

ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHUBANESWAR
SIJUA POST:DUMUDUMA, PATRAPADA, BHUBANESWAR-751019

NOTIFICATION

Sub: Document Verification for the Posts of Junior Administrative Assistant - reg.

Based on the performance in the Computer Based Test (CBT) held on 30th October' 2023 & upon qualifying the Typing Test held on 04.12.2023 & recommendation of the Selection Committee and approval of the Competent Authority, the following selected candidates are called for document verification for the post of Junior Administrative Assistant in terms of Advt. No. AIIMS.BBSR/RECT/2023/990/B&C/1583 dated 01.07.2023. Accordingly, the following only selected candidates are hereby intimated to report for document verification and completion of other formalities as per the Schedule & Important Note as mentioned below. If any of the listed candidate fail to report for document verification as per the schedule mentioned below, his/her candidature for the post will be treated as cancelled.

Name of the Post	Junior Administrative Assistant
No. of Posts	32(UR-14, OBC-03, SC-05, ST-07, EWS-03) (ESM-03, PwBD-01)
No. of Candidates Shortlisted for Typing Test	295
No. of Candidates appeared in Typing Test	177

Schedule of Verification of Documents :-

SI.No.	Candidates	Reporting for Document Verification		Venue
		Date	Time	
1.	32	02.01.2024	09:00 AM	Mini Auditorium, College of Nursing, AIIMS, Bhubaneswar or any other venue as per the convenience of the Institute.

Sr. No	Roll No.	Application No.	NAME	Category	DOB	Marks (CBT)	Remarks
UR-14							
1.	324845000026	AIIMSB10008033	KESHAV KUMAR	OBC (NCL)	26-10-1999	141.75	
2.	142845000392	AIIMSB10015833	SUMAN SOURAV JENA	UR	21-03-1998	133	
3.	362045000011	AIIMSB10017358	ABHIJIT MAHATO	OBC (NCL)	01-11-1996	130	
4.	311645000018	AIIMSB10014349	KAMAL TOMAR	UR	29-03-2005	129.25	PwBD
5.	311645000050	AIIMSB10005850	SHUBHAM SINGH	SC	07-09-1997	127.25	
6.	232545000026	AIIMSB10006769	AJAY KUMAR MEENA	ST	01-02-2002	124	
7.	324845000036	AIIMSB10012518	NILESH KUMAR	OBC (NCL)	02-01-1999	123.75	
8.	142845000181	AIIMSB10013057	BISHAL SETHY	SC	17-09-1996	123.25	
9.	142845000389	AIIMSB10015406	SITANSU SEKHAR PRADHAN	UR	18-05-1995	121.25	
10.	123145000009	AIIMSB10012023	VAIBHAV SHUBHAM	EWS	20-02-1998	120	
11.	134145000015	AIIMSB10017589	BRAJESH	SC	19-01-1995	119	
12.	252945000039	AIIMSB10005140	MONALISA CHOUDHURY	UR	28-01-1998	115.25	
02-ESM							
WAIT LIST							
1.	142845000339	AIIMSB10011326	ANIL KUMAR PATRA	UR	02-04-2000	115	
2.	311645000111	AIIMSB10014875	RAHUL	OBC (NCL)	02-05-2002	114.75	
3.	141445000066	AIIMSB10006054	BHABANI SANKAR BEHERA	OBC (NCL)	16-05-1996	112.75	
4.	142845000298	AIIMSB10006607	ASIT KUMAR PARIDA	OBC (NCL)	15-03-1998	112.75	
5.	232545000057	AIIMSB10016804	DILIP MEENA	ST	08-10-2001	112.75	
6.	311645000104	AIIMSB10014316	MONICA SHARMA	UR	22-06-1996	112.5	
7.	252945000073	AIIMSB10012890	CHANDRADEEP KUMAR	OBC (NCL)	05-08-1996	112.5	
8.	141345000083	AIIMSB10000068	MITU JALLI	SC	04-10-1995	111.5	
9.	141445000091	AIIMSB10008780	SATYABRAT JENA	UR	19-06-1994	110	
10.	263045000013	AIIMSB10000104	VIBHOR PRATAP SINGH	EWS	27-09-1995	109.75	
11.	311645000082	AIIMSB10013330	HARSH	UR	06-12-1997	109.25	
12.	252945000048	AIIMSB10006933	BABU SHAW	OBC (NCL)	18-10-1995	107.25	
13.	142845000354	AIIMSB10012268	RAJESH KUMAR ROUT	UR	01-04-2000	106.25	
14.	142845000394	AIIMSB10015964	ANUP PATNAIK	UR	07-09-1993	106	
15.	123145000013	AIIMSB10015977	SREELAKSHMI C NAIR	UR	22-01-1997	106	

