

FAQ regarding filling up faculty recruitment form for AIIMS Patna

1. How do I can fill up the form for the faculty and group 'A' post advertised by AIIMS PATNA.

Answer: - The application can be made through the link at AIIMS Patna official website.

2. Which browser I should use to fill the form?

Answer: Google chrome is the recommended browser for filling up this form.

3. What document are required to fill up this form?

Answer: Following information you should keep with you while filling up this form

1. Personal information.
2. Educational qualification.
3. Work experience.
4. Research work
5. Publication & name of 6 best Vancouver style publications
6. Awards and honours
7. Technologies or patents you have
8. Extras activates, if any.
9. Payment details

Besides these documents you should have scanned copy following documents for uploading while filling of form

- a. Photograph of your having width of 250 px and height of 320 px not exceeding 50 kb in jpeg or jpg format
- b. Your signature not exceeding 50 kb in jpeg or jpeg format.
- c. Category related document if any not exceeding one mb the document should be in pdf format.
- d. All documents related to your qualification scanned in single pdf file not exceeding 1 mb.
- e. All experience related documents scanned in one pdf file not exceeding 1 mb.

4. What is the process of the filling of the form?

Answer: To fill up the form you have to register yourself at **registration** page which can be navigated through signup.

5. After filling up the registration form how to proceed for filling up rest of the form?

Answer: After successful registration you will receive an email containing your login ID and some other important details. You will also receive an activation link in this email which you have to click on or paste into the url bar and hit enter once to

confirm your registration. Once you get the successful activation message you can login to the system and fill the form.

6. How many character should the password have?

Answer: The password should be of exact 8 characters.

7. This form has several stages how many stages should be compulsory to submit the form finally?

Answer: The stages are just for your reference of completion of the form.

8. Which is the final stage of the form?

Answer: The declaration is the final stage of the form. You should check and submit the declaration only after filling the entire form. One you submit the declaration you won't be able to add or edit any information further.

9. What format a date of birth should have?

Answer: The date of birth should be in **YYYY-MM-DD** i.e. example **1970.01. 12** format.

10. In which format the phone number should be given?

Answer: The phone number should be given in STD code and phone number format.

11. In Which Format the Mobile Number should be given?

Answer: The Mobile Number should be given in format of country-code (for India Country Code is 91) and 10 digit Mobile Number fill in separate column as indicated as placeholders.

12. What should I do if a mandatory field is not applicable to me?

Answer: Mandatory fields not applicable should be marked as NA.

13. What should I fill in the mandatory educational qualification if it is not applicable to me?

Answer: Please mark the fields as follows:

Degree: NA

Institution: NA

Passing year: 0000

Marks Percentage: 00

Extra attempts: 0

14. In the work experience section the experience the "From" and "To" should be written in which date format?

Answer: The **from** and **To** column should be written in "**YYYY**" format i.e. "2017" up to 4 digits.

15. Can I apply different post with the same registration and application fee?

Answer: A separate registration is needed for each post with different email addresses. Separate application fee need to be paid for each registration.

16. How much fee I have to pay as application fee?

Answer: Please refer to the advertisement "[NOTIFICATION FOR RECRUITMENT OF FACULTY & NON FACULTY \(GROUP 'A'\) POSTS FOR VARIOUS DEPARTMENTS AT AIIMS PATNA ON DIRECT RECRUITMENT BASIS](#)".

17. How should I fill the fee details if I am ST SC and female candidate?

Answer Select Payment Mode: Exempted

Application Fee: NA

Date: Current Date

D.D. Number/Transaction Number: NA

Issuing Bank Name and Branch and IFSC Code: NA

18. What if I have applied in the previous advertisement for Faculty recruitment

Advertisement no AIIMS/Pat/Gr.A (F)-1/2015 do I have to pay the fee again?

Answer: No you don't have to pay fee again but you have to provide your previous applicant ID. You have to check into the checkbox asking **Have You applied at previous advertisement No. AIIMS/Pat/Gr.A (F)-1/2015** and provide the previous application ID into the applicant ID field.

19. What is the last date of online application?

Answer: the Last date of online application is 01.05.2017 till 5 P.M.

15 what is the Last date of submission of Hard copy of the application?

Answer: the last date of submitting the online application is 08.05.2017 till 5 P.M.

16 Can I courier or drop the application in person?

Answer: No Hard copy will be accepted by courier or in person. The application copy along with the requisite document as per the advertisement can be sent to dean office AIIMS Patna 801507 up to 08.05.2017 till 5 p.m. via speed post or register post only.

17 Where do I contact in case of any query?

Answer: you can email at recruitment@aiimspatna.org or call at 8544213762 during the office hours.