ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI- 110029
EXAMINATION SECTION

Dated: 04.05.2025

NOTICE No. 152/2025

INFORMATION BROCHURE FOR ONLINE SEAT ALLOCATION (INSTITUTE AND POST)
FOR CRE-2024

1. Background

The Common Recruitment Examination (CRE-2024) is being conducted by Examination Section AIIMS New Delhi for the recruitment to various group (B & C) posts on behalf of various institutes/hospitals.

The online registration process of Common Recruitment Examination (CRE-2024) for the recruitment to various group (B & C) posts in various institutes/hospitals was started from 07th January 2025 to 31st January 2025 and advertisement was published vide Advertisement no.171/2025 dated 07.01.2025 with other important notices.

The online CBT mode examination of CRE-2024 for the recruitment to various group (B & C) posts in various institutes/hospitals was conducted from **26th to 28th February 2025, 17th April 2025** and **2nd May 2025**.

This document is issued in continuation of **Section X: Preparation of Merit List & Allocation of Seats** under **Clause 4 of DRA 171/2025**, and provides detailed information regarding the seat allocation process.

Eligibility to participate in Online Seat Allocation

The result of provisionally qualified candidates has been published on the website www.aiimsexams.ac.in based on the following criteria:

a. For posts where no skill test is prescribed in the examination scheme, candidates up to eight (08) times the number of advertised category-wise seats have been declared eligible for online seat allocation.

b. For posts where a skill test is prescribed as per the notices published on the website, candidates up to sixteen (16) times the number of advertised category-wise seats have been declared eligible for the skill test. Candidates qualified in skill test will be considered for online seat allocation in order of merit only after the result of the skill test is declared.

Note: Efforts are underway to conduct the skill test and complete the evaluation process at the earliest. However, due to logistical constraints and the ongoing schedule of other examinations, it may take some additional time. Candidates are advised to regularly visit the website www.aiimsexams.ac.in for further updates, as any activity may be scheduled at short notice.