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Sr. No	Roll No.	Application No.	NAME	Category	DOB	Marks (CBT)	Remarks
OBC-03							
1.	311645000054	AIIMSB10006985	PRAVEEN KHARI	OBC (NCL)	01-04-1992	124.75	Cate.3
2.	311645000111	AIIMSB10014875	RAHUL	OBC (NCL)	02-05-2002	114.75	
01-ESM							
WAIT LIST							
1.	141445000066	AIIMSB10006054	BHABANI SANKAR BEHERA	OBC (NCL)	16-05-1996	112.75	
2.	142845000298	AIIMSB10006607	ASIT KUMAR PARIDA	OBC (NCL)	15-03-1998	112.75	
3.	252945000073	AIIMSB10012890	CHANDRADEEP KUMAR	OBC (NCL)	05-08-1996	112.5	
4.	252945000048	AIIMSB10006933	BABU SHAW	OBC (NCL)	18-10-1995	107.25	
5.	232545000033	AIIMSB10008733	PRATIK CHOUBHAN	OBC (NCL)	29-09-1995	103.25	
6.	424745000021	AIIMSB10008138	MUKKAMALA HANUMA AKASH	OBC (NCL)	11-07-1997	102	
7.	141345000194	AIIMSB10016712	RAKESH KUMAR BISWAL	OBC (NCL)	17-02-1997	100	
SC-05							
1.	141345000083	AIIMSB10000068	MITU JALLI	SC	04-10-1995	111.5	
2.	252945000033	AIIMSB10004468	SANTOSH KUMAR SINGH	SC	29-06-1994	94.25	
3.	252945000036	AIIMSB10004777	JISU DAS	SC	10-05-2002	92.75	
4.	252945000018	AIIMSB10010112	RAJESH DAS	SC	02-08-1997	91.5	
5.	163245000015	AIIMSB10015337	GOPALAKRISHNAN M	SC	23-09-1992	85.5	Cate-2
WAIT LIST							
1.	252945000082	AIIMSB10013871	AKASH KUMAR PASWAN	SC	06-12-1993	79	
2.	141445000147	AIIMSB10013053	BIKRAM KESHARI BEHERA	SC	05-07-1992	78.75	Cate-2
3.	373345000012	AIIMSB10005145	SOUMYA RANJAN GOCHHAYAT	SC	30-10-1994	76.75	
4.	141345000106	AIIMSB10005445	BAURIBANDHU BEHERA	SC	05-07-1996	72.75	
5.	243945000008	AIIMSB10018373	CHANDAN KUMAR SHIT	SC	26-12-1990	71.5	Cate-2
6.	373345000023	AIIMSB10011325	LEKHARATAN TANTI	SC	10-11-1992	71.25	Cate-2
7.	112745000042	AIIMSB10008719	SASMITA MALLICK	SC	07-05-1991	65.25	Cate-2
ST-07							
1.	232545000057	AIIMSB10016804	DILIP MEENA	ST	08-10-2001	112.75	
2.	311645000061	AIIMSB10009101	SURESH KUMAR MEENA	ST	21-02-1992	100	Cate-2
3.	232545000031	AIIMSB10007776	RAVI KUMAR MEENA	ST	05-07-1998	92.25	
4.	232545000039	AIIMSB10010947	RITESH KUMAR	ST	28-08-1995	87.75	
5.	311645000074	AIIMSB10012621	KAUSHAL KUMAR MEENA	ST	11-05-1998	81	
6.	141345000215	AIIMSB10006777	RAKESH KUMAR NAIK	ST	11-09-1993	72	
7.	232545000050	AIIMSB10014497	ASHARAM MEENA	ST	01-07-1990	67.75	Cate-2
WAIT LIST							
1.	232545000036	AIIMSB10009442	SUBHASH CHAND MEENA	ST	02-06-1997	63	
2.	142845000372	AIIMSB10013988	SOURAJITA PING	ST	30-03-1998	55	
EWS-03							
1.	263045000013	AIIMSB10000104	VIBHOR PRATAP SINGH	EWS	27-09-1995	109.75	
2.	324845000019	AIIMSB10000398	SUDHANSHU SHEKHAR	EWS	16-02-1996	102.25	
3.	141345000189	AIIMSB10015924	GYANA RANJAN DASH	EWS	09-08-1997	99.5	
WAIT LIST							
1.	142845000069	AIIMSB10000092	CHINMAYA KUMAR PRADHAN	EWS	28-05-1996	91.25	
2.	324845000042	AIIMSB10016353	SUMIT KUMAR SINHA	EWS	26-03-2004	88.75	
3.	142845000333	AIIMSB10010991	SUBRAT KUMAR SAHOO	EWS	09-12-1994	79.75	
4.	324845000040	AIIMSB10014266	VISHWAJEET SHARMA	EWS	06-06-2000	79.75	
ESM-03							
1.	141345000041	AIIMSB10007346	MADHUSUDAN DASH	UR	06-05-1980	79.5	Cate.1
2.	142845000276	AIIMSB10003431	BISWAJIT SAHOO	OBC(NCL)	08-02-1985	79.25	Cate.1
3.	141445000052	AIIMSB10004818	CHAITANYA BARAD	UR	14-06-1981	78	Cate.1

