

AIIMS, Patna Online Job Application Process Submission Instructions and FAQs

What are the steps to fill the application?

Registration:

STEP 1. Please enter your personal details. The name you enter here will be used on your application.

STEP 2. An email will be sent to your email address entered in STEP1.

STEP 3. Please check your email and click on the link provided in the email to activate your registration.

If you do not find email, check your bulk email or spam email folder. Sometimes mail providers place the automated mails in that folder.

Even after waiting for 2 hours if you still do not receive the verification email, please login with your email and password, a second verification mail will be sent.

Understand very clearly Common mistakes before submission

These can lead to technical rejection and [we do not want even single technical rejection](#):

1. Id: name, date of birth etc not being accurately filled
2. Contact details: email, mobile no. Landline number if any is very useful, postal address not being properly filled.
3. Photograph: not passport specification photo, face not recognizable, brightness, contrast, saturation not adjusted, cropped, not front facing
4. Educational details MBBS/UG marks in %, UG and PG extra attempt cells not filled, additional degrees if any not mentioned.
5. Mode of payment: Only online Payment is accepted.
6. Only 25 best papers bibliography in which applicant is first author is to be given. Similarly 25 best awards and citations to be recorded.

MUST READ>> STEPS to Fill Application Form:

Login after account verification and account activation.

- STEP 1.** We recommend Applicants fill most of the details and save it as Draft first.
- There are fields marked in Red prompts. These are important required fields.
 - Please make sure you have these fields filled out.
 - See Photograph requirements

Please upload a Colored Passport size picture. The Face should be clearly visible in the picture.

- As in Passport photo face should be covering 60-70% area.
- Max File size (2MB) Supported File extensions (.jpg, .gif,.png)

STEP 3. Fill the Payment information in Application.

STEP 4. Save DRAFT and Download the DRAFT PDF.

STEP 5. Review this PDF application form. Make corrections if required and save Draft. And Again REVIEW the PDF.

STEP 6. Once satisfied by the content of your application, submit the application.

STEP 7. At this time System will notify you and give another chance to fill the required fields which are missing data.

STEP 8. Once application is submitted, please fill the feedback form. An email will be sent to your email address on record with generated PDF.

STEP 9. Print the PDF application and keep it handy.

What if I can't see the Advertisement?

May be your computer does not have an Adobe pdf reader, download it and try or use a different computer

What will I need to fill the application online?

You will need education and experience details, awards, papers published, a scanned or digital passport size picture and proof of payment made online/through NEFT.

Do I need to pay separate application fees in case I'm applying for more than one post?

Yes, separate application fees needs to be paid for each position being applied for each department and proof of payments provided for each of the posts applied is to be mentioned in the application.

Do I need to send application form/documents by post to AIIMSP after online submission of application?

No, these documents are required only at the time of Interview.

What documents are needed at the time of Interview?

- Print Out of the submitted Application Form. Age proof
- Proof of Payment made against the application by NEFT/Online. Qualification Proof
- NOC Document
- Reserve Category Document
- Experience Letter
- Medical Registration
- Any other Document you think is important to support your application.

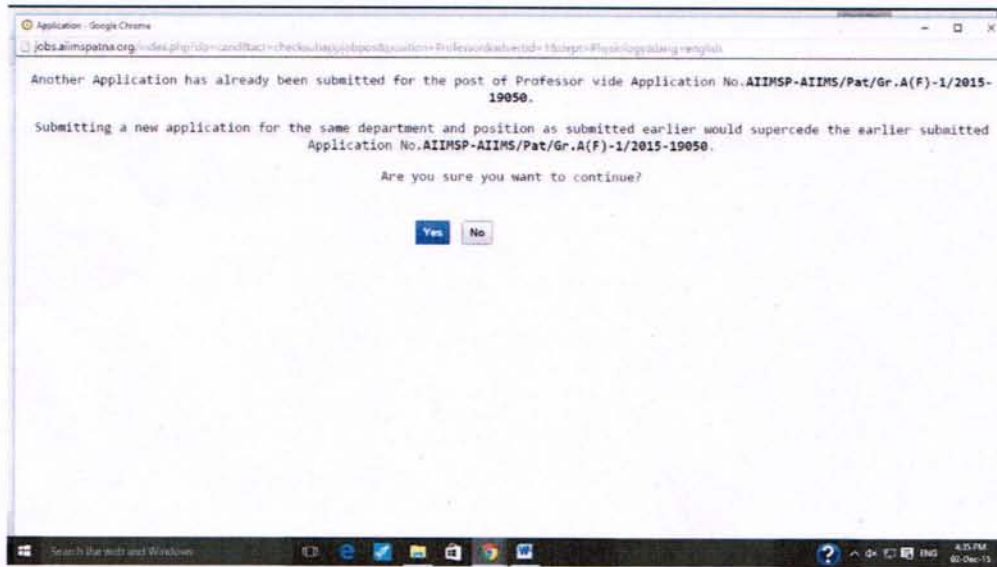
What will be the cut off for Upper Age Limit as the advertisement has been re-opened? For applications submitted already in response to earlier advertisement, the upper age limit cut off date shall remain the same (31.03.2015) as advertised then.

In case of fresh applications in response to present re-opening of the advertisement, the cut off date for upper age limit shall remain the last date for submission of application as notified, i.e 31.12.2015.

In reference to DO No. Z-28016/16/2014-SSH of MoHFW (PMSSY Division) dated 16th November, 2015, the upper age limit of a candidate at the time of recruitment to the services of the Institute shall be 58 (fifty eight) years for the posts of Professor and Additional Professor and 50 (Fifty) years for the posts of Associate and Assistant Professors. However, relaxable for Government Servants, Scheduled Castes, Scheduled Tribes or otherwise exceptionally qualified applicants up-to 5 years and 3 years in the case of Other Backward Classes candidates. Upper age limit will be taken as on closing date of submission of applications. The age limit will apply to candidates applying for fresh appointments to the institute and not to applicants already serving as regular faculty in the Institute.

Instructions for updating application already submitted

1. Open the website jobs.aiimspatna.org
2. Login with registered Email id & password.
3. Click on '**English Form**' against applied post.
4. Click on proceed to Apply Online.
5. Following screen will be displayed.



6. After clicking '**Yes**', below screen will appear
7. Select '**copy**' from and update your application.
8. No need for fresh payment
9. Click '**Submit application**' for final submission.

