

# GOVERNMENT OF ANDHRA PRADESH DIRECTORATE OF MEDICAL EDUCATION AND APVVP

**RECRUITMENT PORTAL** 

#### \* Important Steps to be followed.

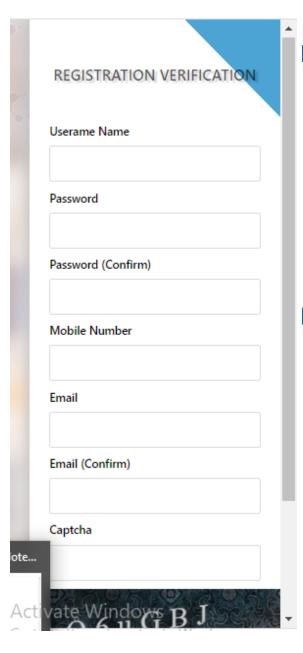
- 1. Go through the instructions carefully before filling the online application.
- 2. Only online applications are accepted.
- 3. Hand written applications and any sort of communication is not accepted.
- 4. Once 'Submit' the Application it is final and the details cannot be edited.
- 5. In case of any help, please type your comment / representation / query in help form of Main menu once you login.

### \* Applicant Registration

LOGIN INTO YOUR ACCOUNT

| ] |
|---|
| J |
|   |
|   |
|   |
|   |
|   |
|   |

For online Application Click on For New Applicant Register Here



Type your desired user name, password, email id and type Dynamic Image Letters (captcha) in the text box and click on REGISTER Button.

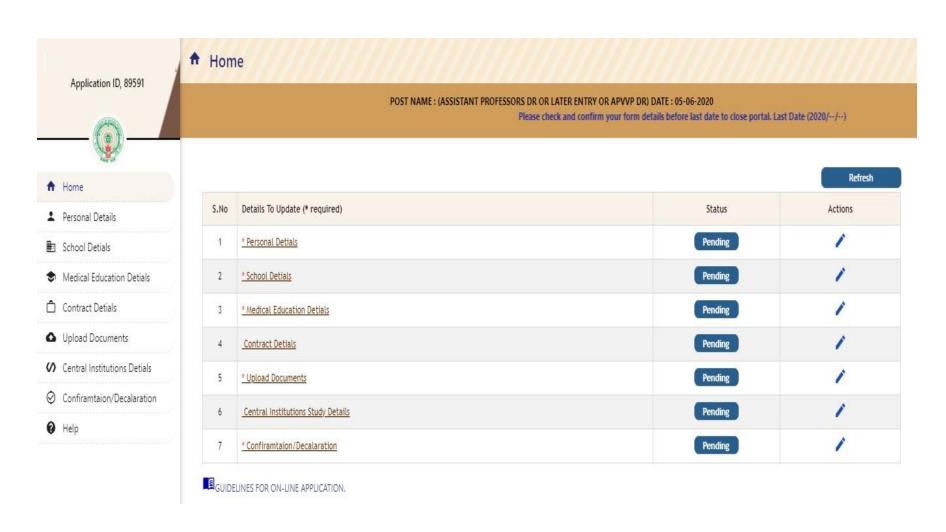
After entering valid OTP number only the registration process will be completed.

## LOGIN INTO YOUR ACCOUNT Userame Password Captcha a Woj7K Refresh LOGIN Forgot Password? For New Applicant Please Register Here. GUIDELINES FOR ON-LINE APPLICATION. ctivate Windows

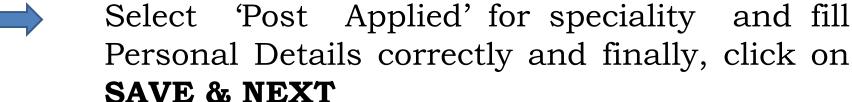
Login into Your Account with Registered Username, Password and type Dynamic Image Letters (captcha) in the text box and click on Login Button.

