

Examination Procedure and Grievance Redressal

Exam cell conducts entrance examinations/exit exams of various courses run by the Institute. These include entrance exams for PDCC (Postdoctoral Certificate courses), PDAF (Postdoctoral Advanced Fellowship), Senior resident (Hospital Services) and Non-academic Junior residents for clinical services. Besides this, the exam cell also conducts entrance exam for College of Nursing, College of Medical Technology and Allied Health Sciences and Hospital Administration at all India level. The whole process is online computer-based including application form, application fees, admit card issue and the result processing and result declaration.

Question papers for exit exam are gathered from experts nominated by the academic section. Each expert has to submit 4 sets of question papers for the specific department. The moderator nominated by academic section moderates the questions and finalize the question paper. The exam cell carries out the work of scanning the exit exam sheets of MD / DM/ MCh residents, PDCC residents, Semester and exit exams of College of Nursing, College of Medical Technology and Allied Health Sciences, Hospital Administration. The answer sheets are then digitally shared with the experts for evaluation in a time-bound manner. The exam cell compiles the award sheets from the respective examiners and submits to the Registrar office for further action. This work is also done online through the Agency hired by the Institute since 2021. After declaration of theory results, clinical and practical examination is done as per NMC requirements. Any candidate wishing to reevaluate the answer sheets gives grievance in written format to the executive registrar through their nodal officer of college. Answer sheets are reevaluated by two other examiners. Final Result is based upon the average of scoring of the other examiners.

The exam cell is also conducting recruitment of non-faculty posts for the Institute in collaboration with the Recruitment cell and the agency hired by the Institute. This was initiated in the 2021. The entire process of recruitment which includes generation of application form, payment of fees, admit card issue, result processing and result declaration is done through online process. A help desk is also set up to answer the queries or sort out the problems faced by the candidates in application form filling. The help desk has an e-mail and a phone number communicated to all applicants.



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Once the exam/recruitment is conducted the grievance portal is immediately opened for all the candidates for 72 hours. A grievance Committee is formed prior to examination/recruitment with the approval of Director to look into the grievances and they are required to submit the report within 48 hours with the redressal of all grievances for further action. The response to the candidates with relevant grievances is immediately communicated to the candidate by E-mail and also notified on Institute website if an action is required.



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