Rehabilitation/ Palliative Medicine in a MCI recognized hospital/permitted medical Institute/College **OR** DM Onco-Anesthesiology OR DM Neuro-Anesthesiology recognized by the Medical Council of India (MCI)/ National Medical Commission (NMC).	1 year
52.	Cardiac-Anesthesiology	Pediatric Cardiac Anesthesia	MD Postgraduate Degree in Anesthesiology OR equivalent with **3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree** in Anesthesiology/ Cardiac Anesthesia in a MCI/NMC recognized teaching hospital/permitted medical Institute/College **OR** DM in Cardiac Anesthesia or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
53.	CMETi	Part Time Clinical Research Methodology and Evidence Based Medicine	Only Faculty members of AIIMS (preferably at the level of Assistant & Associate Professor) both clinical and non-clinical departments of medical, dental, college of nursing can apply -NOC is required from HOD/Faculty Cell. -Faculty member required to submit a bond to serve the AIIMS for a period of Five years after Fellowship Certification or to pay Rs.20,00,000/- (Rupees Twenty Lakhs only). -Two publications required.	2 years (Part Time)
54.	CMETi	Full Time Fellowship Programme in Clinical Research Methodology and Evidence Based Medicine	Faculty members of both Clinical and Non-Clinical Department of Medical, Dental, Nursing Colleges of AIIMS and other Medical colleges having the following qualifications: 1) MBBS / BDS degree with a minimum of 55% aggregate marks in the professional examination **or** B.Sc. Nursing with a minimum aggregate of 60% marks. 2) Master's Degree in Nursing with a least 60% marks **or** Master of Surgery (M.S) **or** Doctor of Medicine or an Equivalent degree 3) One publication required.	1 year (Full Time)
55.	CTVS	Aortic Surgery	M.Ch in Cardiothoracic and Vascular Surgery or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	2 years
56.	ENT	SKULL BASE SURGERY	MS in ENT or equivalent degree recognized by Medical Council of India recognized by Medical Council of India (MCI) / National Medical Commission (NMC) with 3 years post PG teaching experience as a Senior Resident or equivalent in a MCI/NMC recognized teaching hospital **OR** M.Ch in Head & Neck Surgery and Oncology recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 year

57.	Gastroenterology & HNU	Hepatology	DM/DNB in Gastroenterology/ Pediatric Gastroenterology or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
58.	Gastroenterology & HNU	Advanced Gastrointestinal Endoscopy	DM/DNB in Gastroenterology/ M.Ch. in G.I. Surgery or Equivalent degree recognized by Medical Council of India (MCI) / National Medical Commission (NMC).	1 Year
59.	Gastroenterology & HNU	Pancreatology	DM/DNB in Gastroenterology/ M.Ch in G.I. Surgery or equivalent degree recognized by Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
60.	Gastroenterology & HNU	Inflammatory Bowel Disease	DM/DNB in Gastroenterology/Pediatric Gastroenterology or equivalent degree recognized by Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
61.	Medical Oncology	Blood and Marrow Transplantation	DM in Medical Oncology or Clinical Hematology or Pediatric Oncology or equivalent degree recognized by the Medical Council of India / National Medical Commission (NMC).	1 year
62.	Neuro-Anesthesiology & Critical Care	Neuro-Critical Care	MD Postgraduate Degree in Anesthesiology/ Medicine or equivalent degree recognized by Medical Council of India with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Anesthesiology/Medicine in a MCI/NMC recognized teaching hospital /permitted medical Institute/ **College** **OR** DM in Neuro-Anesthesiology/Neurology or equivalent degree recognized by Medical Council of India (MCI) / National Medical Commission (NMC). **OR** M.Ch. in Neuro-Surgery or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
63.	Neurology	Stroke	DM in Neurology or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
63A.	Neurology	Neuroimmunology	DM in Neurology or equivalent degree recognized by MCI/NMC	1 year
64.	Neuro-Surgery	Epilepsy Surgery and Functional Neurosurgery	M.Ch in Neuro-Surgery or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	2 years
65.	Neuro-Surgery	Spine Surgery	MS Postgraduate Degree in Orthopedics or equivalent degree recognized by the Medical Council of India / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Orthopedics in a MCI/NMC recognized teaching hospital /permitted medical Institute/College. **OR** M.Ch. in Neurosurgery or equivalent degree in Neurosurgery recognized by the Medical Council of India / National Medical Commission (NMC).	2 years
66.	Neuro-Surgery	Skull Base and Cerebrovascular Surgery (NS)	M.Ch in Neurosurgery or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 Year

67.	Neuro-Surgery	Pediatric Neurosurgery	M.Ch in Neurosurgery or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	1 year
68.	Obstetrics & Gynaecology	Minimally Invasive Gynaecological Surgery	MD/MS Postgraduate Degree in Obstetrics and Gynaecology or equivalent degree recognized by the MCI/ National Medical Commission (NMC) with **3** years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Obstetrics in MCI/NMC recognized teaching hospital/permitted Medical Institute/College.	2 years
69.	Obstetrics & Gynaecology	Uro-Gynaecology	MD/MS Postgraduate Degree in Obstetrics and Gynaecology or equivalent degree recognized by the MCI / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Obstetrics & Gynaecology in MCI/NMC recognized teaching hospital/ permitted Medical Institute/College **OR** M.Ch in Urology recognized by the Medical Council of India / National Medical Commission (NMC). .	2 years
70.	Obstetrics & Gynaecology	Maternal Fetal Medicine in Department of Obst. & Gynaecology	MD/MS Postgraduate Degree in Obstetrics and Gynaecology or equivalent degree recognized by the MCI / National Medical Commission (NMC) with 3 years post PG teaching experience as Senior Resident or equivalent post after obtaining the PG degree in Obstetrics & Gynaecology in MCI/NMC recognized teaching hospital/permitted Medical Institute/College.	1 Year
71.	Orthodontics and Dentofacial Deformities, CDER	Cleft and Craniofacial Orthodontics	MDS Postgraduate Degree in Orthodontics or equivalent degree recognized by the Dental Council of India (DCI) and 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Orthodontics or equivalent teaching experience in a dental college or Institution recognized by DCI.	2 years
72.	Orthopaedics	Arthroscopy	MS Postgraduate Degree in Orthopaedics recognized by the Medical Council of India (MCI) / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Orthopaedics in MCI/NMC recognized teaching hospital/permitted Medical Institute/ College**.**	2 years
73.	Orthopaedics	Joint Replacement	MS Postgraduate Degree in Orthopaedics recognized by the Medical Council of India (MCI) / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Orthopaedics in MCI/NMC recognized teaching hospital/permitted Medical Institute/ College.	2 years
74.	Orthopaedics	Musculoskeletal Oncology	MS Postgraduate Degree in Orthopaedics recognized by the Medical Council of India (MCI) / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Orthopaedics in MCI/NMC recognized teaching hospital/permitted Medical Institute/ College.	2 years