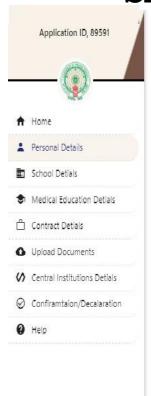
#### \* Home Screen

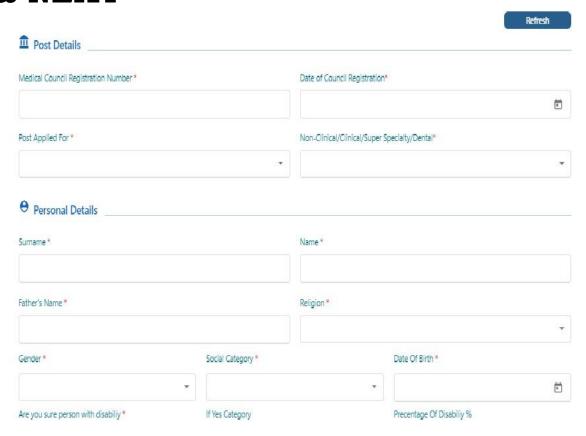
Click on personal details in the menu.



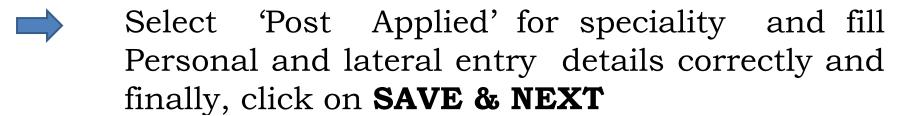
- Personal Details form
- DME / APVVP Direct Recruitment

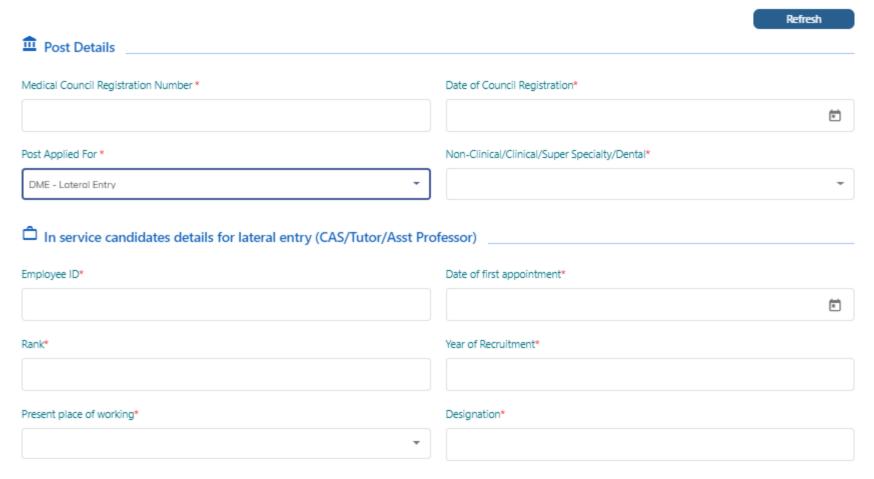






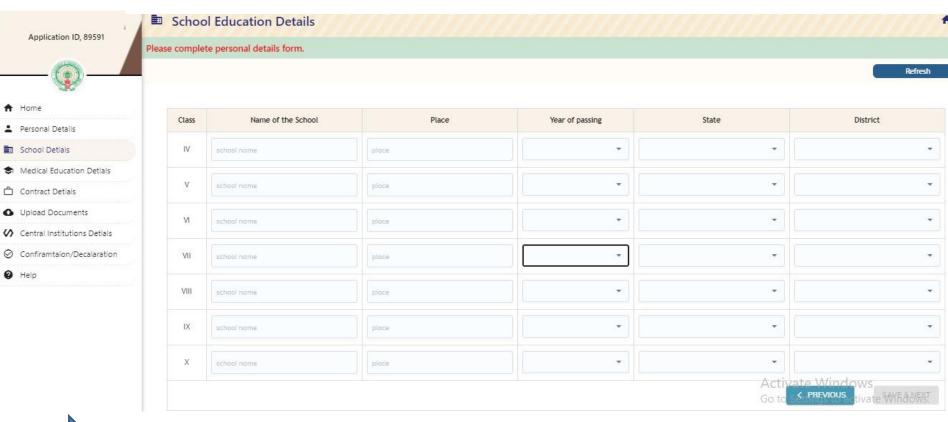
- Personal Details form
- DME Lateral Entry





