

## 6.0 GUIDELINES & INSTRUCTIONS FOR FILLING THE APPLICATION FORM

### A. Indian Nationals (Common to AIIMS, New Delhi & Six other AIIMS):

A candidate seeking admission to the Entrance Examination is required to fill up the Registration Form available Online with the Prospectus on [www.aiimsexams.org](http://www.aiimsexams.org). Candidate should fill in the online Application Form without leave any column blank. **Please See User Manual for details of how to fill online application form.**

#### ONLINE REGISTRATION & SUBMISSION OF APPLICATION FORM

After selecting the online registration, fill some details asked for deposit the prescribed fee through Debit/Credit cards/Net Banking and till all details required in the Application Form. It will be the responsibility of the candidates to ensure that correct address, mobile number and E-mail address in the Application Form is filled. Incomplete Application/Registration Slip will be rejected and no communication in this regard will be entertained. The Institute will not be responsible for any loss due to mobile number, E-mail address given by the applicant in the application form. **No candidates should register more than one application.**

***All applicants are required to ensure that Photo/Thumb/Signature are uploaded according to the size and format given in the Prospectus. Failure to do so may result in rejection of applications.***

***Duplicate applications from any applicant will result in cancellation of all such applications. No intimation regarding such summary rejections will be provided.***

**PROCESS FOR CHECKING OF STATUS OF PHOTO/THUMB/SIGNATURE STATUS OF REGISTRATION SLIPS RECEIVED:** Acknowledgement with regard to successful Online Registration will be forwarded to registered email ID of the applicants. However, the status of Admit Card will be available on AIIMS, New Delhi website [www.aiimsexams.org](http://www.aiimsexams.org) from 1st May, 2017. Candidates are advised to check position regarding status of Application form on the website [www.aiimsexams.org](http://www.aiimsexams.org). **If the status of Admit Card is not available on website, he/she should immediately contact to the Asstt. Controller Examinations, AIIMS, New Delhi-110 608 along with full particulars of the Registration of application form by sending an email on [aiims.mbbs@gmail.com](mailto:aiims.mbbs@gmail.com).**

Please refer to the IMPORTANT DATES AT A GLANCE page at the beginning of the Prospectus for tentative dates.

### B. Foreign Nationals (Applicable to AIIMS, New Delhi only):

Foreign nationals are not required to fill up the Online Registration form of the All India Institute of Medical Sciences. Foreign nationals who wish to apply for admission to MBBS Course against any seat that are subject to announcement / notification by the Govt. of India for the year 2017 should contact the Indian Mission/Post abroad in their Country. **The All India Institute of Medical Sciences, New Delhi and the Ministry of Health and Family Welfare, Government of India will neither entertain requests for supply of application forms for admission nor receive applications directly for nominations of foreign candidates.**

***Candidates are therefore requested not to contact AIIMS, New Delhi in this regard.***

## 7.0 PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION FORM

- (a) A candidate seeking admission to the Entrance Examination is required to fill up online application as specified in the **Prospectus**.
- (b) The candidate is required to go through the Prospectus carefully and acquaint himself/herself with all requirements regarding filling the application form. The candidate should fill in the online application form as per the detailed instructions given in the Prospectus by the last date of application.
- (c) It will be the responsibility of the candidate to ensure that **correct address, mobile number and E-mail ID** is filled at the time of **online registration** with other details.
- (d) The online **application fee** is payable through Debit/Credit card/Net Banking and is non-refundable as well no correspondence in this regard will be entertained.
- (e) Incomplete application form will be rejected and no correspondence will be entertained by the Institute in this regard.
- (f) Discrepancy, if any, in the date and time of the entrance examination mentioned in the Prospectus, Admit Card etc. should be immediately brought to the notice of the **Assistant Controller (Examination), AIIMS, New Delhi**. 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 will be considered as final for all purposes.

Furnishing of false information/ filling of duplicate application form/conversing in any form or suppression of material information in the Application will entail disqualification and shall render the candidate unfit for admission. If ineligibility is detected at any stage even after examination, the candidature/admission will be treated as cancelled and no further correspondence in this regard will be entertained.

Online registration and application should be completed online and **NOT to be sent** Assistant Controller (Examinations), All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110 608.

### ADMIT CARDS

A **downloadable Admit Card** will be hosted for all the eligible candidates **on website [www.aiimsexams.org](http://www.aiimsexams.org)** w.e.f. 1<sup>st</sup> May, 2017. All the candidates must take a printout of the same. The admit card will not be sent through Postal System. No candidate will be admitted to the examination unless he/she holds a valid Admit Card.

- (a) Candidate will be **NOT** be allowed to enter the Examination Hall/Venue by personal appearance without a valid Admit Card in original. The admit card must bear the details of printout such as IP address etc.
- (b) Candidates are advised to preserve the Admit Card till allotment of seat in College/ Institute. Duplicate Admit Card will not be issued after the examination (i.e. original printout Not photocopy etc.).