

SANJAY GANDHI POST-GRADUATE INSTITUTE OF MEDICAL SCIENCES,
RAEBARELI ROAD, LUCKNOW-226014 (U.P.)

Tel : +91-522- 2494000, 2495000, 2496000, 2494008

Website : www.sgpqi.org.in



HOW TO APPLY

Candidates applying for recruitment 2024 in Sanjay Gandhi Post-Graduate Institute of Medical Sciences are required to apply online ONLY through the official website: <http://www.sgpqi.org.in>

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

- a) **Recent Scanned Colored Photograph** in JPG/JPEG format only (file size 80KB max).
- b) **Scanned Signatures** (file size 80KB max).
- c) **A valid E-mail id and**
- d) **Personal Mobile Number**
- e) Scanned Image of Mark sheets & Certificates for 10th, 12th, Diploma Graduation and Post Graduation (as applicable).
- f) Scanned Image of Caste/Category and Sub-Category (if applicable), Domicile certificates (if applicable) & Experience Certificate (If applicable)

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 till the joining.** 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, the 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.

STEPS TO BE FOLLOWED TO FILL UP THE ONLINE APPLICATION

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

SANJAY GANDHI POST-GRADUATE INSTITUTE OF MEDICAL SCIENCES,
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FAX: +91-522-2668129/2268017 TEL: +91-522-2668004-8 WEBSITE: <http://www.sgggims.org.in> or <http://www.sgggi.ac.in>



Step 1: Candidates are required to visit website: <https://sgggims.org.in/> first. Then go on admission / appointment to Senior Resident (Hospital Services)/PDAF/PDCC / Sr. Demonstrator / Medical Physics Resident / Junior Resident (Non-Academic) & Statistical Fellow course / posts section and apply online option, then go through the following documents:

- Advertisement
- Department Vs Course Mapping
- Exam Cities
- How to Apply
- Frequently Asked Questions
- Helpdesk

Step 2: Candidates are required to Register with their Name of the Applicant, Post Applied, Date of Birth, Email ID, and Mobile Number.

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

Step 3: After successful Registration, Candidate will receive password on registered mobile no and user id 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”

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

- 1) Personal Details
- 2) Communication Details
- 3) Qualification Details
- 4) Test City Choice
- 5) Document Upload and Payment

Mandatory Documents:

- i. Scanned image of Recent Colored Photograph of candidate
- ii. Scanned Signature of candidate (File size of 80KB (maximum) in JPEG format only)
- iii. Certificates for 10th, 12th, Graduation (if applicable), Post Graduation (if applicable)
- iv. Caste/Category, Sub-Category & 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 the candidate do the payment after successful submission of application, candidate are advised to make payment before the last day of fee submission to avoid the last time network rush.

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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

Please fill up all the details very carefully.

After final submission of the form and fee payment, the 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 the Submit Button and pay the Application fee.

Note: After successful submission, the 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 other exam related activities / 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 page of "Entrance" 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 within one year from the closing date of the application in the prescribed format as per latest guidelines of Government of Uttar Pradesh.
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 as per discretion of SGPGIMS.
8. Candidates, who are not able to download Admit Cards for any reason, should get in touch with helpdesk email id as mentioned on website well before due date for written examination.
9. 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.
10. Canvassing in any form will disqualify the candidate.
11. 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.