#### \* School Details





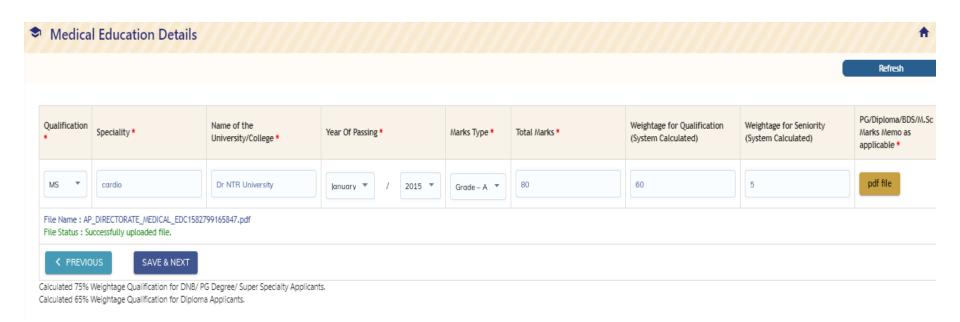


Fill up the study particulars from class IV to X and finally click on SAVE & NEXT. After submit details it was automatically redirects to next form.

#### \* Medical Education Details



#### Click on Medical Education Details in left menu





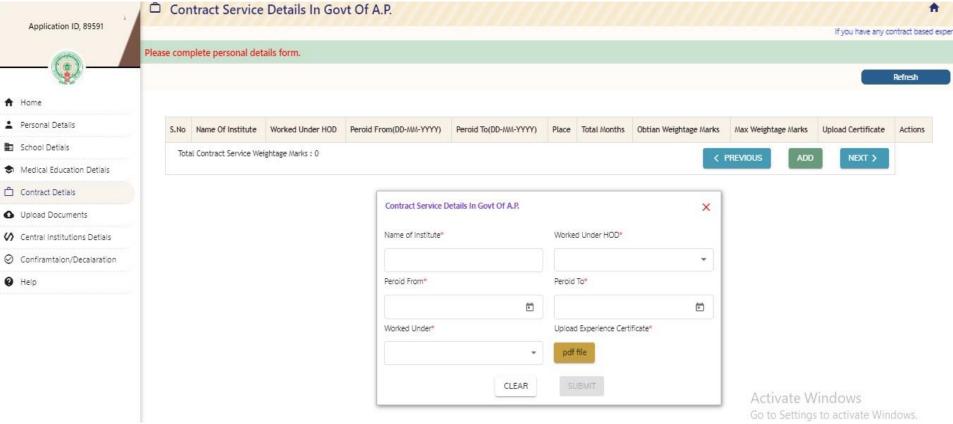
Fill up the Medical Education Details and upload PG/Diploma/ BDS Marks Memo as applicable (pdf format file size below 10MB) finally, click on SAVE & NEXT.



For BDS candidates type BDS in Speciality text box.

#### \* Contract Details

Click on Contract Details if you are working on Contract basis in the state of Andhra Pradesh Government Hospitals.



- Fill up the Contract Details form and upload contract certificate from concerned Appointing Authority (pdf format).
- If, the continuation of the contract service in another institution click on Add button and fill details finally Next button.

#### \* Upload Documents.



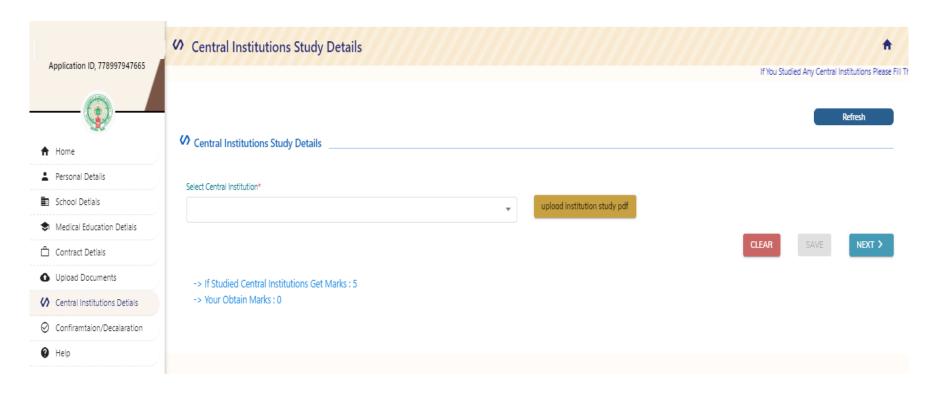
Upload Documents (Each file size below 4MB with required format).

