INSTRUCTIONS FOR FILLING ONLINE APPLICATIONS

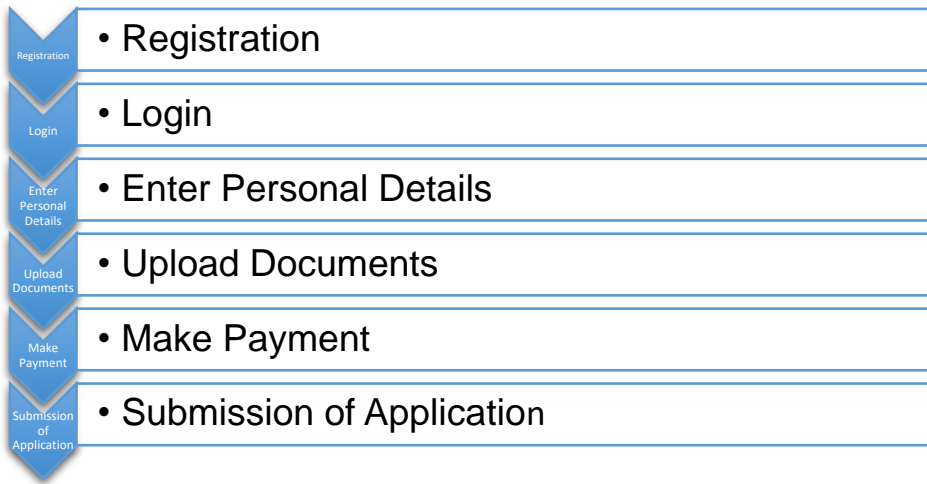|	
Registration	• Registration
Login	• Login
Enter Personal Details	• Enter Personal Details
Upload Documents	• Upload Documents
Make Payment	• Make Payment
Submission of Application	• Submission of Application

1. **One time Registration**

   - Candidates are required to REGISTER once before LOGIN to the Online Application.
   - For Registration; Name, Date of Birth, Mobile Number and Email are required.
   - Name and Date of Birth has to be as in Standard X/XII certificate.
   - OTP and future communications will be send to valid email address and mobile number only.
   - Password should be minimum of 3 characters.
   - OTP received via email OR mobile number is required for completing the Registration process.
   - In case of lost password, click on the '**Forgot Password**' available in the LOGIN window. Enter your registered email id, mobile number and Date of Birth. An OTP will be send to the registered email id and mobile number. Use that OTP for changing the password.

2. **LOGIN**

   Candidates can 'LOGIN' using their registered email id and password.

3. **Personal Details, Qualifications & Experience Details**

Details required for filling the online application	
(common for all)	
1) Gender	
2) Marital Status	
3) Reservation Category, if any	
4) Nationality	
5) Permanent & Communication Address	
6) Educational Qualifications	
7) Details of Armed Service, if any	
8) Details of Sponsorship / Deputation, if any	
9) Employment Details, if any	
Post Doctoral Courses	Other Courses
1) GOLD Medal during MBBS / MS / MD / DNB	1) Final Year Consolidated Mark List

2) No. of attempts	2) Month & Year of Admission and Passing Out
3) Details of Medical Council Registration	3) Percentage of Marks
	4) Details of Nursing Council Registration, if applicable

4. Uploading Documents

The following documents have to be uploaded (in pdf format size less than 1MB only) in the online application, wherever applicable:

Details required for uploading in the online application	
(common for all)	
1) Photograph - passport size photograph [35 mm x 45 mm (150kb max) - as jpeg image] 2) Proof of age 3) Caste Certificate if SC/ST/OBC 4) NOC from employer, if employed 5) Sponsorship Certificate, if sponsored	
<u>Post Doctoral Courses</u>	<u>Other Courses</u>
1) MBBS Certificate 2) MBBS Attempt 3) MBBS GOLD Medal, if any 4) MD/MS/DNB Degree 5) MD/MS/DNB Degree Attempt 6) MD/MS/DNB Degree GOLD Medal, if any 7) DM/MCh Certificate 8) Registration MBBS Degree 9) Registration MD/MS/DNB Degree 10) Registration DM/MCh Certificate 11) MCI Recognition certificate 12) Research Proposal (for PDF Programs)	1) PG Degree / Degree / Diploma Certificate 2) Final Year Consolidated Mark List (Diploma / Degree / PG Degree), wherever applicable 3) Research Proposal (for PhD Programs) 4) Statement of purpose (for PhD Programs) 5) Proof of fellowship (for PhD Programs), if any.

5. Make Payment

The application fees can be paid through online payment mode—Internet Banking / Debit / Credit Cards (Service charges payable to be borne by the candidate).

6. Submission of Application

After completing the above 5 steps, you can submit the application. On submission, an application number will be generated. **Candidate has to produce the print out of the application at the time of entrance examination for verification**.

7. News Updates

For any updates/informations regarding Eligibility / Entrance Examinations / Admissions, etc will be notified in the 'News Updates' & will be communicated through the registered email id. Candidates are required to check their emails regularly.

8. Admit Card

Hall Ticket / Admit Card for Entrance Examination will be available in the 'Admit Card' menu, 10 days prior to the scheduled date for entrance examination / selection.

9. My Profile

Under 'My Profile' you can change your Name, Date of Birth, Mobile Number and Password.

10. Browser Compatibility - Intenet Explorer 11+ / Chrome 50+ / Firefox 50+ / Safari 10+

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