

INSTRUCTIONS AND FAQ's FOR
FILLING THE ONLINE
REGISTRATION FORM

Instruction for online registration

Step 1: Point the browser to “rmri.biomedinformri.com” and click the corresponding “Apply” button for the post you are applying for. First time user should register using “Register” button under New user registration tab. If you are already a registered candidate, login using registration number and password under login tab.

Step 2:

1. Candidates are advised to fill the entire registration details in CAPITAL LETTERS.
2. All mandatory fields, if not filled, will be highlighted in “RED”.
3. Ensure **twice that the mobile number and email id you have given is correct.**
The registration number and password for filling the complete registration form will be sent only to the mentioned mobile and e-mail id. If password forgotten, the password recovery details will also be sent only to given e-mail and mobile number; and hence, ensure that you are giving your correct mobile number and e-mail id.

Note: The “Forget password” can be used only for a maximum of five times, beyond which you need to contact the RMRIMS (stating proper reason) for obtaining the password.

E-mail delivery time differs with different e-mail domain, we have observed that e-mail delivered to GMAIL (from our server) takes considerably long time and hence, it is advised to provide an e-mail with non-GMAIL domain during registration process; for getting your registration details immediately. However, you will be receiving the registration to your registered mobile number too.

4. For caste (except general), physically handicapped, permanent Government employee, and Ex-serviceman fields, if filled, requires a document proof. The document proof should be attached as annexures.
5. Photo and signature is mandatory.

Guidelines for scanning and Uploading of Photograph and Signature.

Before applying online the candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image :

- a) Photograph must be a recent passport size color picture and clearly showing the face.
- b) Make sure that the picture is in bright color, taken against a light - colored, preferably white, background.
- c) Allowed Photo Size – 3.5 cm x 4.5 cm.
- d) Size of file should be between 25kb - 100 kb.
- e) Ensure that the size of the scanned image is not more than 100KB.
- f) If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. For resizing of your photo, you may use tools like windows picture manager, MS paint, photoshop etc.
- g) The file format of image for both photograph and signature should be either JPG, JPEG, or PNG.

Signature Image :

- a) The applicant has to sign on white paper with Black Ink/Gel pen.
- b) The signature must be signed only by the applicant and not by any other person.
- c) Dimensions 3.5 cm x 1.5cm (preferred).
- d) Size of file should be between (10KB – 50KB).

Procedure for Uploading the Photograph and Signature

- a) There will be two separate links for uploading Photograph and Signature.
- b) Click on the respective link "Upload Photograph / Signature".
- c) Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- d) d. Select the file by clicking on it.

Step 3: Upon filling the registration form, click “Register” button. If the registration is successful e-mail and message of registration details will be sent to the provided mobile number and e-mail id.

General Instructions for filling the application

- 1) Make sure your internet connection is stable, before start filling the application form.
- 2) Make necessary details ready before filling the form. The necessary details to fill the form includes:
 - i. Details of education qualification including High school (10th), Intermediate (12th), Bachelor's Degree/M.B.B.S, and Master's Degree. In addition, Ph.D. and other post-graduate degrees, as applicable.
 - ii. Details of Publication in indexed journals. Name of the journal, ISSN or ESSN number of the journal (**mandatory**), Impact factor (as per 2018 Thomson Reuters report), Title of the publication, Volume number, year of publication, and Total number of citations, if any.
 - iii. Details of Major academic/other achievements, if any.
 - iv. Details of National/International Conferences/Seminars etc. Attended, if any.
 - v. Details of Membership of National/International Bodies, if any.
 - vi. Details of Research/Teaching/Service Experience, if any.
 - vii. Details of Awards and prizes, if any.
 - viii. Details of Patents Granted, if any.
 - ix. Details of National and International Grants, if any.
 - x. Details of Professional Awards, if any.
 - xi. Details of Membership of Editorial Board, if any.
 - xii. Details of Research Supervision, if any.
 - xiii. Details of minimum ONE academic reference with corresponding person’s position, address, contact number, and e-mail ID.
 - xiv. Details of Non R&D Sponsored/Commercial projects, if any.

- 3) All the fields in the application forms are self-explanatory. Please fill “NA” in the fields, which are NOT APPLICABLE and don’t leave any fields blank/empty.
- 4) Details in the field can be either ADDED or REMOVED using the “Add” button or “X” button (as shown in the graphics below).