| S.No | Upload Documents   | Select image/pdf File |       | Status  | Vie  |
|------|--|-----------------------|-------|---------|------|
| 1    | * Latest Passport Size Photo   | UPLOAD                | .jpeg | Success |      |
| 2    | * Signature  | UPLOAD                | .jpeg | Success |      |
| 3    | * SSC/ CBSC Certificate  | UPLOAD                | .pdf  | Success |      |
| 4    | * Study(4th to 10th)/ Residence Certificate  | UPLOAD                | .pdf  | Success |      |
| 5    | * PG Medical Council Registration Certificate / BDS / M.Sc Certificate as applicable                     | UPLOAD                | .pdf  | Success |      |
| 6    | * PG Provisional Degree / BDS / M.Sc Certificate as applicable   | UPLOAD                | .pdf  | Success |      |
| 7    | * MBBS Degree Certificate/ BDS / M.Sc Certificate as applicable  | UPLOAD                | .pdf  | Success |      |
| 8    | * Latest Integrated Caste Certificate  | UPLOAD                | .pdf  | Success |      |
| 9    | * Disability Certificate - Medical Board Certified   | UPLOAD                | .pdf  | Success |      |
| 10   | * Aadhar Card  | UPLOAD                | .pdf  | Success |      |
| 11   | Inservice Candidate No Objection Certificate from Concerned Director of Health/ Commissioner APVVP / DME | UPLOAD                | .pdf  | Success |      |
| 12   | SR Completion Certificate (Clinical)   | UPLOAD                | .pdf  | Success |      |
| 13   | Copy of Appointment order for in service candidate   | UPLOAD                | .pdf  |         |      |
| 14   | Migration certificate those who are coming from the TS to AP   | UPLOAD                | .pdf  |         |      |
| 15   | If person belongs to Ex-Service Man document pdf.  | UPLOAD                | .pdf  |         |      |
|      | < PREVIOUS   |                       |       |         | NEXT |

Free pdf converts pdf 995: create PDF documents easily for free http://www.pdf995.com/download.html

#### Central Institutions Study Details

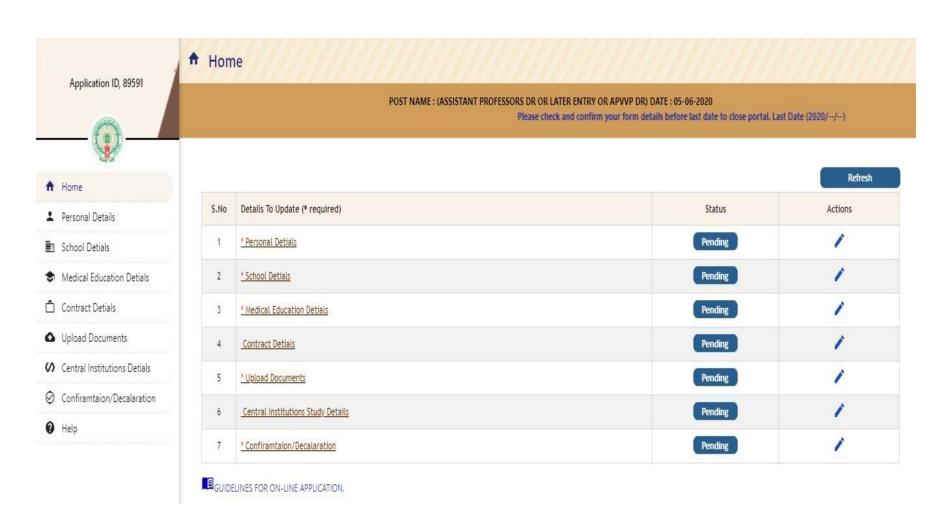
Click on Central Institution Study Details, if you are studying



→ If, studied (who have completed PG/Super Speciality) in central institution, select the institution and upload the study certificate and click Next Button.