75.	Orthopaedics	Pelvic-Acetabular Trauma	MS Postgraduate Degree in Orthopaedics recognized by the Medical Council of India (MCI) / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Orthopaedics in MCI/NMC recognized teaching hospital/permitted Medical Institute/ College.	1 year
76.	Radio-Diagnosis And Interventional Radiology	Diagnostic and Interventional G.I. Radiology	MD Postgraduate Degree in Radio Diagnosis or equivalent degree recognised by Medical Council of India / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Radiology in a MCI/NMC recognised teaching hospital/ permitted medical Institute/College.	1 year
77.	Radio-Diagnosis And Interventional Radiology	Diagnostic and Interventional Thoracic Radiology	MD Postgraduate Degree in Radio Diagnosis or equivalent degree recognised by Medical Council of India / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Radiology in a MCI/NMC recognized teaching hospital/ permitted medical Institute/College.	1 year
78.	Radio-Diagnosis And Interventional Radiology	Diagnostic and Interventional Paediatric Radiology	MD Postgraduate Degree in Radio Diagnosis or equivalent degree recognised by Medical Council of India / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in Radiology in a MCI/NMC recognized teaching hospital/permitted medical Institute/ College.	1 year
79.	Surgery	Bariatric and Metabolic Surgery	MS Postgraduate Degree in General Surgery or equivalent degree recognized by the Medical Council of India / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in General Surgery in a MCI/NMC recognised teaching hospital/permitted medical Institute/ College.	2 years
80.	Surgery	Renal Transplant Surgery	MS Postgraduate Degree in General Surgery or equivalent degree recognized by the Medical Council of India / National Medical Commission (NMC) with 3 years post PG teaching Experience as Senior Resident or equivalent post after obtaining the PG Degree in General Surgery in a MCI/NMC recognized teaching hospital/ permitted medical Institute/College **OR** M.Ch in Urology from a university recognized by MCI / National Medical Commission (NMC).	2 years
81.	Urology	Uro-Oncology	M.Ch in Urology or equivalent degree recognized by the Medical Council of India / National Medical Commission (NMC).	2 years
82.	Urology	Minimal Invasive Urology Laparoscopic and Robotics	M.Ch in Urology or equivalent degree recognized by the Medical Council of India / National Medical Commission (NMC).	2 years
83.	Urology	Genitourinary Reconstructive Surgery -Adult	M.Ch in Urology or equivalent degree recognized by the Medical Council of India (MCI) / National Medical Commission (NMC).	2 years

ELIGIBILITY:- *Based on the information provided in the online application form, candidates are provisionally allowed to appear in the Examination without any scrutiny of eligibility, subject to fulfillment of qualifying criteria and verification of eligibility at a later stage. If anyone is found not fulfilling the prescribed qualification / experience and any other eligibility criteria as mentioned in the Prospectus, at any stage of process, his/her candidature will be treated as cancelled without any further notice and seat will be forfeited.*

- The candidates must have completed the requisite qualification, degree and tenure by 31.01.2025. The candidates who are likely to complete their 3 years' requisite qualification, degree and tenure after 31.01.2025 will not eligible to appear in this examination.

- **Last Date of Experience: 31st January, 2025**
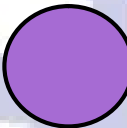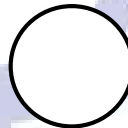
3. CENTRES FOR COMPETITIVE ENTRANCE EXAMINATION

- The Examination will be conducted in Delhi/NCR **in online mode only [Computer Based Test (CBT)]**
- Applicants are advised to register themselves and submit their application form at the earliest without waiting for the last date, to avoid last minute rush.

Sl. No.	Name of City	Code
1.	Delhi/NCR	01

4. 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.*

✓	✗	●	○
CORRECT	**WRONG**	**FOR REVIEW**	**NOT ANSWERED**
+1	**- ⅓**	**0**	**0**

No clarification will be offered on technical aspect of question during examination. If any discrepancy in any question is found in the Entrance Examination, the candidate is advised to write to Associate Dean (Exam), AIIMS, New Delhi – 110 029 within 24 hours through the link enabled in their MyPage under section Representation for Questions (RFQ). The link will remain enabled for 24 hours after the completion of the Examination.

➢ **Selections for Fellowship Programme are made through 2-Stage Performance Evaluation basis:**

Stage I: Written test carrying **60 marks of 60 minutes duration** in the subject wherein the candidate has applied for. The question paper will consist of **60 Multiple Choice Questions (MCQs)**.

Stage II: Out of the candidates **who have secured 50% or more marks [as per the decision of the meeting of the 116th Academic committee (item No. AC/116/10 dated 06.03.2018)** 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 **40 marks**).

(a) Candidate must secure 50% marks in Stage-I to qualify for Stage-II (Departmental Assessment).

(b) Candidate must secure Overall more than 50% to become eligible for admission
(Both in Stage-I & Stage-II combined)

(c) In case candidate gets >50% marks in Stage-I & <50% marks in Stage I & II combined, he will not be eligible for admission.

<u>**Final Selection**</u>: **Final result will be declared based on total marks obtained in stage-I and Stage-II Examination.**

Note: I) The result of Stage-I will be available on website of the Examination Section www.aiimsexams.ac.in . **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 between 01/01/2025 to 15/01/2025. The competent authority may permit an extension of joining till 31/01/2025 based on the merit of each case.

III) Last date for admission the Fellowship Programme will be 28/02/2025. In any circumstances, last date for admission will not be extended after 28/02/2025.

6. METHOD OF RESOLVING TIES

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

7. AGE LIMIT: No Upper age limit. However, for AIIMS, New Delhi Faculty applying under sponsorship category should be below 50 years on the last date of the online Registration.

8. Admission FEES: Rs.125/- for open candidate and Rs.1295/- for Sponsored Candidate.

9. LEAVE: 1st year 24 days and 2nd Year 30 days

A. <u>**MATERNITY LEAVE**</u>: The female fellows are entitled for maternity leaves as per Govt. of India rules during their course with full pay. Their period of registration / training will be extended for the equivalent period. The candidate will have to work for the extended period and the final examination of the candidate shall be held with next batch.

Maternity leave period will be assessed in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams. The period of registration and training will be extended for the number of days of Maternity Leave and the exam will be postponed by one session.