Important Note: -

- Only Selected Candidates are being called for Document Verification. Document Verification for Waitlist candidates will not be carried out.**
- The candidature of all the above-listed candidates shortlisted for Document Verification is purely provisional subject to verification and fulfilment of the eligibility criteria with regards to age, essential qualification, category and experience, etc., as per the advertisement and Rules and regulations of the Institute. In case any of the selected candidates is found not fulfilling any of the eligibility criteria at any stage, then his/her candidature/selection will be cancelled without giving any reason. The decision of the Executive Director in this regard will be final.
- The Degree/Diploma qualifications as claimed by the candidate(s) is/are to be recognised by the concerned Government agency. The candidates have to submit documentary proof to the satisfaction of the authority of the AIIMS, Bhubaneswar, that the same is recognised by the Government Authority. If anyone fails to submit documentary evidence, then his/her candidature will be cancelled without giving him/her any further opportunity. **Similarly, while claiming any qualification as equivalent to a degree/diploma, the candidate also has to submit documentary proof.**

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4. The list of candidates called for document verification is not the common merit list and will have no bearing on seniority. The seniority will be determined as per the common merit list of all selected candidates, irrespective of the date of the joining of the candidates. The candidates are being called for document verification, and the offer of appointments will be issued as per the terms and conditions of the advertisement.
5. Candidates are requested to bring the following original documents along with one set of self-attested photocopies:
 - 5.1. Identify Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof).
 - 5.2. Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Identity Proof).
 - 5.3. Certificate showing Date of Birth. (10th Certificate/Birth Certificate).
 - 5.4. Class 10th & 12th Mark sheet and Certificates.
 - 5.5. Certificate of Diploma/Degree establishing the essential educational qualification as advertised besides additional qualification as claimed in the online application.
 - 5.6. Experience Certificate clearly stating the duration and nature of experiences as applicable to meet the eligibility criteria of the requirement of essential experiences for the post.
 - 5.7. Persons with Benchmark Disabilities Certificate in the required format, if applicable (as per checklist).
 - 5.8. SC/ST/OBC (non-creamy layer)/EWS Certificate from appropriate authority. Those candidates who have claimed to belong to OBC/EWS have to produce an OBC (non-creamy layer)/EWS certificate applicable for Central Government jobs issued in the current financial year (2023-24).
 - 5.9. If a candidate is working in a Government/Semi-Government/PSU/Autonomous Institution- No Objection Certificate from their present employer.
 - 5.10. **For Ex-servicemen (ESM):**
 - 5.10.1. Serving Defence Personnel Certificate as per checklist, if applicable.
 - 5.10.2. Undertaking as per checklist.
 - 5.10.3. Discharge Certificate, if discharged from the Armed Forces, as per checklist
 - 5.11. Relevant Certificate if seeking any age relaxation (esp. for AIIMS Contractual or Outsource Employees).
 - 5.12. Certificate as per checklist by the Central Government/State Government/ Autonomous Body/AIIMS Regular Civilian Employees for claiming Age Relaxation.