Before confirmation check the status of forms in the home page. Click on edit button to open the form details



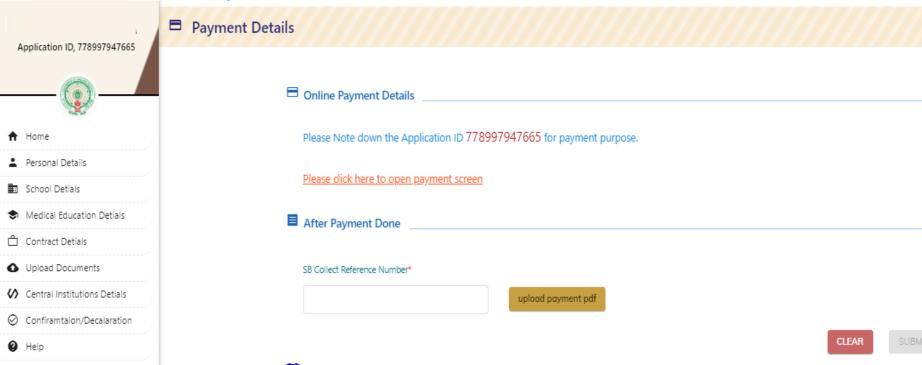


#### Confirmation / Declaration



### Click on Confirmation/Declaration After Complete required form details.





- \* Please note down the application ID with (Red colour.)
- \* After opening the payment link: Enter application ID, applicant name, mobile number, Aadhar Number and select fee types.
- \* Enter fee amount manually.
- \* <a href="https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=1824757">https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=1824757</a>
- \* After successful payment: Payment receipt (PDF file) should be uploaded and type the SB collect reference number and submit.





**DISCLAIMER CLAUSE** 



Products & Services Know More

PAYMENT ONLINE
A MULTI-MODAL PAYMENT PORTAL

#### Terms Used

- > Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- > User: The beneficiary making a payment to F/C/I for the services/goods availed.
- Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.
- ✓ I have read and accepted the terms and conditions stated above.

  (Click Check Box to proceed for payment.)

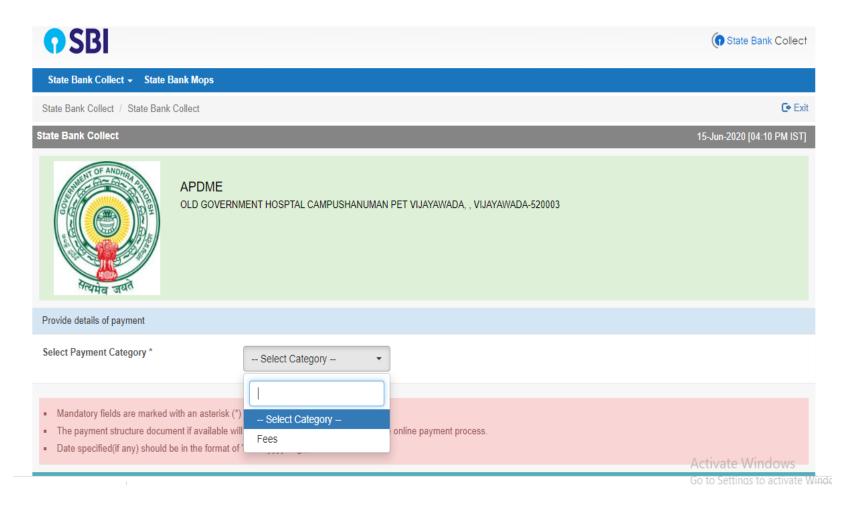
Proceed

Activate Windows



Click on check box and Proceed to continue.