B. <u>**PATERNITY LEAVE**</u>: The Male fellows are entitled for paternity leaves as per Govt. of India rules. The tenure will be extended and exams will be postponed only if the total leaves exceed 24 days (for one-year fellowship programs) and 54 days (for 2 years' fellowship programs)

10. EMOLUMENTS:

Emoluments as applicable to the post of Senior Resident (3rd year plus 2 increments) as per 7th CPC as applicable. However, sponsored candidates are not entitled for any emoluments

11. THESIS/DISSERTATION: NA

12. LOG BOOK: The candidates should maintain a logbook to maintain the record of day to day activities.

13. EXIT EXAMINATION: 40% Internal Assessment and 60% Final Exit Examination (Practical only).

IV	IMPORTANT INSTRUCTIONS APPLICABLE TO FELLOWSHIP PROGRAMME EXAMINATIONS

1. ONLINE REGISTRATION & SUBMISSION OF APPLICATION FORM

Candidate should fill in the Online Application with utmost care and follow the instructions and help manual as given in the APPENDIX – II of the Prospectus, step by step. Candidate should fill in the Online Application form correctly. Incorrect filled form may leads to rejection.

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.ac.in. 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.

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.

2. *FIILING OF MORE THAN ONE APPLICATION / DUPLICATE APPLICATION FORM:*

No candidate is allowed to fill more than one application against the Seat/Department/Subject.

Duplicate applications form as any applicant will result in cancellation of all such applications. No intimation regarding such rejections will be given to the candidate a registration fees submitted against subject application will automatically be forfeited.

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.

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 two 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.ac.in 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 raise concern through "Raise a query" link which is available on their MYPAGE along with name, candidate ID, department applied for and other 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 (Examinations), Examination Section, AIIMS, Ansari Nagar, New Delhi - 110029** indicating their Registration No. on the top of the envelope and on the documents followed by the name of Department/Fellowship applied for.

    (ii)   The candidates who will qualify in Stage I result and called for Departmental Assessment must upload their **self-attested/attested copies of certificates/documents in support of their educational qualifications, marks, date of birth, category, experience etc. as indicated in Prospectus/Stage-I Result on website through My Page by login their credentials on** the specific day mentioned in the Stage I result and Prospectus. **Documents sent/submitted through speed post or in person will not be accepted.**

    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 Fellowship Programme (except Sponsored candidates must submit their applications through proper channel). However, all such candidates should inform their employer in writing that they are applying for this Entrance Examination & must submit NOC (No Objection Certificate) issued by Employer at the time of Document Verification before Departmental Assessment. 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 Fellowship Programme, 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).**

- Any concealment of information on current employment/pursuance of course/Experience etc. in application form shall lead to cancellation of candidature.

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 Fellowship Programme which are not available in the State. A certificate regarding non-availability of the Fellowship (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 **"Fellow"**.

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, AIIMS, New Delhi-110 029**. Those who fail to do so should submit it **before the date of issue of Admit Card** 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 award of **Fellowship Programme.**

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 Fellowship **Programme.** 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):**

Eligibility of OCI/PIO candidates will be based on the decision of Hon'ble Supreme Court of India in Writ Petition (Civil) 891/2021 dated February 03, 2023.

1. Candidates born before 04.03.2021 and who have secured the OCI card before 04.03.2021 shall be considered INDIAN NATIONALS and will be eligible ONLY for Open Category

(unreserved) seats for INDIAN NATIONALS. They will not be eligible for consideration for seats for Foreign Nationals.

2. **OCI/PIO card holders who are not to be considered as Indian Nationals based on the decision of the Hon'ble Supreme Court of India in Writ Petition (Civil) 891/2021 dated February 03, 2023 shall be considered as FOREIGN NATIONALS. They will not be eligible for consideration of seats for Indian Nationals.**

   OCI candidates are not required to obtain NOC, however must upload the scan copy of OCI card on or before date(s) mentioned in Important Dates Section of Prospectus. The earliest issued, valid OCI card must be uploaded on the portal. Any attempt at hiding a valid older OCI card or uploading only a newer card will be considered as providing false information and the candidature may be cancelled.

9. GUILDLINES FOR AIIMS, NEW DELHI FACULTY FOR THE FELLOWSHIP PROGRAMME UNDER SPONSORED CATEGORY

1. Members of the medical faculty (Only AIIMS, New Delhi) can apply for registration to Fellowship course as in-service candidate.
2. At any time only one out of a 5 Faculty members in a particular department can be registered as Fellowship courses and not more than 2 candidates in any department at any given time, will be registered as Fellowship candidates in a particular department where there are more than 5 faculty members.
3. Individual opting to pursue the course should be below 50 years of age.
4. Faculty member seeking admission under this category should only be registered for Fellowship programme in the same department in which he/she is working. (115 Academic Committee 22.11.2016).
5. The faculty should be a regular employee of the AIIMS, New Delhi & should have rendered a minimum of 3 years continuous service as faculty at the Institute.
6. The Candidate admitted under this category will be considered as in service candidate provided the Head of the Department certifies that (a) such training will help in patient care/teaching/research of the Department (b) the work of the department will not suffer and no additional staff will be asked for.
7. The faculty member who has registered himself/herself as Fellowship Programme will not be eligible to be Guide/Co-Guide of any other Fellowship candidate in the concerned department during the time he/she is undergoing the course.
8. (a) The faculty members (AIIMS, New Delhi) may apply through proper channel as sponsored candidates and appear for the entrance examination.
   (b) Through proper channel for open entrance examination if sponsored seat are not available.
9. Candidates selected for pursuing the said course has to pay Fellowship fee etc.
10. Faculty member has to execute a bond that he/she will serve the institute for a period not less than five years after completing the said course failing to which they are liable to return the total salary, allowances and any amount paid to them by the institute during their course alongwith a penalty amount of Rs.20 Lacs. In case of violation of compliance of the provisions of the executed bond appropriate legal action shall be initiated against the defaulters.
11. During the period of the course, the in-service/faculty member will be treated as on study leave.
12. The period of study leave for the said course within the same Department or within AIIMS will be counted for the purpose of A.P.S. Those who are availing study leave for courses outside AIIMS the period will not be counted for A.P.S.
13. The candidate/faculty will not be entitled for winter/summer vacation during the entire course and he/she will be eligible for leaves as per the Residency Scheme.
14. Duties/Responsibilities of the trainee will be as per the Residency Scheme.
15. In-service candidates will have the option to pursue this course in any stream, subject to the availability of seats and forwarding of their applications through proper channel.

16. Candidate/faculty will be allowed to avail of study leave for pursuing Fellowship courses only one during the entire service.

17. Salary and other allowances of the concerned faculty member will remain unchanged.

10. SUBMISSION OF CASTE/INCOME CERTIFICATE BY SC/ST/OBC/EWS CANDIDATES

After declaration of result of the Entrance Examination, candidates belong to Scheduled Caste/Scheduled Tribe/Economic Weaker Section 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, Economic Weaker Section 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.

