HOW TO FILL THE APPLICATION FORM

Steps involved in the filling of the application form of MD MS Entrance exam include registration, candidate login, etc. The steps are mentioned below.

1. Registration
2. Candidate Login
3. Payment of fee
4. Printing of Confirmation page

The detailed process of filling the application form of ICMR Scientist B Recruitment exam.

Step 1: MD MS Registration Form

The application process begins with the basic registration of candidates. For this the candidates are required to follow the steps below:

Candidates are required to apply online through website www.pgimer.edu.in only. No other means/mode of application will be accepted and there shall be no need to submit any hard copies of the uploaded documents.

- Visit the Official website
- Then click on the Specific "Exam Name" for which you want to fill the application form
- Then click on `New Registration' and you will be directed to registration form page
- The entries in registration form cannot be changed once submitted, hence, ensure that you enter the required information as below correctly.

Candidates are required to have a valid personal e-mail ID and valid mobile number. It should be kept active during the currency of this recruitment process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Under no circumstances, he/she should share/mention e-mail ID to/of any other person.

He/she should thoroughly go through the vacancy notification first to know the eligibility, age criteria, etc.

On Successful Completion of registration an application sequence No. and password will be generated. (User id & password shall be received on e-mail and mobile number).

Candidates should fill up the application form having all the details relating to age, personal details, educational qualification etc. online in the application form. Candidates will have to upload scanned copy of: -
a) Recent passport size color photo (maximum of 50-200 KB Size in JPEG/JPG format)
b) Recent scanned signature (maximum of 50-200 KB Size in JPEG/JPG format)
c) Category/Caste certificate (OBC/SC/ST/PwBD)-maximum 1 MB size, in JPG/JPEG format.
d) Date of birth proof document as per guidelines (Maximum 1 MB size, in JPG/JPEG format).
e) Qualifying Degree certificate (maximum 1 MB size, in JPG/JPEG format).
f) Credit/Debit Card/Net banking etc. for transaction of exam fee, as only online payment is applicable.
Applicant must read declaration and preview application form before submission, also they can take a printout of the application form.

Applicant will be redirected to payment gateway post submission of application form. After successful transaction a payment acknowledgment slip (with unique application sequence number, transaction ID, applicant name, category, exam fee and post applied for) will be generated and should be downloaded for any future communication regarding application form.

Until the payment is successfully made, the candidate will not be registered for the test.

Note: For pictorial representation please, refer the following pages.

Step 1: Registration Form

On Registration page, Applicant must select Post category and fill their Name, Contact Number and Email ID for registration.

- **Name of Candidate**: This should be the same as on valid government id proof.
- **Date of Birth**: Use the calendar icon to select the correct date.
- **Gender**: Enter your gender (Male/Female)
- **Mobile Number**: Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.
- **Email Address**: Should be valid and unique. You will receive your User ID and Password on this email address only.
- **Captcha**: The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.
- By selecting the 'Submit' button, you are committing to be honest and fair in all your actions and information provided in the Registration Form.
- Confirmation of Registration
- Within minutes of submitting the Registration Form, you will receive a User ID and password on the registered email address from the Administrator. Ensure that you check your mailbox immediately and that it is not considered as spam mail.
- You will also receive the User ID and Password as an SMS* on the registered mobile number. Using these credentials, you may proceed to complete your application. (*Please note SMS will not be sent to international numbers)

Step 2: Fill Application Form

Registered Users Click on `Applicant login' to access the Application form with User ID and password received on your email and mobile number.

Click on the 'Go to Application Form' button and please read the important instruction carefully.

The Application Form is categorized into the following three sections:

1. Personal Details
2. Qualification Details
3. Test Center Details

Login Page:

Applicant can also reach above Application page via below Login page using the credentials received on email.

Personal Details:

Read the Note on pop-up page of the form before you begin filling the information. You need to fill section-wise application form. Once the mandatory details in a section are filled, you can move to the next section by clicking on Save and Next. However, you will not be allowed to navigate to next section, if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the previous section tab.

Step 3: Payment of Application Fee

Candidates who complete the above steps have to make the application fee payment. Special care should be taken while making payment as fee for application form is non-refundable under any circumstances. Fee will only be accepted through Net Banking/Credit Card/Debit Card.

Photograph and Signature upload

- Candidates have to upload their scanned photograph and signature as per specifications. The photograph and signature should not appear blurry after upload

- Save signature as "Candidate Signature.jpg" and photograph as "Candidate Photograph.jpg"

Once you have completed the last section and then, click on Submit button, you will be re-directed to make the payment. Once payment is done, your application is considered complete. Post this, changes to application can be done but, are applicable to limited fields only as defined above.

After the payment is successfully completed by the applicant, the payment page will be redirected to below page. Here candidate can print the application form by clicking on Print button available at Top Right corner of the page.

*Please note: Once the form is submitted, payment has to be made for the particular Exam to ensure the particular Test City chosen by you is assigned to you.