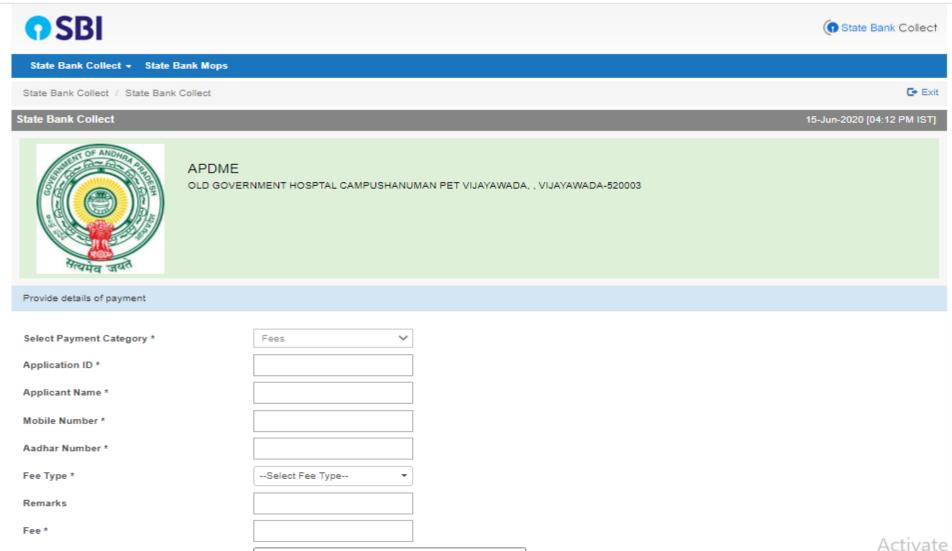






Choose Fees option in select payment category.







The above APDME Payment screen will be displayed in SB Collect. Enter application ID, applicant name, mobile number, Aadhar Number and select fee types, Enter fee amount manually.

In continuation

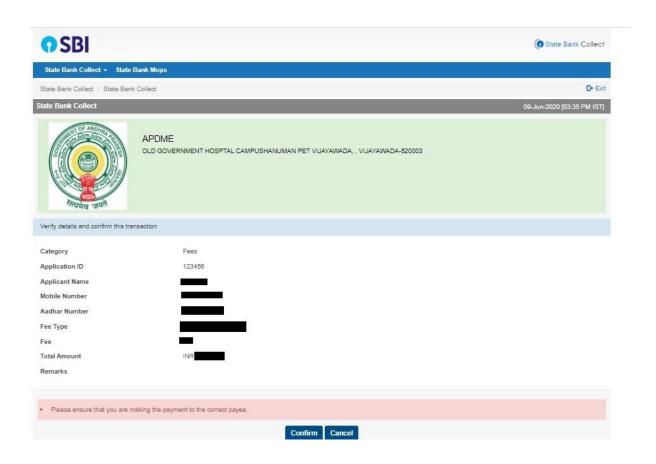


| Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.  This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.  |       |  |  |  |  |  |  |
|--|-------|--|--|--|--|--|--|
| Name *  Date Of Birth / Incorporation *  Mobile Number *   |       |  |  |  |  |  |  |
| Email Id  Enter the text as shown in the image *   | E6E6C |  |  |  |  |  |  |
| Submit Reset Back  |       |  |  |  |  |  |  |
| <ul> <li>Mandatory fields are marked with an asterisk (*)</li> <li>The payment structure document if available will contain detailed instructions about the online payment process.</li> <li>Date specified(if any) should be in the format of 'ddmmyyyy'. Eg., 02082008</li> <li>For Amount fields, only numbers are allowed and for free text fields (mandatory), following special characters are allowed: . / @ &amp;</li> </ul> |       |  |  |  |  |  |  |



Fill the above details for Bank purpose and submit button.