 - 5.13. For a candidate who claims a change in name after matriculation on marriage or remarriage or divorce, etc., the following documents shall be submitted:
 - 5.13.1. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 5.13.2. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 5.13.3. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner
 - 5.13.4. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspapers in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
 - 5.14. Copy of Admit Card issued for Written Examination.
 - 5.15. An Affidavit on Non-Judicial Stamp Paper of denomination of Rs. 20/- as per proforma attached. ([in checklist](#)).
 - 5.16. Self-attested copy of the online application as downloaded.
 - 5.17. A signed passport-size photograph as uploaded in the online application.
 - 5.18. Any other relevant documents.
6. If the candidate does not belong to the category mentioned against his/her name in the Notification or if any of the particulars mentioned are not correct, such candidates are advised to report the discrepancy along with all supporting documents to the Assistant Administrative Officer, Recruitment Cell, 3rd Floor, Academic Block, AIIMS, Sijua, Bhubaneswar-19 within 03 days of this notification.

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7. The above list is purely provisional and may vary (both inclusion/exclusion) subsequently after details examination/verification. The decision of the Competent Authority in this regard will be final.
8. Candidates should note that shortlisting for Document Verification does not entail any right to issue appointment letters to the above-listed candidates. The final result will be published after document verification.
9. No TA/DA shall be paid for the above-said document verification.
10. Those candidates who are in Govt. Service (including AIIMS Employees) are required to produce a No Objection Certificate (NOC) at the time of document verification; without the same, their candidature will be cancelled.
11. The final selection will be purely on merit and who fulfil all eligibility criteria as per the advertisement. Action, as warranted under Rules/Law, will be taken with respect to those candidates who will bring outside influence in any manner.
12. AIIMS, Bhubaneswar reserves the right to rectify inadvertent errors or printing mistakes, if any.
13. No Separate call later for Document Verification will be sent by post. Therefore, the claim of the candidate that they have not received the intimation about document verification at any later date will not be considered, and their candidature will be cancelled if they fail to report for the document verification as per the above schedule.
14. Please visit the Institute's website, i.e., www.aiimsbhubaneswar.nic.in, for any last-minute changes and other details about this recruitment.

Abbreviations used –

Cate.1	Availed age relaxation under Ex-servicemen Quota.
Cate.2	Availed age relaxation under SC/ST Quota.
Cate.3	Availed age relaxation under OBC Quota.
Cate.6	Availed age relaxation for PwBD.

IMPORTANT: Beware of the touts who may misguide the candidates with false promises of getting them selected for the job on illegal consideration. The recruitment process, i.e., CBT in the AIIMS, Bhubaneswar examinations, is fully computerized and the selection is based purely on the merit of candidates.

By Order of the Executive Director

Administrative Officer
AIIMS Bhubaneswar

Copy to –

1. PA to ED, for the information of the ED.