

User Guide – Non-faculty recruitment

Please keep the following ready before submission of online application:

1. Softcopy of scanned passport size photo image with 100 kb
2. Softcopy of scanned signature with 80 kb
3. Phone for receiving login credential alerts
4. Education certificates

1. Please click on the link available at AIIMS Mangalagiri website ie www.aiismangalagiri.edu.in
2. After clicking on the link provided for non-faculty recruitment, the following screen will appear which is self explanatory..
3. To view the advertisement, click on the advertisement; to goto the website, click on the link provided on <http://www.aiismangalagiri.edu.in>
4. To go for new registration, click on the ‘New Registration’; to go for the existing registration, click on the ‘Existing Registration’.

The screenshot displays the AIIMS Mangalagiri website interface. At the top, there is a navigation bar with 'Home' and 'Advertisement' links. The main content area is divided into several sections:

- IMPORTANT DATES:** Registration Start Date (17th May 2019), Registration End Date and Time (18th Jun 2019 at 5.00pm), and Exam Date (to be informed in due course through www.aiismangalagiri.edu.in and Admit card).
- About AIIMS:** A link to <http://www.aiismangalagiri.edu.in/> and instructions for new and existing users.
- Registration Options:** Buttons for 'New Registration', 'Existing User', and 'Forgot Password', along with a 'HOW TO APPLY?' link.
- Forms:** A list of forms available for download, including forms for claiming experience, OBC benefits, SC/ST benefits, and other specific categories.
- Helpline Details:** Contact No.: 0866-2454500 and Email ID: recruitment.helpdesk@aiismangalagiri.edu.in

The footer contains the text 'All rights reserved (C) 2017. Attest Testing Services' and the Windows taskbar at the bottom shows the system date and time as 18:20 on 17-05-2019.

5. If you click on 'New Registration', the following screen will appear:

The screenshot shows a web browser window displaying the registration form for the All India Institute of Medical Sciences (AIIMS) Mangalagiri. The page header includes the AIIMS logo and the text "ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) MANGALAGIRI". The form is titled "APPLICATION FORM" and contains the following fields and options:

- POST NAME:** A dropdown menu with options: LOWER DIVISION CLERK (Gr. C), -SELECT-, LOWER DIVISION CLERK (Gr. C), STENOGRAPHER (Gr. C), NURSING OFFICER (Gr. B), WARDEN-MALE (Gr. B), and MEDICAL SOCIAL SERVICE OFFICER Gr I (Gr. B). A note indicates "All * fields are mandatory".
- FULL NAME:** A text input field.
- DATE OF BIRTH:** Three dropdown menus for DAY, MONTH, and YEAR. A note below states "(DOB should be same as in 10th marksheet)".
- EMAIL ID:** A text input field.
- MOBILE NUMBER:** A text input field.
- GENERATE OTP:** A button labeled "GENERATE OTP" and a text input field labeled "ENTER OTP NUMBER".
- Buttons:** "SUBMIT" and "EXIT" buttons.

The browser's address bar shows the URL: `development.cbteexam.in/aiimsmanglagiri-nonfaculty/Candidate/EntryForm.aspx`. The system clock indicates "Fri May 17 2019 6:19:19 PM IST".

6. After filling up the above Form click on the 'Submit' button, the OTP will be generated and sent to the phone via 'Message' and then the following screen will appear:
7. The login credentials will be sent to you on your phone through 'Message Box' with the below screen appeared:

The screenshot shows a web browser window displaying the success confirmation screen for the AIIMS Mangalagiri registration. The page header includes the AIIMS logo and the text "ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) MANGALAGIRI". The main content area contains the following information:

Congratulations - Your registration is successful!

