General Instructions to Candidates

1. Before filling up the Online Application Form, the applicant must go through the detailed Advertisement/ Prospectus available on the PGIMER Chandigarh website. Please proceed to fill the online application only if you possess the minimum Essential Qualifications stipulated for the post in the detailed Advertisement/Prospectus. Otherwise, the application shall be out rightly rejected.

2. The applicants are advised to fill in their particulars in the Online Application carefully.

3. The applicants are advised to fill their correct and active e-mail address and mobile number in the Online Application as all correspondence will be made by the PGIMER Chandigarh through e-mail and mobile number only.

4. Fee once paid shall neither be refunded nor be held in reserve for any other examination/recruitment, under any circumstance.

5. The applicant must upload only relevant documents wherever required in the Online Application. The uploading of irrelevant/illegible/fabricated or password-protected documents may lead to rejection of application by the concerned department.

6. No request regarding any change in the entry i.e. Name, DOB, Educational Qualification, Experience, Category etc. in the Online Application Form will be entertained by the concerned department. So, applicants are advised to read the instructions carefully before submitting the Application. Incomplete Application or Application without fee will be rejected straight away and no correspondence will be entertained in this regard by the concerned department.

7. The applicants are advised to apply online well in time without waiting the last date of submission of Online Applications.

8. Applicants must have good internet facility with reasonable speed, and online payment facility i.e., Internet Banking / Debit Card / Credit Card etc.

9. Entries in the Application Form are required to be filled only in English language.

10. Before starting to fill up the Online Application Form, keep at hand the following details/documents/information with you as per the requirement prescribed in the advertisement: -

- Personal details (Name, Father's Name, Mother's Name, DOB).
- Valid and active Email ID.
- Valid and active Mobile number for receiving SMSs.
- Educational qualifications details with percentage of the marks obtained.
- Scanned photo and signature.
- A facility to take printout of the Application Form and Fee Slip.
- Online Payment facility (Internet Banking / Debit Card / Credit Card)

11. The candidate should fill all details correctly in the Online Application Form and submit it after ensuring that all the particulars/details are correctly reflecting in the Online Application Form.

12. After submitting Online Application Form, Application No. and Password will be generated.

13. After successful submission of online Application Form, the applicants are advised to pay application fee through net banking/debit card/credit card and thereafter ensure to take out the print of Online Application Form.

14. The candidates are advised/directed to retain the printed/hard copies of their Online Application Form with them.

15. Candidates are advised to fill their details in the Online Application Form carefully. After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form.
In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.

16. In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application No. only will be considered by the Commission.

HOW TO APPLY

1. Candidates are required to apply online through website https://pgimer.edu.in/ only. No other means/mode of submission will be accepted.

2. The entries in registration form cannot be changed once submitted. Hence, ensure that you enter the required information correctly.

3. The personal e-mail ID and mobile no. should be kept active during the currency of this 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.

4. Candidate will have to upload scanned copy of: -
a) His/her recent passport size colour photo (maximum of 80-200 KB Size in JPEG/JPG format).
b) His/her recent scanned signature (maximum of 50-200 KB Size in JPEG/JPG format).
c) Qualification Documents

How to fill Registration Form

1. On Registration page, Applicant must select Post category and fill his/her details carefully.

- **Name of the Applicant:** This should be same as per your certificate/marksheet of Matriculation/10th/SSC.
- **Date of Birth:** Use the calendar icon to select the correct date. This should be same as per your certificate/marksheet of Matriculation/10th/SSC.
- **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.
- **Confirm Mobile Number:** Same as Mobile Number.

- **Email Address:** Should be valid and unique. You will receive your User ID and Password on this email address only.
- **Confirm Email Address:** Same as Email Address.
- **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.

2. Click on the 'Submit' button to complete the registration. By selecting the 'Submit' button, you are committing to be honest and fair in all your actions and with regards to the information provided in the Registration Form.

3. Within minutes of successful submission of the Registration Form, you will receive a User ID and Password on the registered email ID to confirm registration. 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).

How to fill Application Form

1. Registered User click on "Already Registered" to access the Application Form with User ID and Password received on his/her email and mobile number.

2. Click on the 'Go to Application Form' button and read the instructions carefully.

3. Read the Note on pop-up page of the Form before you begin filling the information. You need to fill the Form sectionwise. 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.

4. Upload scanned photograph and signature as per specifications. The photograph and signature should not appear blurry after upload. Save signature and photograph in ".jpg" format.

5. Special care should be taken while making payment as fee for Application Form is not refundable under any circumstances. Fee will only be accepted only through Net Banking/Credit Card/Debit Card.

6. Once you have completed the last section and click on Submit button. You will be re-directed to payment gateway. After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form.

Please Note: No change can be done after fee submission.

Please Note: Until the payment is successfully made, the application of the candidate will not be considered to have been successfully submitted.