2. Procedure

The complete process for allocation of Institute/Hospital under CRE-2024, including exercising choices and its order of preference, ranking-based allocation, offer of seat, reporting to the allotted Institute/Hospital, verification of documents & eligibility and declaration of waiting list for filling remaining seat if any from the waitlisted candidate in order of merit will be conducted in three stages across two rounds, as detailed below:
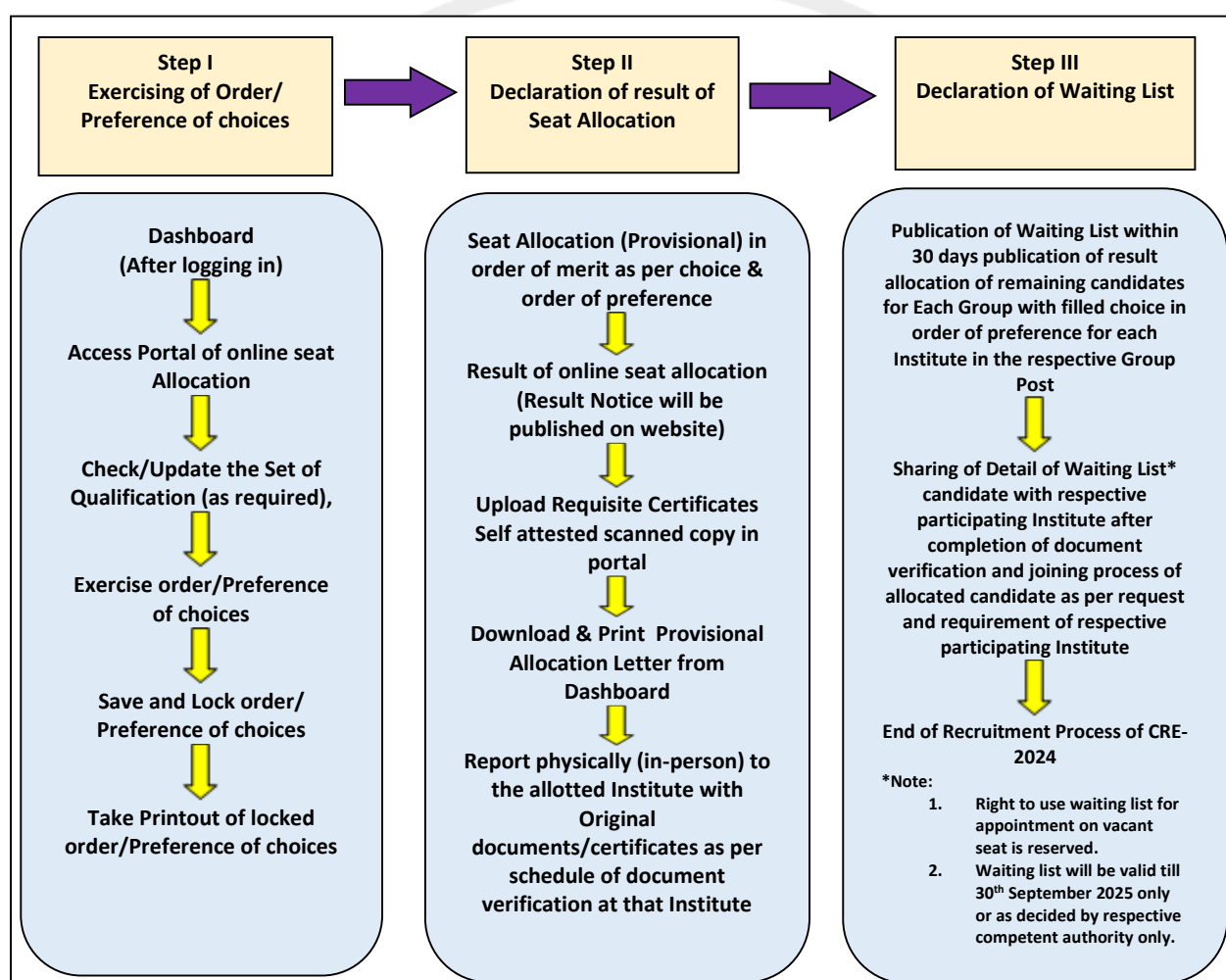
Round -1
Step I: Exercising of Order/Preference of choices
Step II: Online Allocation of Seat & Declaration of result
Round - 2
Step III: Declaration of Waiting List

FLOW CHART

Step I Exercising of Order/ Preference of choices	→	Step II Declaration of result of Seat Allocation	→	Step III Declaration of Waiting List
Dashboard **(After logging in)** ↓ **Access Portal of online seat Allocation** ↓ **Check/Update the Set of Qualification (as required),** ↓ **Exercise order/Preference of choices** ↓ **Save and Lock order/ Preference of choices** ↓ **Take Printout of locked order/Preference of choices**		**Seat Allocation (Provisional) in order of merit as per choice & order of preference** ↓ **Result of online seat allocation (Result Notice will be published on website)** ↓ **Upload Requisite Certificates Self attested scanned copy in portal** ↓ **Download & Print Provisional Allocation Letter from Dashboard** ↓ **Report physically (in-person) to the allotted Institute with Original documents/certificates as per schedule of document verification at that Institute**		**Publication of Waiting List within 30 days publication of result allocation of remaining candidates for Each Group with filled choice in order of preference for each Institute in the respective Group Post** ↓ **Sharing of Detail of Waiting List* candidate with respective participating Institute after completion of document verification and joining process of allocated candidate as per request and requirement of respective participating Institute** ↓ **End of Recruitment Process of CRE-2024** ***Note:** 1. Right to use waiting list for appointment on vacant seat is reserved. 2. Waiting list will be valid till 30th September 2025 only or as decided by respective competent authority only.

Note:
- Eligibility shall be determined strictly as per the published criteria, based on the qualifications possessed by the candidate as on the last date of application, i.e. 31.01.2025.
- Candidates updating their qualification details must carefully verify their eligibility in accordance with the criteria published on the website. It is the sole responsibility of the candidate to ensure correctness of the qualification criteria selected. Any discrepancy may lead to disqualification.
- Seat allocation by AIIMS, New Delhi will be purely based on the choices exercised and the order of merit without any further verification of eligibility. The final verification of eligibility

will be carried out by the respective Institute/Hospital at the time of document verification, in accordance with the applicable Recruitment Rules. The Examination Section shall have no role in determining eligibility at the stage of document verification.