Check Particulars Click on confirm Button



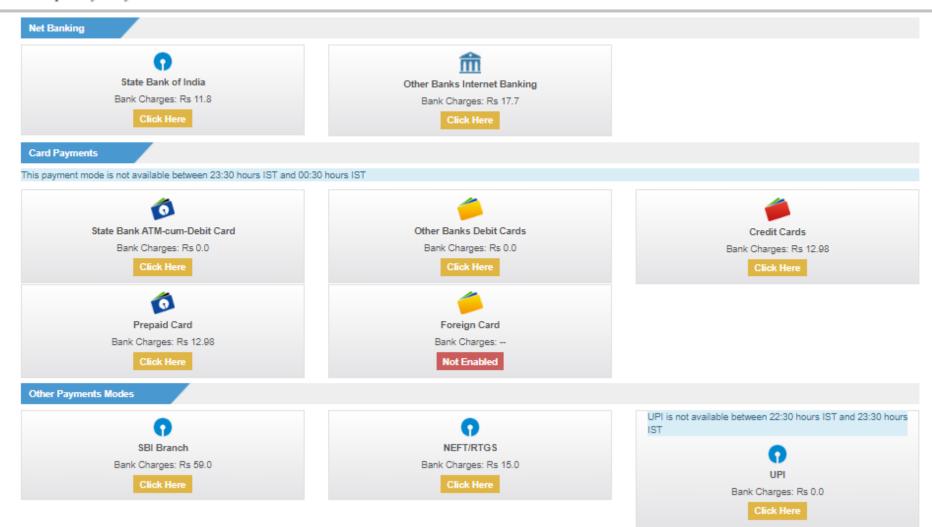


#### Select Mode of Payment:



Multi Option Payment System





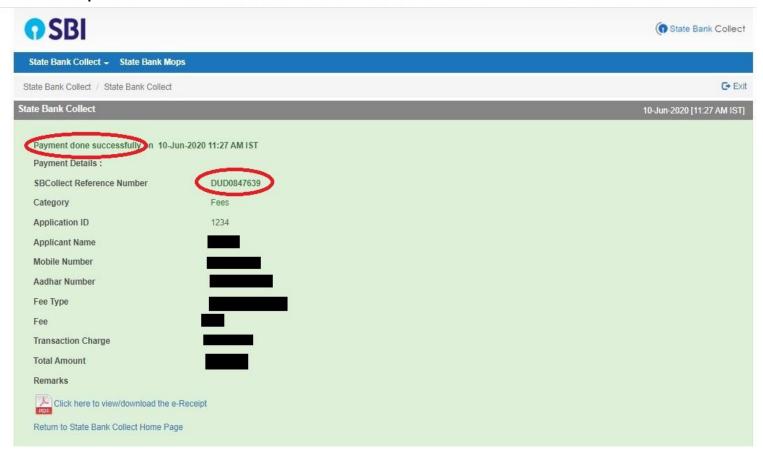


#### If select Debit card fill the card details and Click on Pay Button



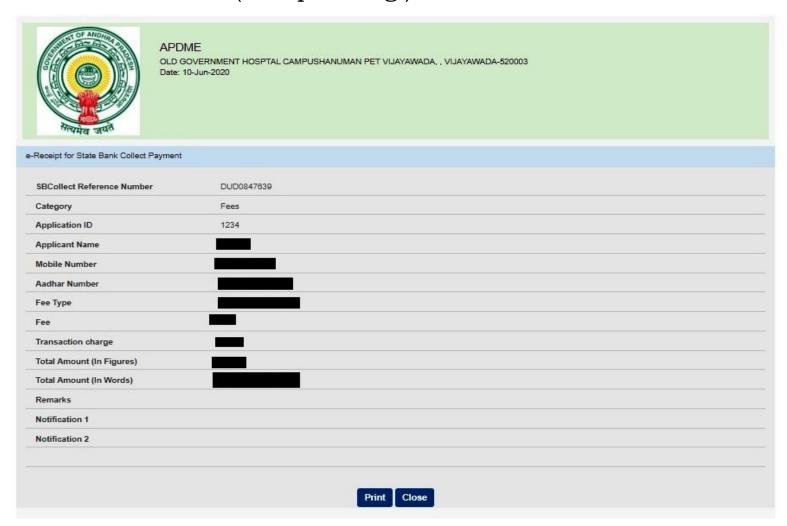


Note down the SB Collect Reference Number and Download the e-Receipt

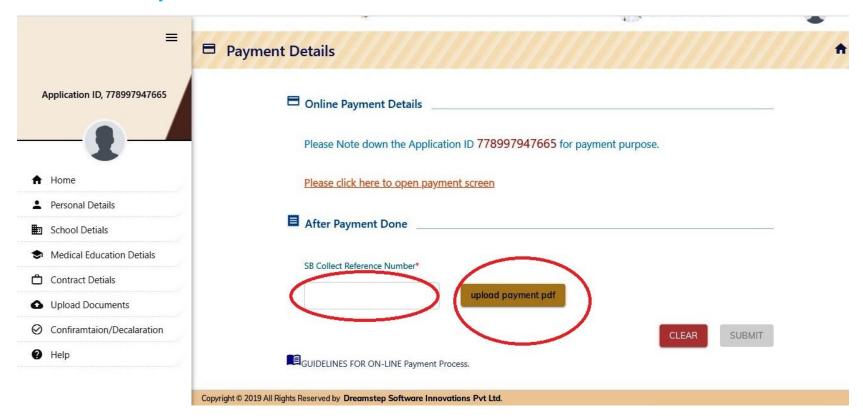




#### Click on Print Button for Printing. Convert PDf File (for uploading)



#### Online Payment:



- Type SB Collect Reference Number and Upload SB Collect Payment Receipt (Pdf format)
- Click on Submit Button.
- The above process completed your application is submitted successfully.