



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय

(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)

सिजुआ, डाक: डुमुडुमा, भुवनेश्वर, ओडिशा - ७५१०१९

SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

NOTIFICATION

Sub: Document Verification for the Post of Personal Assistant.

In continuation to the Institute's Notification no. RECT/6/2023-RECU SEC – Part (2), [I/2634/2023](#) and [I/2633/2023](#) dt. 29.11.2023, the following candidates are being called for Document Verification for **one (01) post of Personal Assistant under OBC(NCL) vacancy** in terms of Advt. No. AIIMS.BBSR/RECT/2023/990/B&C/1583 dated 01.07.2023. Accordingly, the following candidates are hereby intimated to report for Document Verification as per the Schedule as mentioned below. If any of the listed candidates fail to report for document verification as per the schedule mentioned below, it shall be construed that the candidate does not intend to attend the Document Verification. Accordingly, his/her candidature for the post will be treated as cancelled.

Schedule of Verification of Documents: -

Sl.No.	Candidates	Reporting for Document Verification		Venue
		Date	Time	
1.	01	22.07.2024	09:00 AM	Mini Auditorium, College of Nursing, AIIMS, Bhubaneswar or any other venue as per the convenience of the Institute.

Sr. No	Application No.	Roll No.	NAME	DOB	Applicant's Category	Marks (CBT)	Remarks
1.	AIIMSB10005112	134117000003	REENA PRAJAPATI	20/07/2000	OBC(NCL)	60.000	

Important Note: -

- BEING CALLED FOR DOCUMENT VERIFICATION DOES NOT CONFER THE RIGHT TO CLAIM FOR APPOINTMENT AT ANY STAGE.**
- 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.**
- 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.

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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.
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.

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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 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.

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 Director

Senior Administrative Officer
AIIMS Bhubaneswar

Copy to –

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