The screenshot shows a form with three columns: Language, Read/Speak, and Examination Passes. The first row has 'Hindi', 'Read & Speak', and 'Intermediate'. The second row has 'English', 'Read & Speak', and 'Higher secondary'. A green 'Add' button is circled and labeled 'Add details' with an arrow. A red 'X' button is circled and labeled 'Remove details' with an arrow. A blue 'Next' button is at the bottom right.

- 5) Some of the fields in the application form contain a “Drop-down” menu, where one can choose any one option from the list. For the drop-down menu containing “OTHERS” as an option, when selected, will allow you to enter details in the text box generated immediately below the drop-down menu (as shown in the graphic below).

The screenshot shows a form titled 'Awards and prizes'. It has a table with columns: Name of Awards, Awarded by, Grant No./Letter No., and Year. The first row has a drop-down menu with 'PDF' selected, 'Others' in the text box, and 'RIKEN, SINGAPORE' in the 'Awarded by' field. The second row has 'UGC Rajiv Gandhi National Fellowship' in the 'Awarded by' field, '24323' in the 'Grant No.' field, and '2016' in the 'Grant Year' field. A red 'X' button is next to the second row. A green 'Add' button is next to the first row. A text box for 'OTHER' details is also shown below the drop-down menu.

- 6) The journal names and corresponding ISSN/ESSN numbers can be searched by clicking the “Search Journal ISSN” link.

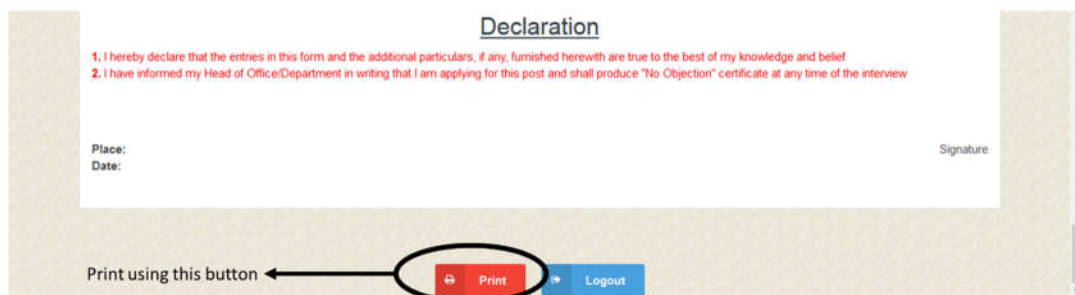
Note: The journal names and corresponding ISSN numbers are provided to ease the process of searching ISSN. The collection is not comprehensive and may not contain information of all the journals. Also, RMRIMS in no means responsible for the accuracy of the journal information provided in the link. It is the responsibility of the

candidate to verify the information and provide the same during application filling process.

- 7) After filling all the necessary details, click “Submit Form” to preview your application. Check for errors or missing information, if any, in your application. In case, to modify/edit the details in the application, click “EDIT” button. Once you clicked the “Final Submit” button, you cannot edit or modify any information you have provided in the application.
- 8) Upload of scanned copies of the documents through “Online portal” is not mandatory. However, all the supporting documents should be attached as self-attested hard copy along with the application form.
- 9) For any other queries please refer attached “FAQ’s” section. If you still have some other queries, please contact **recruiter.rmrims@gmail.com**

General instructions for sending the application “HARD COPIES”

- 1) After successful submission of the application, take a print out of the complete filled application form using the “PRINT” button provided (as shown in the graphic below). The printed application form should be clear and legible.



- 2) Self-attest the application at the bottom of **each page**. In addition, fill the “Place”, “Date”, and “Signature” column provided at the end of the application without fail. **Application without the declaration page signed will not be considered.** The applicant has to sign with Ink/Gel pen.