Round -1

Step I: Exercising of order/Preference of choices

a) Access Portal of online seat Allocation

The link for accessing the online Seat Allocation Portal will be available on the candidate's Dashboard. Candidates must log in using the same credentials that were used during the registration process for CRE-2024 and related examination activities. In case the password has been forgotten, it can be retrieved by clicking on the "Forgot Password" option available on the Registration/Login page.

Exercise of Order/Preference of choices

This is only onetime exercise in the entire recruitment process of CRE-2024.

The choices can be exercised only after clicking on the Link for online seat allocation available on the qualified candidates' Dashboard of CRE-2024.

Choices will be available in portal to choose posts in the applicable participating institute for the applied group post and its order of preference as per matching eligibility set of essential qualification & experience filled in online registration form. Please see respective notices.

(i) Check/Update the Set of Qualification

All sets of qualifications selected by candidates during the registration process for the respective group posts will be visible on the portal.

To facilitate corrections, the candidate's dashboard will allow updating of any erroneously selected qualification set with the correct one, as per their eligibility as on **31st January 2025**, for the relevant post and Institute/Hospital, in accordance with DRA Notice No. 171/2025 dated 07.01.2025 and subsequent corrigenda/addenda (if any). For further clarity, candidates may also refer to **Notice No. 18/2025 dated 28.01.2025** and **Notice No. 32/2025 dated 11.02.2025.**

Candidates may select one or more qualification sets, depending on their eligibility on the last date of closing of application i.e 31st January 2025, before proceeding to the next step. Based on the selected qualification sets and other eligibility criteria, the portal will display a list of eligible posts and participating Institutes/Hospitals within the group post, from which candidates can exercise their choices and set the order of preference.

Note: Seat allocation will be done **provisionally** based on the candidate's merit and the choices filled, **without prior verification of eligibility**. It is the sole responsibility of the candidate to ensure that they meet the eligibility criteria as per the qualification set(s) selected for the respective applied group. In case a candidate selects an incorrect qualification set and is later found

ineligible during document verification, they will be **disqualified without any further claim to seat allocation**, irrespective of their rank.

For example, if a candidate 'X', who secured **Rank 1** in the CBT, has applied with an incorrect qualification set and exercised choices accordingly, and it is subsequently determined during document verification that they do not meet the eligibility criteria, their candidature will be **summarily rejected and the allocated seat will be forfeited with exclusion from further consideration in waiting list (if any)**.

No opportunity will be provided to modify the qualification set or reclaim the seat, **regardless of the candidate's rank**.

(ii) Exercise Order of Choice/Preference of post & Institute/Hospital

To exercise choices, candidates must click on the **"Exercise Choices"** button to begin the process of selecting posts and Institutes/Hospitals along with setting their order of preference.

- To **add a choice**, select the desired post and Institute/Hospital and click the **"Add Choice"** button.

- To **remove a choice**, click the **"Delete"** icon corresponding to the particular post and Institute/Hospital.

- Once all selections have been made, click on the **"Save and Proceed"** button to save the choices and their order of preference.

By default, choices will be listed in the order they are added. However, candidates may reorder their choices using the **up and down arrows** or by **dragging and dropping** them to the desired position in the list.

Candidates may edit, reorder, or modify their choices as often as required, **until they submit and lock their choices or until the deadline specified in the important dates section**.

Choices must be saved if candidates wish to revisit or modify them later (before the deadline).

b) Submitting and Locking Choices

The candidate must click on the **"Submit and Lock Choices"** button to formally submit and lock their selected choices of Posts and Institutes/Hospitals.

At the time of submission, the system will prompt the candidate twice for confirmation, allowing them to reconsider before final submission.

Once the choices are submitted and locked, no further modifications will be permitted under any circumstances.

