HOW TO APPLY
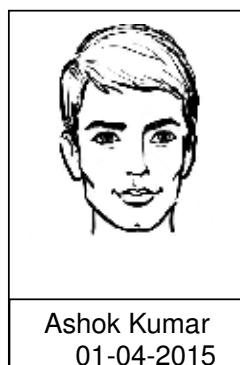
1. Candidates are required to apply online through PGIMER, Chandigarh website www.pgimer.edu.in or ICMR New Delhi website www.icmr.nic.in. **No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.**

2. Firstly ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox or even the spam box of this e-mail id regularly during the Admission process as PGIMER may send intimations related to admissions etc. through this.

3. You will be required to submit the following with application. Please keep them ready before you submit the application:-

    I.   Photograph (Jpeg format – Max. Size 50Kb)

    II. Signature (with black pen) (Jpeg format – Max. Size 50Kb)

    Scan your Photograph and Signatures (**On white page with black ball point)** individually and save them individually in **JPEG** format. The size of any of these individual images should not exceed 50 kb each; otherwise you will not be able to submit your online application.

INSTRUCTIONS FOR PHOTOGRAPHS

a) Please scan your Photograph (clear passport size coloured with light background) and save it in the **JPEG** format. The size of image should not exceed 50 kb.

b) Photograph MUST be snapped on or after April 1, 2015.

c) Photograph must be taken with name of candidate (as in application), and date of taking photograph, as per the example given below:

Example

Ashok Kumar
01-04-2015

<u>IMPORTANT:</u>

- **The photograph must be snapped with a placard indicating name of candidate and date of taking photograph, In case name and date are written on the photograph afterwards, the application will be rejected.**

- **The name and date on the photograph must be clear and legible.**

d) Candidate **should not** wear cap, goggles etc. Spectacles are allowed.

e) Photograph should be pasted (NOT stapled) on Printout of Application form. Use good quality adhesive to paste the photograph.

f) The photograph on the Application form should be **unattested.**

g) Keep a few identical photographs in reserve for use at the time of Entrance Examination/Admission.

h) **Any deviation or discrepancy between actual appearance at the time of examination and facial appearance in the photograph pasted on the application will make the candidate liable for rejection.**

4. Please keep following details ready with you before filling up your online application.

   a. Personal demographic details including Date of Birth and Nationality
   b. Mobile Number
   c. Personal Email ID
   d. Reservation Category Details
   e. Soft Copies of scanned Photograph, Signature (with black pen).

5. **YOU ARE NOW READY TO APPLY ONLINE.**

6. Go to the website www.pgimer.edu.in or www.icmr.nic.in and click on the link **'ICMR - JRF Entrance Exam. - 2015'**. Further click the Tab '**Online Application Form**'. Clicking on this Tab will open the Online Application Form.

7. **Carefully select Centre, Stream and Category details choosing appropriate option from drop down menu. Fill Personal details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature. Ensure that Mobile No. and email Address are absolutely correct as all communications will be through your email id.**

8. **Click Register Button** – This will allot you a unique registration number, login id and password. **Make sure to note your login and password as you would require them for future use.**

9. Your login id and password will be sent at the email address provided by you and SMS regarding the same will also be sent at the Mobile No. provided by you.

10. **Click on NEXT Button** to complete your application form.

11. **Fill your Contact Information** – Correspondence and Permanent Addresses (Do fill correct Pin code) and **click NEXT** Button.

12. **Fill Qualifying Details** – (i) Qualifying Exam (**M.Sc./M.A/Equivalent**) (choose from Drop down Menu), Month, Year of Passing, Division, %age of marks. (Fill zero in Division and %age column if Result awaited or Appearing)

13. **Fill Name of the University/Institute awarding the degree.**

14. Now you are required to **upload your scanned photograph/Signatures** one by one. **Click on choose file – select relevant scanned image file from browser and then Click on Upload Button**. Repeat this process till there is nothing more to upload.

15. Now your application is complete. Go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Admission Notice, then and only then check the **"Declaration Confirmed & Accepted"** box. **Click on SUBMIT Button** and this will prompt you to download Bank Challan.

16. Click on the link **"PRINT BANK CHALLAN"** and take a print out of the challan form.

17. **WAIT FOR 48 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**

18. Based on the category in which you intend to apply, the following Fees will have to be paid :
    - **a) SC/ST/PH   : Rs. 800/-**
    - **b) All other categories : Rs. 1,000/-**

19. It is important to note that the requisite fee can only be deposited in any of State Bank of India branches as PGIMER has only nominated State Bank of India for Collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.

20. **After depositing the fee, you will get TWO copies of challan - Candidate's Copy and PGIMER Copy. Bank copy will be kept by the bank where you will deposit the fee.**

21. **WAIT FOR ANOTHER 48 HOURS AFTER DEPOSITING FEE AS IT WILL TAKE MINIMUM 24 HOURS FOR THE BANK TO TRANSMIT YOUR DATA BACK TO US.**

22. Please **take TWO printouts of the Online Application Form** by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. The candidate should ensure to take printout of application form after completing all details. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted to ICMR New Delhi after declaration of result.
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23. To download your Admit Card, you will visit PGIMER website www.pgimer.edu.in or **www.icmr.nic.in** and click the same link **'ICMR-JRF Exam. – 2015'** which will take you to the same portal where you had filled your online application form. Click on Login button to login with your login id and password. Click on 'PRINT ADMIT CARD' to download and print your Admit Card. (Please Note that Admit Card(s) will **NOT** be sent by Post). Intimation about when to download the Admit Card will be sent to you through email. Roll Numbers/Admit Cards for appearing in the entrance examination will available for download to eligible candidates approximately 15 days before the date of concerned entrance exam.

    Conditions which may render you ineligible

    a).   **Insufficient fee**

    b).   **Examination fee deposited in a bank other than State Bank of India**

    c).   **Wrong/incomplete information given in the Application Form**

e). **Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications etc.**

NB: The candidates must see the Admit Card/Roll No for detailed instructions to be followed during entrance examination.

Disclaimer: **PGIMER, Chandigarh/ICMR New Delhi will not take any responsibility for any wrong/incorrect information filled in these fields which may lead to disqualification of application.**

For Candidates seeking Fee concession

(a) A SC/ST candidate should submit a copy of the caste certificate about being SC/ST issued by the prescribed authority of Govt. of India, in English or Hindi. In case the caste/category certificate is in regional language the candidate should enclose an English/Hindi translation of the same duly notarised by a notary with the request for application form. **For allowing concessions in this regard, ICMR follows only Central Govt. lists and not State Govt. list.** The SC/ST candidates should ensure from the competent authority issuing the caste certificate that their communities are enlisted in the common list of the Govt. of India.

(b) A physically handicapped (PH) person should submit along with his/her application a copy of certificate about being handicapped obtained from a government hospital/Medical Board with the application form.

Application fee paid for a particular examination will neither be adjusted for any subsequent examination nor refundable under any circumstances.