* Valid OBC/EWS certificate must have been issued within one years prior to the last date of application.

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.

11. **PROCEDURE IF THERE IS ANY DISCREPANCY NOTICED:** *Discrepancy, if any, in the Prospectus, Admit Card etc. should be immediately brought to the notice of the* ***Assistant Controller (Examinations) AIIMS, New Delhi by login with your credentials and click on "Queries" link available on MYPAGE.*** *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.*

12. 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 in the Application Form or non-receipt for any communication.

13. Downloadable Admit cards of all the eligible candidates will be hosted on website www.aiimsexams.ac.in 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.

14. 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.

15. 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.

16. If ineligibility is detected at any stage, candidature/admission of the candidate will be cancelled without any notice.

17. 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.

18. The Institute will not intimate the result of Entrance Test individually. No correspondence in this regard will be entertained. **However, the marks of individual candidate will be made available on AIIMS website www.aiimsexams.ac.in after declaration of final result by login credential on my page.**

19. There is no provision for re-checking/re-evaluation of the answer sheets and no query in this regard will be entertained.

20. 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.

21. Selected candidates must join the Fellowship Programme on the date stipulated in the letter of selection, failing which the selection/admission shall stand cancelled/withdrawn.

22. The selected candidates will have to submit the original Permanent Registration Certificate at the time of joining.

23. The selection of Fellowship Programme will be subject to medical fitness. No selected candidate will be permitted to pay fee/join the Fellowship Programme unless declared medically fit by the Medical Board appointed by the Institute. The decision of the Medical Board shall be final.

24. Each candidate selected for admission shall have to pay the fee/dues within the prescribed period failing which his/her admission shall be cancelled.

25. Private practice in any form during the Fellowship is prohibited. The period of training is strictly full time and continuous.

26. The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.

27. **Legal and disciplinary action**
    Legal and disciplinary action will be initiated by AIIMS, New Delhi against persons who are found to be guilty of misconduct for reasons mentioned below (including but not limited to)
    A. Obtaining support for his/her candidature by the following means, namely: —offering illegal gratification to; or applying pressure on; or blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
    B. Impersonation; or
    C. Procuring impersonation by any person; or
    D. Submitting fabricated documents or documents which have been tampered with; or
    E. Providing false information regarding educational qualifications and/or experience (such as internship completion) for the sole purpose of appearing in the examination for practice or any other purposes; or
    F. Uploading irrelevant photos in the application form in place of actual photo/signature/left thumb impression; or
    G. Uploading morphed/digitally modified photos for the purpose impersonation; or
    H. Making statements which are incorrect or false or suppressing material information; or
    I. Resorting to the following means in connection with his candidature for the examination, namely: obtaining questions through improper means; finding out the particulars of the persons connected

with secret work relating to the examination; influencing the personnel involved with conduct of examination.

J. Being in possession of or using unfair means during the examination;

K. Copying the questions, misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or

L. Harassing or doing bodily harm to the staff deputed by Examination Section, Staff employed by Vendors for the purpose of conduct of examination.

M. Being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or

N. Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or

O. Changing seats/question paper/any devices and changing computer screen/Mouse/keyboard without proper permission.

P. Disputing terms of advertisement after participation in the examination.

Q. Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable: —

   i. And shall be disqualified by the AIIMS, New Delhi from this/or other Examinations for which he/she is a candidate; and/or

   ii. Shall be liable to be debarred either permanently or for a specified period: —
      a. **B**y the Examination Section, AIIMS, New Delhi, from any examination or selection held by them;
      b. Any other penalty as per discretion of competent authority.

   iii. If he/she is already in service under Government to disciplinary action under the appropriate rules.

   Provided that no penalty under this section shall be imposed except after:—

   i) Giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and

   ii) Taking the representation, if any, submitted by the candidate within the period allowed to her/him into consideration.

   iii) However, depending upon the seriousness of the matter, AIIMS reserves the right to cancel candidature without issuing notice/assigning reasons for the use of Unfair means during and examination at the discretion of the Director, AIIMS, New Delhi, and no correspondence will be entertained.

Any person who is found by the AIIMS, New Delhi to be guilty of colluding with a candidate (s) in committing or abetting the commission of any of the misdeeds listed at Clauses 27. A to 27 P above render himself liable to action in terms of the Clause 27 Q.

28. Legal Jurisdiction

Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts alone.

1. HOSTEL ACCOMMODATION

It will not be possible to provide him / her hostel accommodation. He / She will have to make his / her own arrangements for the accommodation.

2. 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.

3. 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 non-teaching 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;

b) 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.

6. 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.

VI		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
8	Meghalaya	36	Puducherry

99	Medical Council of India (MCI) / NMC

Note: The doctors registered with **Medical Council of India / National Medical Commission** should select MCI / NMC.

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

1. I certify that Dr./Miss/Mrs./Mr.* _____ is being sponsored for training leading to the award of **Fellowship Programme** in _____ _____at All India Institute of Medical Sciences for the session commencing in **January, 2025**.

2. That Dr./Miss/Mrs./Mr.*_____ is a permanent employee of _____ (name of the State/Central Govt. Dept./Office/Armed Forces/ the Competent Authorities of PSU/Autonomous Body etc.)

3. That Fellowship Programme for which the candidate is being sponsored, is not available in this State.

4. That he/she after getting the training at the AIIMS will be suitably employed by the sponsoring authority in the specialty in which training is to be provided in All India Institute of Medical Sciences.

5. That the candidate will be paid all emoluments by the sponsoring authority during the entire training period. Such payment will not be the responsibility of the All India Institute of Medical Sciences.

6. That the candidate is being sponsored for the entire duration of the course as specified in the prospectus for the above mentioned course.

Signature of _____
Sponsoring authority

Date: _____   Name _____
                                              (In BLOCK LETTERS)

Place: _____   Designation _____

                                   Office Seal _____

*Delete whichever is not required.

IMPORTANT:

(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.

1. I certify that Dr. /Miss/Mrs./Mr. _____ is being sponsored for training leading to the award of **Fellowship Programme** in _____ _____at All India Institute of Medical Sciences, New Delhi for the session commencing in **JANUARY, 2025**.

2. That Dr./Miss/Mrs./Mr._____ is a permanent employee of All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029 and is currently in the designation of _____department of_____.

3. That the candidate is being sponsored for the entire duration of the course as specified in the prospectus for the above mentioned course.

4. That the candidate is fulfilling all terms and conditions mentioned in the guidelines for sponsored candidates serving in All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029.

Signature of _____
Sponsoring authority

Date: _____   **Name_____**
(In BLOCK LETTERS)

Place: _____   **Designation _____**

Office Seal _____

IMPORTANT:

(i) **The above certificate, duly signed only by the Competent Authority of All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, 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.

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 certify that Shri /Smt./Kum._____Son/Daughter of Shri/Smt._____of Village/Town_____District/Division_____ in the _____State belongs to the _____Community which is recognized as a backward class under:

(i)   Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary
        part I Section I No. 186 dated 13/09/93.
(ii)   Resolution No. 12011/9/94-BCC dated 19/10/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary part I Section I No. 163 dated 20/10/94.
(iii)   Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary part I Section I dated 25/05/95.
(iv)   Resolution No. 12011/96/94-BCC dated 09/03/96.
(v)   Resolution No. 12011/44/94-BCC dated 06/12/96 published in the Gazette of India Extraordinary part I Section I No. 210 dated 11/12/96.
(vi)   Resolution No. 12011/13/97-BCC dated 03/12/97.
(vii)   Resolution No. 12011/99/94-BCC dated 11/12/97.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
(ix)   Resolution No. 12011/88/99-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
(x)   Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
(xi)   Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section 1 No. 210 dated 21/09/2000.
(xii)   Resolution No. 12015/09/2000-BCC dated 06/09/2001.
(xiii) Resolution No. 12011/01/2001-BCC dated 19/06/2003.
(xiv)   Resolution No. 12011/04/2002-BCC dated 13/01/2004.
(xv)   Resolution No. 12011/09/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____and/or his family ordinarily reside(s) in the_____ District/Division of _____ State.
This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India. Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 or the latest notification of the Government of India.
Dated:

District Magistrate/Competent Authority Seal

NOTE:
    a) The Term Ordinarily used here will have the same meaning as in Section 20 of the Representation Of the People Act, 1950.
    (b)   The authorities competent to issue Caste Certificates are indicated below:
        (i)   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 Ist 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.

CASTE CERTIFICATE

This is to certify that Shri/Smt./Kum.*... son/daughter*of.............................of village/town*.......................................in district/Division*.............................of the State/Union Territory* .... belongs to the ....Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe* under:

- The Constitution (Scheduled Caste) Order, 1950
- The Constitution (Scheduled Tribe) Order, 1950
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

% 1. (as amended by the Scheduled Caste and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976). The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- The Constitution (Pondichery) Scheduled Caste Order, 1964
- The Constitution (Uttar Pradesh) (Scheduled Tribes) Order, 1967
- The Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968.
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste Order, 1978.
- The Constitution (Sikkim) Scheduled Tribes Order, 1978.

% 2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/ Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri / Smt*................................father/mother of Shri/Smt/Kum*.........................of village/town*..................... in District/Division* of the State/Union Territory* .... who belongs to the...............caste/tribe which is recognised as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* .... issued by the (name of prescribed authority) vide their No................date......... % 3. Shri*/Smt.*/Kum* .... and/or his/her* family ordinary reside(s) in village/town* .... of the State/Union Territory of....................

<div style="text-align:right">Signature.........................</div>

Place......................   State/Union Territory   **Designation.........................

Date......................   (With seal of Office)

- Please delete the words which are not applicable.
- Please quote specific Presidential Order.
- **%** Delete the paragraph which is not applicable.
- ****** Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

FORM OF EWS CERTIFICATE PRESCRIBED

Government of ....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____   Date: _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District_____ in the State/Union Territory _____ Pin Code_____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

I.   5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2.   Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office_____
Name _____
Designation _____

Recent Passport size attested photograph of the applicant

*Note1:.   Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

User Manual

[Important Instructions for Applicants filling AIIMS - Fellowship Programme] JANUARY 2025 Online Registration Form]

- **Open the website of All India Institute of Medical Sciences. The URL of the website is http://www.aiimsexams.ac.in.**
- **The home page as shown below appears on the screen.**

Registration

- **After opening the website, the next step is Registration.**
- By clicking on **Academic Courses Tab** an Applicant can navigate to the desired courses **i.e. Fellowship Programme** to registered him/her self.

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

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

DM/MCH/MD (Hospital Administration) & Fellowship Programme January 2017 Session

Welcome To The Login Page

If You have Already registered, then Kindly enter Candidate ID & Password for Login,

else Click on Click Here Button for Login credentials.

New Registration !!

Please read Advertisement carefully before proceeding
If you have read the Advertisement carefully and not registered yet, then kindly register first by clicking the button given below.

Click Here

Compatible Browsers

It is recommended that use Internet Explorer, Firefox and Google Chrome latest version for best view and functionality.

Applicant Login

Candidate ID:

Password:

Enter Captcha:

8 2 0 2
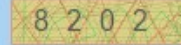
Type the characters shown in the picture

Login

Forgot your login details?

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 **New Candidate Registration Form.**

(All #marked fields are optional).

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

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 Password through **Change Password** page. **Re-login** with the new changed password to complete due steps of Registration Process.

Candidate Information Page

After re-login the next page appears will page will show the **all Six (7) steps of Registration Process**. First step is new candidate **Registration for Fellowship Programme.**

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

Color will change from red to green as a step of registration gets completed

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.

After click on **Update** button, Candidate will be navigated to **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.

Centre Choice

Delhi/NCR Only

The Forth step is **Centre Choice**. After filling Experience details candidate will be directed to **Centre Choice Page**. 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).

The allocation of centre is subject to the payment confirmation. 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 **Payment** page to pay registration Fee. Payment of registration fee can only be done through **Online Mode i.e. Debit/Credit card and Internet Banking.**

After Exam City Selection, candidate should click on **Online Payment** Button to pay registration fee and it will direct candidate to the **Bank's Payment Gateway** to make payment through **Credit/Debit Card and Internet Banking of any Bank**. Fill all the require

details and click on **Pay** button.

Candidate should enter the information asked for to pay through on line mode and click on **PAY** 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, jpg/jpeg.

Upload Images

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.

Check all the details in **Registration Slip** 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**.

All India Institute of Medical Sciences
Ansari Nagar, New Delhi - 110608
Entrance Examination - 2016

Registration Slip - AIIMS DM, Jan 2016

Candidate Profile — Registration No.: 110373

Name: ROHAN	Date of Birth: 08/09/1987
Gender: Male	Marital Status: UNMARRIED
Father's Name: MOHAN	Category: UR
Mother's Name: GEETA	Disability Status: Yes
Applied Under: General	Department: Critical Care Medicine
Nationality: INDIAN	

Contact Details

Address for Correspondence: JNKJ, GFDFGD, ZFDGZFG, Sirmaur, Himachal Pradesh, India, 123456	Permanent Address: XBNVB, XBN Pradesh, India, 236523
Phone No(s): 1. 1231231230 , 2. -	E-Mail ID: avinash.gupta@digiuniv

Qualification Details

S. No.	Level	Name of Degree	University Name	Institution Name
1	Under Graduate	MBBS	CFGHFJGHJ	Silchar Medical College, Silchar
2	Post Graduate	MD	DSJHMM	Medical College, Thiruvananthapuram

Medical Registration Details

Registration Type: Permanent	Registering Authority: MCI	Reg. Date: 19/01/20

Valid Photo Identity (To be presented in original at the Examination Center along with Admit Card)

Nature of ID: Adhar Card	ID No: HGFDGHGF	Place of Issue: ZHGXFGH	Issue Date: 12

Payment Details

Mode: Exempted	Date: 14/09/2015	Transaction ID: 0

Take the print of the Registration Slip after final submission of form. Candidate can take the print out of the **Registration Slip** by clicking on **Print** button

After clicking Final Submit button, color of navigation bar of all the steps of registration process will change to **Green from Red**.

After completing all 7 steps of registration candidate will be registered successfully and can navigate to any completed step through **Navigation Buttons** available on top of the page. Candidate should **Logout** after registration is done successfully.

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.

Uploading of digital Images of Photograph, Signature and Thumb-print **is mandatory**. Read and follow the instructions given below to avoid inconvenience and rejection of application form due to uploading of **improper** digital images.

Prepare the digital images in advance to avoid delays/inconvenience while filling the online application form.

Instructions for photo upload:

Digital image of your photo can be made in two ways
   a. Clicking your photo using a digital device (camera etc)
   b. Scanning of already available photograph

Click a photo using a digital device
1. **Clicking your photo**
   a. Stand/sit against a **white background**.
   b. Click colour photograph in **bright light** using any digital device (preferably with > 5 megapixel resolution). Avoid using flash as it tends to create a shadow on the white background.
   c. Look straight into the camera (to avoid angulation of face).
   d. Ensure that your eyes and both ears are clearly visible on the photograph.
2. **Editing of digital photograph**
   a. **Transfer** the photograph from the digital device to a computer/laptop.
   b. **Crop** the photograph such that your head, shoulders are visible and occupy most of the image.
   c. **Resize** the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)
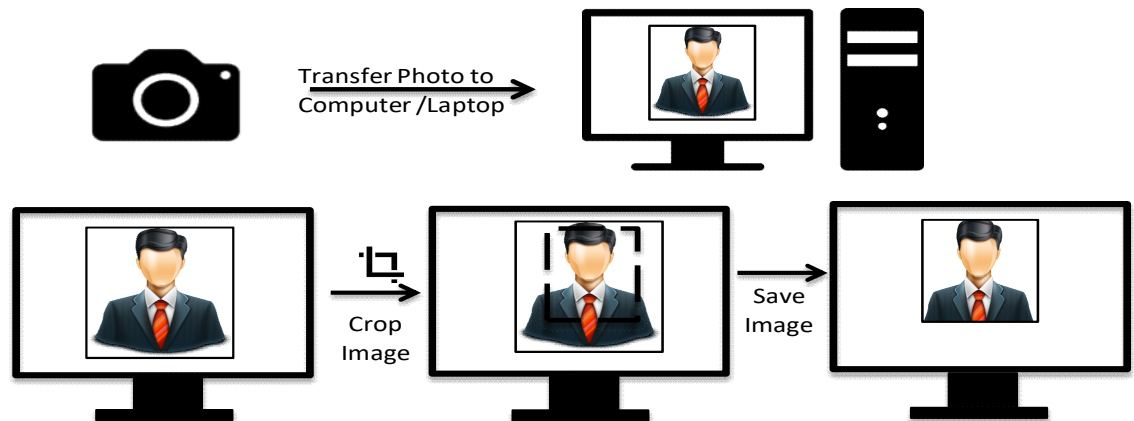
In case you already have a professionally clicked passport size colour photograph follow the following procedure to prepare scanned image of the same.

1. **Before you scan the photograph ensure that**
   a. Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
   b. The photograph is of standard passport size (3.5 cm X 4.5 cm, width X height)
   c. The photograph is recent (within 6 months of online application).

2. **Scanning of passport size photograph**
   a. **Draw a Box** of 3.5 horizontal and 4.5 vertical size (3.5 cm x 4.5 cm) on a white sheet of paper using a pencil.
   b. Paste the photograph in the box drawn.
   c. Put the paper with photograph in the scanner and **scan only the box with photograph** (do not scan the whole sheet of white paper). **Set the scanning to 200 dpi** and scan the photograph. During scanning most software allows selection of the desired area for final scanning after initial preview & scan.
   d. **Save the scanned images** as jpg/jpeg/gif/png as "Photograph.jpg" or "Photograph.jpeg" or "Photograph.gif" or "Photograph.png"
   e. **Resize** the scanned image to 50 – 100 Kb. Use any image editing software to size the image. Maintain the aspect ratio (i.e. relationship of height vs width while resizing)
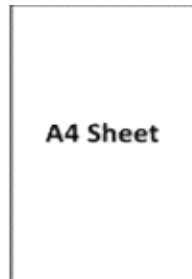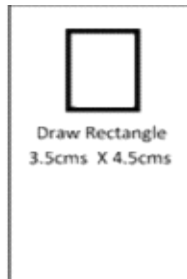
A4 Sheet   Draw Rectangle 3.5cms X 4.5cms   Stick Photograph   Scan
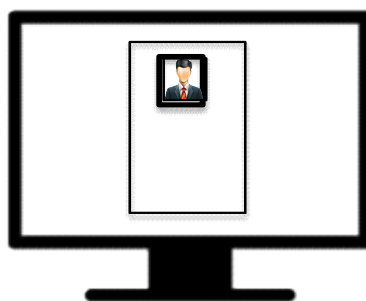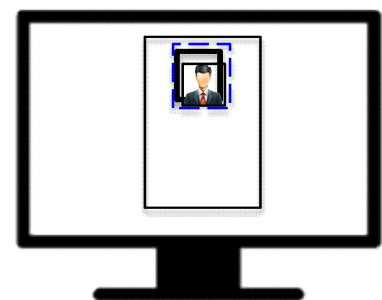
Preview Scan to set scan area   Scan only photograph NOT entire sheet

Checklist before uploading digital image of photo
1. Photograph is in colour with white background.
2. Your face is clearly visible.
3. Size of the image is between 50-100 kb.
4. Image is in .jpg/.jpeg/.gif/.png format.
5. Image is not blurred in the process of editing.