If a candidate has exercised and saved choices but fails to submit and lock them before the deadline, the last saved choices along with their order of preference will automatically be treated as submitted and locked at the time of closure.

However, if a candidate does not exercise and save any choices, they will be deemed ineligible for seat allocation under CRE-2024, regardless of their CBT rank.

c) Viewing and Printing the Choices after submission

Candidates can view their submitted and locked choices by clicking on the **"View Choices"** button available on the Dashboard.

To retain a copy for their records, candidates may click on the **"Print"** button to generate and print the final list of choices as submitted.

Step II: Declaration of result of online Seat allocation

Seats will be allocated strictly on the basis of merit and the order of choices submitted by candidates, without any prior verification of eligibility at the time of allocation.

Candidates who fail to exercise their choices within the stipulated period will be considered ineligible for seat allocation, regardless of their rank or merit position.

The result of the online seat allocation will be declared based on the candidate's Rank, eligibility (as declared), and the order of preferences submitted for Posts and Institutes/Hospitals.

All offers of seat allocation shall be provisional and subject to verification of eligibility criteria.

Candidates must undergo physical verification of original documents at the time of reporting to the allotted Institute/Hospital, or as directed by the respective Institute/Hospital, as per applicable rules.

In case a candidate fails to produce the requisite documents in support of the eligibility criteria as mentioned in the advertisement/notices and relevant rules, their candidature will be cancelled and the offer will stand withdrawn.

Subsequent processes, including verification, reporting, joining, and any other formalities, shall be conducted by the respective Institutes/Hospitals as per their applicable rules and instructions.

All communication with candidates shall be made exclusively through online modes, including the AIIMS website, candidate portal, email, and SMS alerts.

AIIMS, New Delhi shall not be responsible for any loss of opportunity caused due to the candidate's delay or failure in accessing these communication channels. No correspondence in this regard shall be entertained.

All seat allocations shall remain provisional until the candidate produces and gets verified the original certificates/documents at the time of reporting to the respective allocated Institute/Hospital.

Table 1: List of Documents

List of required documents along with one photocopy of all mentioned documents which are, duly self-attested.

1	RESULT : Rank secured by candidate for the Common Recruitment Examination (CRE-2024)
2	Registration Slip of online registration having Candidate Signature.
3	Admit Card having Candidate Signature.
4	Letter of Seat Allocation Downloaded from Dashboard for respective Group Post.
5	Proof of Date of Birth or Class 10th(Matriculation) Certificate.
6	Caste certificate/Income & Asset Certificate as applicable if applied under SC/ST/OBC/EWS category issued by the competent authority.
7	Disability Certificate, if applied under PWBD category.
8	PWBD Certificate showing extent of disability issued by authorized/competent authority.
9	NOC - Candidates are required to upload NOC who are currently working in Central/State/PSB/PSU bodies.
10	Proof of Essential Educational Qualification (Original, Provisional, Degree, Diploma, Certificate) along with Proof of Date of Result Declaration/Issue of Certificate.
11	Registration Certificate if required.
12	Experience Certificates wherever required and Duration of Experience.
13	Copy of original ID Card for proof of Identity issued from any government Authority.
14	Any other certificate/document required by respective AIIMS/Hospital.

Round -2

Step III: Declaration of Waiting List

The **Waiting List** for each group will be published within **30 days** from the date of declaration of the online seat allocation result. Allocation of remaining seats will be carried out as per the following criteria:

(a) The Waiting List will be published separately for each group post for each participating Institute/Hospital and will include only those provisionally qualified candidates who were not allocated a seat despite filling choices in the respective group of the respective post in Institute/Hospital. There may be possibility depending upon the choices made by candidates that a higher rank candidate will not be included in waiting list of a particular Institute/Hospital due to not filling of choices. Hence all candidate must exercise choices carefully which is a one time exercise in the entire process of CRE-2024.

(b) Inclusion in the Waiting List will be strictly based on the candidate's merit (rank) and provisional eligibility for the respective Institute, as per the chosen qualification set and filled choices under the respective group post without any verification of eligibility.

(c) Candidates who did not exercise any choice during the specified choice-filling window for an Institute, despite being provisionally eligible, will **not be considered** for inclusion in the Waiting List, irrespective of their rank.

(d) Details of candidates in the Waiting List will be shared only upon request by the respective participating Institute, after completion of document verification and issuance of appointment offers. Participating Institutes reserve the right to use or not use the Waiting List, based on their requirements.

(e) Inclusion in the Waiting List does not guarantee appointment. It only provides an opportunity for consideration, subject to availability of vacant seats and the discretion of the participating Institutes till the validity of the waiting list as mentioned this document.

INFORMATION BROCHURE SEAT ALLOCATION CRE-2024

General Conditions

1. Candidates are advised to thoroughly read the instructions and eligibility criteria before exercising their choices of Institutes/Hospitals on the basis of their CRE-2024 Rank.

2. The online submission of choices for Institutes/Hospitals shall be allowed **only once** as described in this document. No request for change or modification of preferences will be entertained after the closure of the choice-filling period.

3. In case a candidate selects an incorrect qualification set and is allotted a seat in an Institute/Hospital for which they do not fulfil the essential qualifications, their **candidature will be cancelled**.

4. All candidates must exercise their preferences carefully. The choices once submitted and locked shall be applicable for **all stages/rounds of seat allocation** (as described in this document), and **no changes will be allowed thereafter**.

5. Qualified candidates shall be provisionally eligible only for the posts in Institutes/Hospitals where they have exercised their choices during the specified period, subject to eligibility verification at the time of document verification.

6. Any candidate who fails to submit their choices within the specified period shall be treated as **not interested**, and their claim for the advertised posts shall stand **forfeited**.

7. Qualified and provisionaly eligible candidates who do not exercise any choice for Institutes/Hospitals will be treated as having submitted **"No Application"**. They will forfeit all rights and will also be **ineligible for inclusion in the waiting list**.

8. All applicants are advised to fill order of preference carefully as candidates will be considered only for online seat allocation for the choices where they have filled preference in order of merit. Candidates will not be considered for seat allocation in the institutes/hospitals where they have not filled order of preference.

Note:

AIIMS, New Delhi reserves all rights in regard to the seat allocation process. The decision of the **Director, AIIMS New Delhi**, shall be **final and binding** in all matters.

In case of any discrepancy or clarification, candidates are required to submit their queries to the **Assistant Controller (Examinations)** through the **Help/Query section available in their Dashboard**.

All communications related to the applied posts shall be made exclusively through the **"Raise a Query"** section of the candidate's Dashboard. No other mode of communication will be entertained.

CRE-2024 Seat Allocation: Frequently Asked Questions (FAQ)

1. What is CRE-2024?

CRE-2024 (Common Recruitment Examination) is conducted by AIIMS New Delhi to recruit candidates for various Group B & C posts at participating Institutes/Hospitals.

2. Who is eligible for Online Seat Allocation?

- Candidates provisionally qualified in CBT.
- 8 times the category-wise seats advertised for posts without skill test.

3. What is the procedure for Seat Allocation?

Three stages:

- Step I: Exercising Order/Preference of Choices
- Step II: Online Allocation of Seat & Declaration of Result
- Step III: Declaration of Waiting List

4. How to exercise the Order of Preferences?

- Log into the CRE-2024 portal.
- Check/Update Set of Qualification.
- Select post and Institute/Hospital preferences.
- Save and Lock choices.

Note: Once locked, choices cannot be changed.

5. Can I change choices after locking?

No. Once submitted and locked, choices are final.

6. How will seats be allocated?

Provisional allocation based on:

- Merit and order of preferences.
- Eligibility to be verified at reporting time.

7. What to do after seat allocation?

- Download Provisional Allocation Letter.
- Upload self-attested documents.
- Physically report to allotted Institute.

8. What if no choices are exercised?

- Such candidates will not be considered for allocation or waiting list.

9. How will I be informed?

- Through AIIMS website, candidate dashboard, Email, and SMS alerts.

10. How to raise queries?

Use the "Help/Query" section in your Dashboard to contact AIIMS New Delhi.