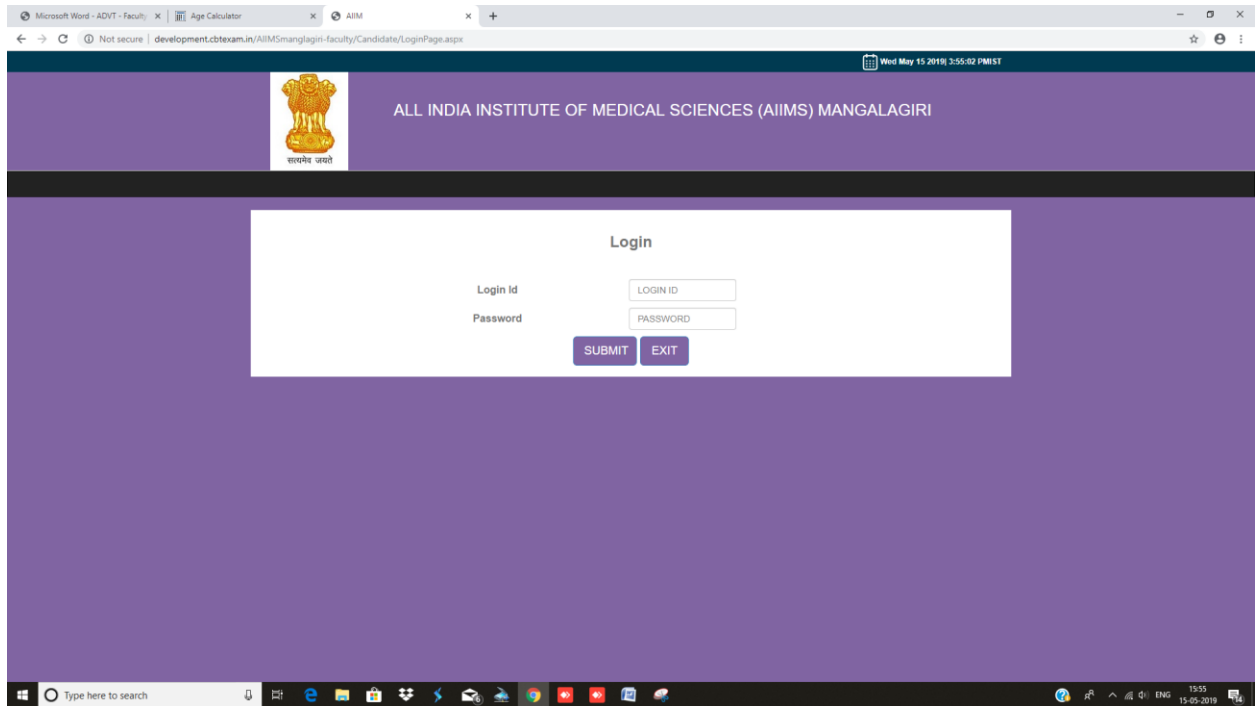
Note down your login id and password & Relogin again to change your password

Login Id	601101
Password	01011962

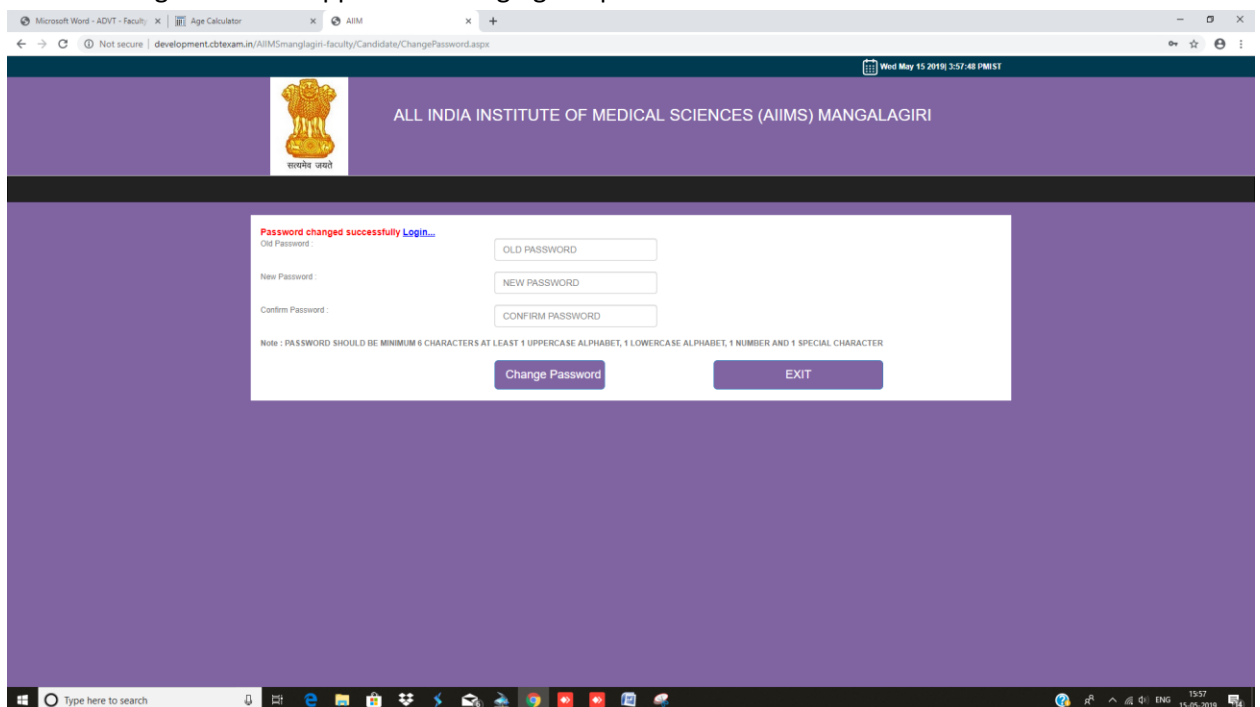
EXIT button

The browser's address bar shows the URL: `development.cbteexam.in/aiimsmanglagiri-nonfaculty/Candidate/Congratulations.aspx`. The system clock indicates "Wed May 15 2019 3:54:01 PM IST".

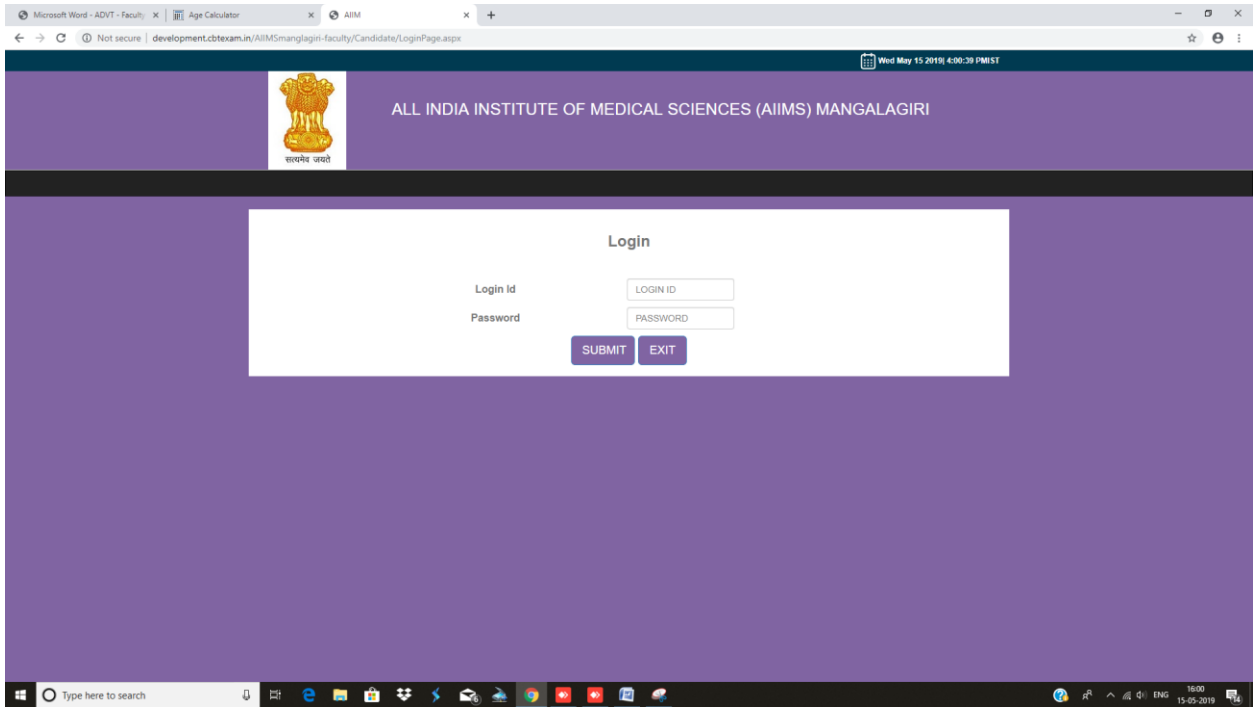
- After giving User id and password, generated and sent to your phone via 'Messaging', press EXIT Button.
- After pressing the EXIT button, the following screen will appear:



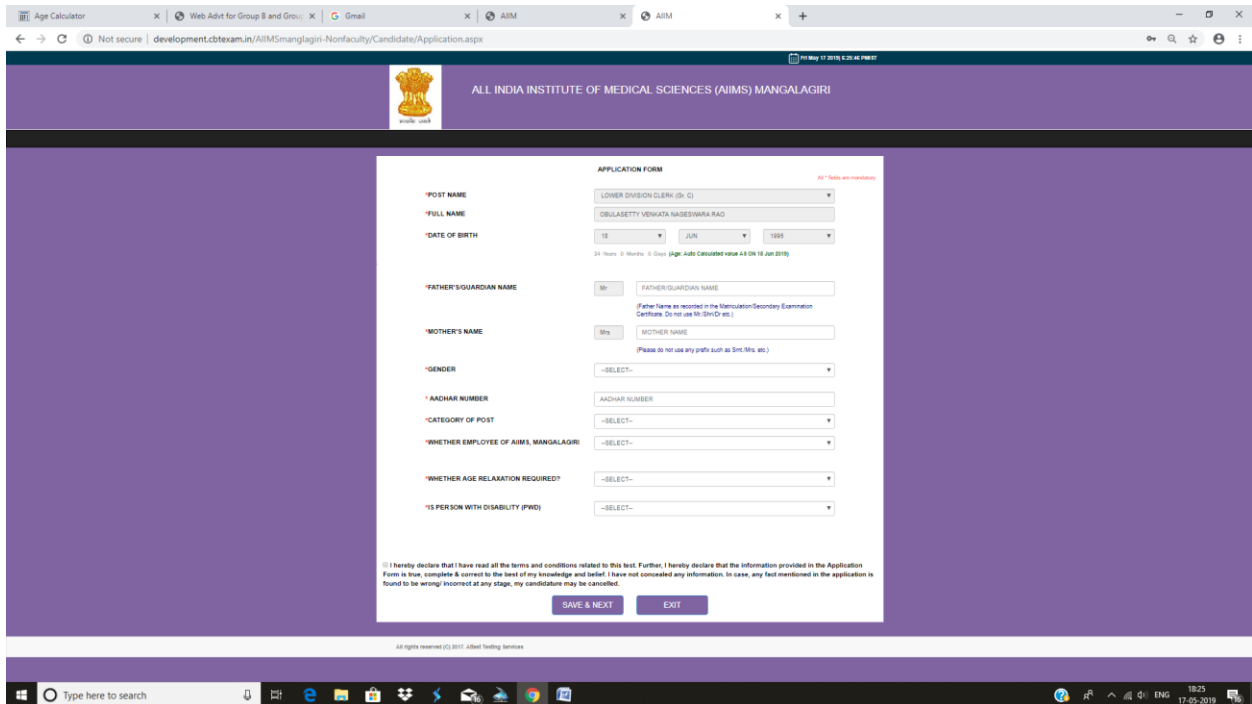
- Please enter your login credentials and click on 'SUBMIT' button
- The following screen will appear for changing the password:



12. After giving your existing password and new password and its confirmation, Click on 'Change Password'. Then click on 'LOGIN' available at 'Password changed successfully'
13. The following screen will appear:



14. Please login the application page by using login credentials. Then the following page will be shown:



15. The primary details given to the system will be shown and you can also see your system calculated age. Then the remaining details as to be given to submit accordingly.
16. After authenticating the statement, press 'SAVE & NEXT' button to go further or you can also 'EXIT at this point of time to later to continue.
17. After click on 'SAVE & NEXT' button, the following screen will be appeared:
18. After typing the present address, you may click on the box given above the permanent address so that the same will be repeated.

The screenshot shows a web browser window displaying the 'CONTACT DETAILS' form for the All India Institute of Medical Sciences (AIIMS) Mangalagiri. The form is set against a purple background. At the top left, there is the AIIMS logo and the text 'ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) MANGALAGIRI'. The form itself is white and contains the following fields:

- CONTACT DETAILS** (with a red asterisk and 'Fields are mandatory' note)
- MOBILE NUMBER**: Input field containing '9463220718'
- EMAIL ID**: Input field containing 'dempq@gmail.com'
- CURRENT ADDRESS**:
 - ADDRESS: Input field
 - STATE/U.T.: Dropdown menu with '-SELECT-' selected
 - DISTRICT: Dropdown menu
 - CITY: Input field
 - PINCODE: Input field
- PERMANENT ADDRESS** (with a note 'Same as Current Address'):
 - ADDRESS: Input field
 - STATE/U.T.: Dropdown menu with '-SELECT-' selected
 - DISTRICT: Dropdown menu
 - CITY: Input field
 - PINCODE: Input field

At the bottom of the form, there are two buttons: 'SAVE & NEXT' and 'EXIT'. The browser's address bar shows the URL 'development.cbteexam.in/AIIMSmangalagiri-faculty/Candidate/Contact.aspx'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '15-05-2019' and time '16:08'.

19. Click on 'SAVE & NEXT' to go further or to click on 'EXIT' to stop at his post to continue the same later.

20. After click on 'SAVE & NEXT', the following screen will appear:

ACADEMIC QUALIFICATION

NOTE: PLEASE DO NOT APPLY IF YOU DON'T HAVE ESSENTIAL QUALIFICATION TILL LAST DATE OF SUBMISSION OF APPLICATION FORMS
CONVERSION OF CGPA/GRADE INTO PERCENTAGE WILL BE MADE AS PER THE CRITERIA INDICATED BY UNIVERSITY/BOARD

EXAMINATION	MAIN SUBJECT	CGPA / GRADE / PERCENTAGE	BOARD/UNIVERSITY/INSTITUTION	PASSING YEAR	ROLL NUMBER / ENROLLMENT NUMBER
12th (10th SCHOOL / EQUIVALENT)		CGPA Grade Percentage		DATE ▼	

Have you Done 12th Or Having Service Experience of 3 years or Both?

ANY OTHER QUALIFICATION 1	ANY OTHER QUALIFICATION 2	ANY OTHER QUALIFICATION 3
Qualification	Qualification	Qualification
CGPA / GRADE / PERCENTAGE	CGPA / GRADE / PERCENTAGE	CGPA / GRADE / PERCENTAGE
BOARD/UNIVERSITY/INSTITUTION	BOARD/UNIVERSITY/INSTITUTION	BOARD/UNIVERSITY/INSTITUTION
PASSING YEAR	PASSING YEAR	PASSING YEAR
ROLL NUMBER / ENROLLMENT NUMBER	ROLL NUMBER / ENROLLMENT NUMBER	ROLL NUMBER / ENROLLMENT NUMBER

WPM:

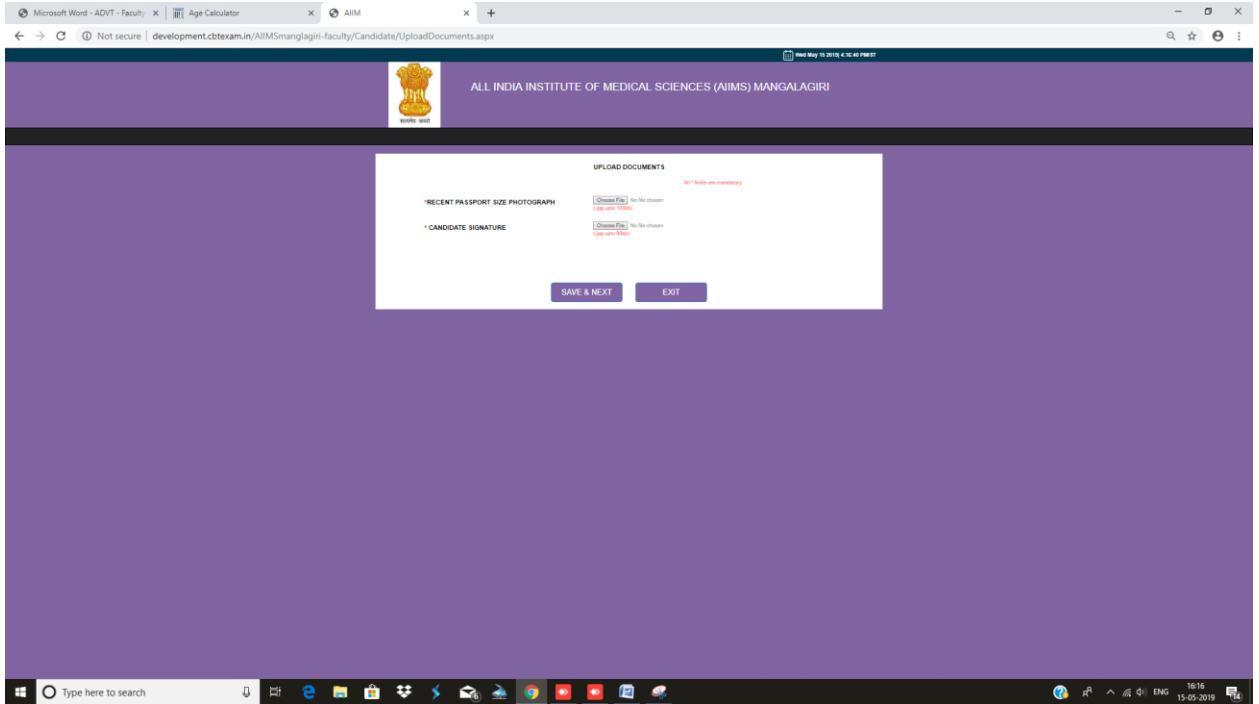
Sl. No.	Name of Organization(s)	Designation	Nature of Duty (ies)	Period of Service From	Period of Service To
				DD / MONTHS / YEAR ▼	DD / MONTHS / YEAR ▼

SAVE & NEXT **EXIT**

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21. To please furnish the information as required and click on "SAVE & NEXT" to go further or click on 'EXIT' to fill it further later. The educational details asked will be shown as per the post.

22. After clicking on "SAVE & NEXT", the following screen will appear:



23. After uploading the passport photo and scanned signature, the following screen will be shown:



APPLICATION FORM : LOWER DIVISION CLERK (GR. C)

Personal Information

—%>

Application No. :	414133		
Post Type:	LOWER DIVISION CLERK (GR. C)		
Date Of Birth:	1985-05-18		
Name:	OBULASETTY VENKATA NAGESWARA RAO		
Father/Guardian Name:	SANGAMESWARA RAO		
Mother Name:	SEETHARAMAMMA		
Gender:	MALE		
Aadhar Number:	720701064909		
Category:	UNRESERVED		
Ex-Serviceman:	NO		
Whether Employee of AIIMS, Mangalagiri:	NO		
Application Type:	-		
AGE relaxation Required:	NO		
Central Govt. Civilian Employees:	NO		
AGE relaxation for central govt. civilian employee:			
Mobile Number:	9493235715		
Email Id:	OVNAGS@GMAIL.COM		
Current Address:	Address: State/U. T.: District: City: Pincode:	5-117, SER CENTER, PRASADAMPADU ANDHRA PRADESH (AP) KRISHNA VIJAYAWADA 521108	
Permanent Address:	Address: State/U. T.: District: City: Pincode:	5-117, SER CENTER, PRASADAMPADU ANDHRA PRADESH (AP) KRISHNA VIJAYAWADA 521108	
Exam City Preference 1:	BANGALORE		
Exam City Preference 2:	BHOJAL		
Exam City Preference 3:	BHUBANESWAR		

Qualification Details

EXAMINATION	SUBJECT	QUALIFICATION	PERCENTAGE / GRADE / CGPA	BOARD/UNIVERSITY/INSTITUTION	PASSING YEAR	ROLL NUMBER
10th HIGH SCHOOL / EQUIVALENT	MATHS SCIENCE SOCIAL		97.00(PERCENT)	BSE	2005	123456
GRADUATION					-	
POST GRADUATION	-			-	-	-
WPM:	YES					
SERVICE EXPERIENCE OF 5 YEARS:	YES					

Declaration:

I have read all the provisions of notice/advertisement carefully and I hereby declare that the information submitted by me is correct and true to the best of my knowledge. I shall be liable for any disciplinary/punitive action in case any of the details are found to be incorrect.

PROCEED TO PAYMENT

MODIFY

EXIT

24. Please proceed for payment whether through Debit card/ Credit Card/ Net Banking.
25. Please take the print of the application form with your submitted data and capture Transaction ID of fee payment for record purpose.

-----END-----