- 3) All the Annexures (hard copies), mentioned in the application form, should be attached along with application form in the **SAME ORDER** as mentioned in the application form. The corresponding **Annexure number** should be clearly written at the top of each annexures. Each Annexures should be self-attested, annexures **without self-attestation** will not be considered.
- 4) For “Publication Annexure”, only the **first page** (page containing the journal name, title, author name, and Abstract) of each publication should be attached. Publication Annexure should contain the corresponding ISSN number and Impact factor (if applicable) clearly written at the top of the page. It is mandatory to **self-attest** each of the publication annexure.
- 5) Self-attested Photograph, same as the one used for online application, should be attached in the first page of the application. Applications without the photograph will not be considered.
- 6) Candidate should write the **Registration number and post applied for clearly in the top of the postal cover** without fail.
- 7) The filled application form along with annexures should be send to,
The Director,
RMRIMS,
Agamkuan, Patna 800 007
Bihar, India

Frequently Asked questions (FAQ's)

1) The web-link to the online application portal is not working. What should I do?

Please check the internet connection first. Also, make sure that your firewall is not blocking the website.

2) Can I apply for more than one post? If so, Can I use same e-mail id and mobile number for registration?

Yes, one can apply for more than one post (based on their eligibility). Yes, you can use the same e-mail id and mobile number to register for different post.

3) I have entered wrong details during registration, can I able to modify it?

No. You cannot modify your basic registration details including Name, e-mail ID, DOB, mobile number etc., after successful registration. Hence, candidates should be careful while filling the basic registration details.

4) I didn't receive registration details to the e-mail id I provided or mobile number. What should I do?

Make sure you have entered correct e-mail id and mobile number. Generally, the registration details will be sent immediately to the registered mobile number and e-mail id. However, a delay in delivery may take place due to high server load, in such case the e-mail might be delivered within an hour or two. Please check your e-mail spam folders also. In case if you didn't receive your registration details in both **MOBILE and E-MAIL** for more than 24 hours, contact us immediately with registration number.

Note: E-mail delivery time differs with different e-mail domain, we have observed that e-mail delivered to GMAIL (from our server) takes considerably long time and hence, it is advised to provide an e-mail with non-GMAIL domain during registration process; for getting your registration details immediately. However, you will be receiving the registration to your registered mobile number too.

5) What if I forgot my password?

The password can be recovered by clicking “**Forgot Password?**” link available in the login page. You need to enter your registration number and registered e-mail ID to obtain a new password in your registered e-mail id. **Note: You can request new password for a maximum of five times only, beyond that you should contact us with proper reason to obtain the password.**

6) What if I forgot my Registration Number?

You should remember your registration number. The registration number will be displayed to you in the screen, upon successful registration. In addition, the registration details will be sent to registered e-mail and mobile number. In case, still you lost your registration number, you should contact us with proper reason in written to obtain the same.

7) I am adding my details in the form by clicking corresponding “Add” button provided, but it is not appending to the table below.

Please check your Internet connection. This may happen due to disconnected internet or unstable internet connection. Make sure you are filling the application form using a computer with stable internet connection. However, once you have reconnected, you can “Login” again to continue the application process from where you left.

8) I added wrong details to the application form. What should I do to correct it?

Except basic registration details, all the other parts of application form can be removed/modified by the candidate, before “Final Submit”. One can use the “X” button in the corresponding details of the application form to remove the wrong details and “Add” button to add the correct details. **Note: Under any circumstance, the candidate is not allowed to add/modify/remove any of the details in the application form after “Final Submit”.**

9) How to print my filled application form after “Final submit”?

After the “Final Submit”, the application form will be available for print. You can also access the same at any time (before deadline for application submission) using your registration number and password via the Login page available in the portal.

10) I applied for two different post, Can I send the hard copies of the both application at once in a same postal cover?

No, each application form should be sent separately in a separate postal cover. Candidate should write the **Registration number and post applied for clearly on the top of the each postal cover** without fail.

11) Can I send my hard copies of the application through courier?

No, you should not send the hard copies of the application through any courier service. You can send the hard copies of the application only through **INDAN POSTAL** services.

FORMAT FOR GOVERNMENT CIVILIAN
EMPLOYEES HOLDING CIVIL POSTS
SEEKING AGE RELAXATION

**FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT CIVILIAN
EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that Shri/Smt/Km. _____ is a Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade **as on the closing date of receipt of application stipulated in the notice.**

In case of his/her selection for the post of _____, he/she will be relieved of his/her duties in this office to join the new assignment.

Signature _____

Name _____

Office Seal _____

Place:

Date: