



## HOW TO APPLY

Candidates applying for appointment in Sanjay Gandhi Post-Graduate Institute of Medical Sciences are required to apply online ONLY through the official website: <http://www.sgggims.org.in>

Before filling up Online Application, the Candidate must be ready with following documents:

- a. Scanned image of Recent Colored Photograph of candidate
- b. Scanned Signature of candidate  
(File size of 80KB (maximum) in JPEG format only)
- c. Email Id
- d. Mobile No.
- e. Mark sheets or certificates for 10<sup>th</sup>, 12<sup>th</sup>, Graduation and other qualifications as per Advertisement.
- f. Caste & Domicile certificates

A valid **E-mail id** and **Mobile Number** is mandatory for the submission of your Online Application. **This E-Mail id and Mobile number should be active until declaration of results.** Sanjay Gandhi Post-Graduate Institute of Medical Sciences will send important information about your application and examination on this registered E Mail/Mobile number.

**Please note that after submission, the particulars mentioned in the Online Application in each stage including Name of the Candidate, Caste Category, Date of Birth, Address, Email-ID and Mobile Number etc. will be considered as Final. After the submission of the online application at each stage, candidate will not be able to edit/delete any fields of the Online Application.**

**Applications received without appropriate Application Fee, required documents & information as per entrance notification are liable to be rejected.** However, **Sanjay Gandhi Post-Graduate Institute of Medical Sciences** have the right to cancel any of the Examination City, Center and/or add some other cities/centers' depending upon the response, administrative feasibility or any force-majeure conditions etc.

Hence, Candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained at later stage.

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### **STEPS TO BE FOLLOWED TO FILL UP THE ONLINE APPLICATION**

Please read following Instructions carefully to fill up the Application Form.

**Step 1:** Candidates are required to visit website: <http://www.spggims.org.in> first. Then click on “**Recruitment**” and go through the following documents:

- Advertisement
- Exam Cities
- How to Apply.
- Frequently Asked Questions.
- Fee Deposit procedure
- Helpdesk

**Step 2:** Candidates are required to Register with their Name of the Applicant, Date of Birth, Email ID, and Mobile Number along with the Post Selection as per advertisement.

For registration of online Application Form click on “**Registration for New Users**”

**Step 3:** After successful Registration, Candidate will receive password & user id on registered mobile number and on Registered Email Id.

**Step 4:** Application Form =>Candidate can logout or fill up application form by click on “**Sign in for Existing Users**” with allotted user id and password”

Following details need to be completed during filling up of application form.

- (a) Personal Details (Communication details, Category, and other required personal details)
- (b) Qualification Details
- (c) Declaration And Document Upload (photo and signature)
- (d) Fee payment.
- (e) Form Submission.

#### **Step 5: Post Selection**

After successful submission of Application form candidate will proceed with the post selection (one candidate can apply for the multiple post if he/she fulfill the eligibility criteria). Following details need to be completed during filling up of Post Selection form:

#### **Mandatory Documents:**

- a. Scanned image of Recent Colored Photograph of candidate with clear visible face and light background.
- b. Scanned Signature of candidate (File size of 80KB (maximum) in JPEG format only)
- c. Mark sheets for 10<sup>th</sup>, 12<sup>th</sup>, Graduation and other Qualifications (if applicable).
- d. Experience Certificate (if applicable)
- e. Caste & Domicile certificates (if applicable)

**Step 5:** On successful submission of the Application Form & deposit of application fee, you will be able to view the complete application submitted by you, including your Photo along with the message of Successful submission by clicking on track your application form. Please take a printout of this application form for future correspondence & **Application Sequence Number** printed on it.



**Step 6:** Deposit the requisite Application fees through online/offline mode via **State Bank of India** payment gateway. Make sure that candidate is able to make payment after one working day. After getting confirmation for successful submission of application, candidate may be precisely advised to make payment between next day dates to last date

**Payment Mode:**(For detail with snapshot please check the Fee deposit procedure)

1. **ONLINE MODE PAYMENT:** Debit Card/Credit Card/SBI Net banking/Other Net banking

Post filling the complete details in the online application form, the applicant will receive an email and SMS regarding successful submission of application form on your registered email address and on your registered mobile number.

Please fill up all details very carefully.

After submission of the form candidate will not be able to edit /delete any field. However, Candidates can Edit and Preview the Application Form before clicking on Submit. If the entered information is correct, candidates may finally, click on Submit Button and pay the Application fee.

**Note:** After successful submission, candidate will get SMS on registered mobile/ Email. Please save your Application Sequence No. for future reference.

**Please preserve your Application Sequence Number and Password** since you will require this information to login for downloading your hall ticket/admit card / written result / schedule for interview / aptitude test /final result etc. etc.

#### **IMPORTANT NOTES:**

1. Please fill up your application carefully.
2. Take care to upload the right document at right place as mentioned in the application form.
3. Only latest colored photograph to be uploaded.
4. On the main page Make a note of important, dates. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.
5. SC/ST/ **Caste certificate** should have been issued in the prescribed format as per latest guidelines of Government of Uttar Pradesh, subject to verification.
6. Candidates should keep at least 1 number of same LATEST Photograph in reserve for future use, which they have uploaded in the application form.
7. Court of jurisdiction for any dispute will be Lucknow only.
8. Sanjay Gandhi Post-Graduate Institute of Medical Sciences reserves rights to modify/rectify / correct the error that might have inadvertently crept in. However, Sanjay Gandhi Post-Graduate Institute of Medical Sciences does not owe any responsibility for error committed by candidate.
9. Canvassing in any form will disqualify the candidate.

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10. Mobile phones/Communication devices/gadgets, electronic watches etc. are not permitted in the examination Hall.

**N.B.:** In case of any discrepancy in print media or website, the records with **Sanjay Gandhi Post-Graduate Institute of Medical Sciences** will be treated as final.