Instruction for preparing digital image of signature

Putting signature inside a box on a white sheet

1. Draw a box of 3 cm x 6 cm (width*height) on a white paper sheet with a pencil.
2. Take a thick tip black/blue ink pen (preferably fountain pen).
3. The person who will be appearing in the examination should sign within the drawn box (full signature).
4. Following kind of signatures are **NOT** acceptable:
   ⁻ Signature containing Initials only
   ⁻ Signature in CAPITAL LETTERS
   ⁻ Signature with overwriting

Digital image of your Signature can be made in two ways
  A. Using a digital device to directly image (i.e. camera)
  B. Scanning the signature

A. Preparing digital image of signature using a digital device (camera)
   1. Clicking image of signature using a digital device.
      a) Click the signature within the box in bright light conditions using any digital device (preferably with > 5 megapixel resolution). Avoid using flash.
      b) Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
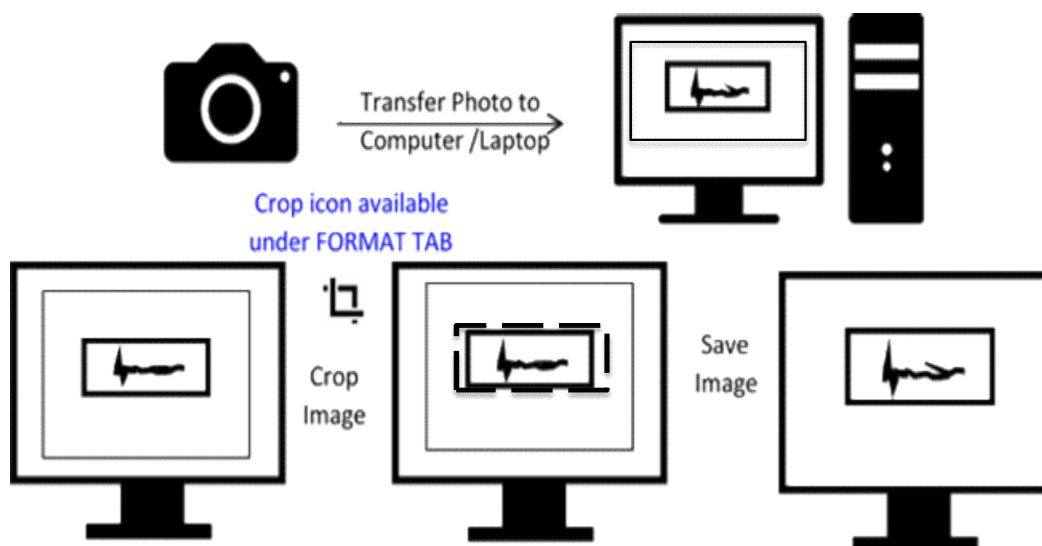
   2. **Editing digital image of the signature**
      a. Transfer the digital image to a computer/laptop.
      b. If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
      c. **Crop** the image such that borders of box are reached.
      d. **Resize** the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

B. Scanning the signature

1. Set the scanner to 200 dpi and scan only the box with signature (DO NOT scan the whole sheet)
2. Save the scanned signature as .jpg/.jpeg/.gif/.png image.
3. Re-size the image to 50 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (**Click here** to know how to resize a scanned image)

Scan

Preview Scan to set scan area

Scan only BOX with Signature NOT entire sheet
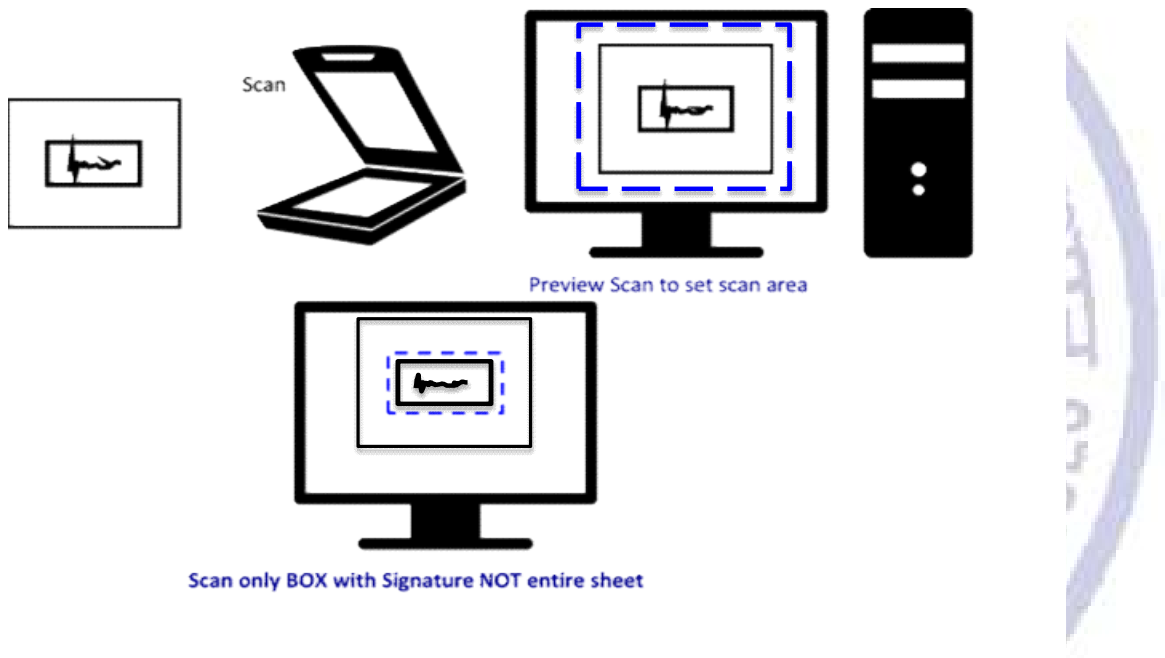
Checklist before uploading digital of signature

1. Signature is clear and without overwriting and against white background
2. Image size is between 50 to 100 Kb
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.

Instruction for preparing digital image of thumb print

Taking a thumb-print
1. Draw a box of 4 cm x 3 cm (width x height) on a white sheet of paper (you may draw more than 1 box to take multiple thumb print and select the best).
2. Use a fresh blue/black colour ink pad.
3. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or light.
4. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)
5. Gently press your **LEFT THUMB** against the ink pad and take a horizontal print of your left thumb within the box. Do not press too much or wriggle as it may lead to smudging of print. Preferably take impressions of thumb in more than box.

Sheet of Paper wth Box size 4cm X 3cm

LEFT THUMB

LEFT THUMB IMPRESSION within the box

Preparing digital image of thumb-print using a digital device (camera/smart phone etc)
1. **Clicking image of thumb-print using a digital device.**
   a. Click the image in **bright light conditions** using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.
   b. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
   c. Click the image and check that it is not blurred due to low light conditions or shaking of hands.

Transfer Photo to Computer /Laptop

Crop Image

Save Image
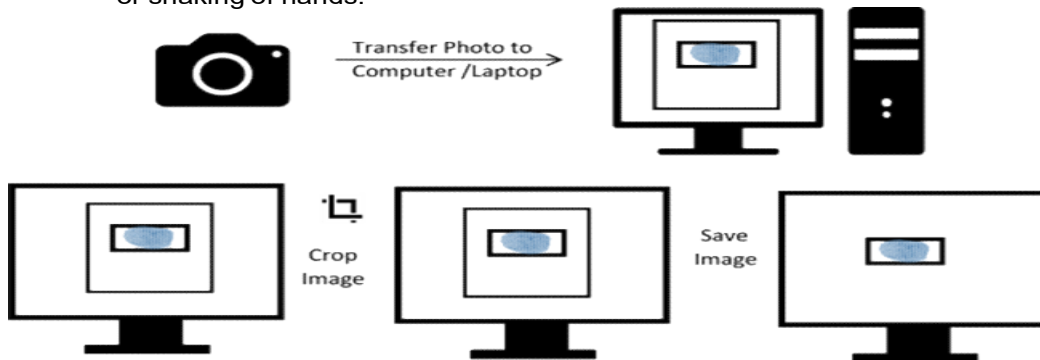
3. **Editing digital image of the thumb-print**
   a. Transfer the digital image to a computer/laptop.
   b. If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
   c. **Crop** the image such that borders of box are reached.
   d. **Resize** the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

Preparing digital image of thumb-print using a scanner

1. Set the scanner to 200 dpi and scan only the box with signature (**DO NOT** scan the whole sheet)
2. Save the scanned image of thumb-print as .jpg/.jpeg/.gif/.png image.
3. Re-size the image to 50 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (**Click here** to know how to resize a scanned image)

Scan

Preview Scan to set scan area

Scan only BOX with Thumb Impression NOT entire sheet
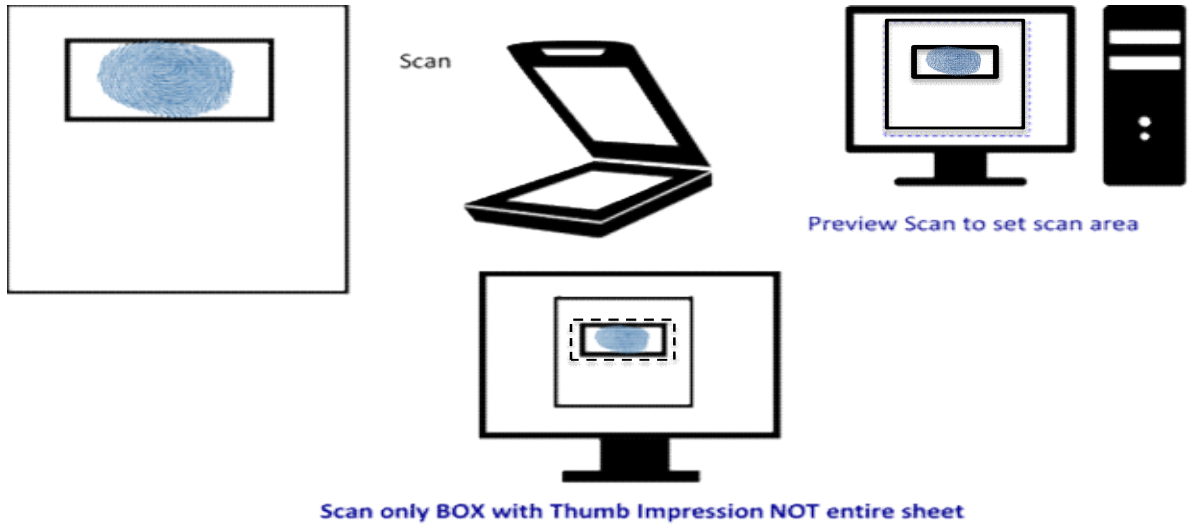
Checklist before uploading digital image of thumb-print

1. Thumb-print and lines are clearly visible against white background
2. Image size is between 50 to 100 Kb
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.

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 ✅	
❌	Shadow on 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 ❌ ✅	

Not acceptable Photograph	Reason for Rejection	Acceptable
	Improper flash or Improper lighting ❌ ✅	
	Photo taken with mobile phone (including "selfies") resulting in distorted face ❌ ✅	
	Distortion due to enlargement of an original smaller image ❌ ✅	
	Black & White Photographs ❌ ✅	

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"**
   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.

| Signature	✅	Properly uploaded signature that is in black with white background. The signature is clear and of proper size.
Signature	❌	NOT ACCEPTABLE: Signature uploaded is very small
Signature	❌	NOT ACCEPTABLE: Signature is in coloured ink
Signature	❌	NOT ACCEPTABLE: Signature uploaded is too light and unclear
Signature	❌	NOT ACCEPTABLE: Signature uploaded alongwith background
Signat...	❌	NOT ACCEPTABLE: Signature uploaded is partly obscured by marks / sprinkled ink
Signature	❌	NOT ACCEPTABLE: Signature uploaded is blurred
Signature	❌	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.**

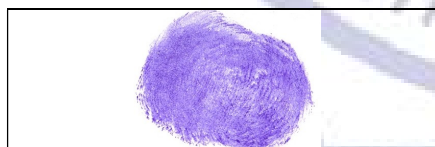## UPLOADING LEFT THUMB IMPRESSION:

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.
   b. 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.
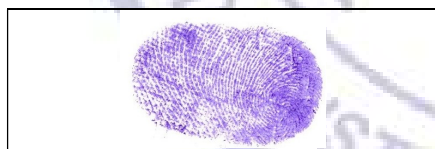
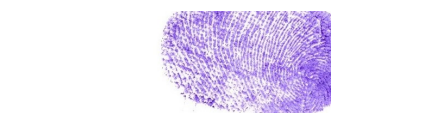|		
	✅	Properly uploaded Left Thumb Impression in .jpg . The Left Thumb Impression is clear and of proper size.
	❌	NOT ACCEPTABLE: Left Thumb Impression Left Thumb Impression uploaded is blurred.
	❌	NOT ACCEPTABLE: Left Thumb Impression uploaded is partly obscured by too much ink.
	❌	NOT ACCEPTABLE: Left Thumb Impression uploaded is partly cropped / not scanned completely

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 -110 029
Tel: 26589900, 26588500 Extn. 6421, 4499, 6422
Fax: 011 2658 8789

www.aiimsexams.ac.in

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