



## 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:** Result-cum-Document Verification for the Posts of Senior Administrative Assistant - Reg.

Based on the performance in the Computer Based Test (CBT) held on 19<sup>th</sup> November, 2023, Skill Test held on 19<sup>th</sup> January, 2024 & recommendation of the Selection Committee and approval of the Competent Authority, the following candidates are called for document verification for the post of Senior Administrative Assistant 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 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.

<b>Name of the Post</b>	Senior Administrative Assistant
<b>No. of Posts</b>	03 (UR-3)
<b>No. of Candidates shortlisted for Skill Test</b>	32
<b>No. of Candidates appeared in Skill Test</b>	13

#### Schedule of Verification of Documents: -

Sl. No.	Candidates	Reporting for Document Verification		Venue
		Date	Time	
1.	03	21.02.2024	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
<b>CATEGORY – UNRESERVED (UR-3)</b>							
1.	AIIMSB30002158	142324000025	SABYASACHI CHHUALSINGH	16/02/1996	UR	113.500	
2.	AIIMSB30002567	142324000029	RAKESH RANJAN SAHU	14/03/1996	UR	112.000	
3.	AIIMSB30002369	142324000026	DEEPSIKHA PAUL	25/08/2000	UR	98.500	
<b>Waitlist (UR)</b>							
No other candidate has qualified in the Skill Test							

#### 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.

3. 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.***
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 29 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.

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- 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.
  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](http://www.aiimsbhubaneswar.nic.in), for any last-minute changes and other details about this recruitment.
  15. The marks of all the candidates who appeared in the Computer Based Test in enclosed herewith in [Annexure-I](#).

**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*

Administrative Officer  
AIIMS, Bhubaneswar

**Copy to –**

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

**Mark List of CBT for the post of Senior Administrative Assistant**

<b>Sr. No.</b>	<b>Roll No.</b>	<b>App. Ref. No.</b>	<b>Candidates Name</b>	<b>CBT Score</b>
1	243024000003	AIIMSB30001962	PRANAV SINGH	125.750
2	222024000003	AIIMSB30002887	VIBHOR PRATAP SINGH	123.500
3	243024000004	AIIMSB30002691	JAGBANDHU NAYAK	120.000
4	252424000013	AIIMSB30004031	SUMMY KUMARI	117.750
5	212924000005	AIIMSB30003443	SUJOY SAMUI	117.500
6	142324000025	AIIMSB30002158	SABYASACHI CHHUALSINGH	113.500
7	142324000020	AIIMSB30001402	ANIL KUMAR BEHERA	112.500
8	142324000029	AIIMSB30002567	RAKESH RANJAN SAHU	112.000
9	252424000007	AIIMSB30002559	RAM NATH THAKUR	106.250
10	252424000010	AIIMSB30003591	DIKSHA KUMARI	104.250
11	142324000017	AIIMSB30000793	ANIMESH NAYAK	99.500
12	252424000004	AIIMSB30001686	NILESH KUMAR	99.000
13	243024000007	AIIMSB30001007	ABHISHEK KUMAR	98.750
14	142324000026	AIIMSB30002369	DEEPSIKHA PAUL	98.500
15	252424000012	AIIMSB30003999	SAURAV KUMAR MISHRA	97.500
16	252424000005	AIIMSB30001820	ROHIT KUMAR	96.000
17	194024000002	AIIMSB30001023	HANUMANTHU VASISTA RAO	93.750
18	212924000002	AIIMSB30002181	DEBDEEP CHOWDHURY	89.500
19	142324000044	AIIMSB30004405	G ASISH PATRO	83.500
20	142324000032	AIIMSB30002963	SATYABRATA NAYAK	83.000
21	252424000015	AIIMSB30004368	AMIT KUMAR	82.000
22	142324000027	AIIMSB30002391	ANURAG SWAIN	79.250
23	243024000001	AIIMSB30000325	SHUBHAM KUMAR JHA	78.000
24	142324000045	AIIMSB30004465	BIKASHRANJAN HOTA	76.250
25	142324000022	AIIMSB30001879	SUDHAMAYA MOHAPATRA	73.750
26	212924000003	AIIMSB30002681	SOHAM DEY	72.250
27	142324000013	AIIMSB30000337	SUBHASHMITA ROUT	71.250
28	142324000021	AIIMSB30001513	DUSMANT PARIDA	70.250
29	142324000030	AIIMSB30002783	MITA BEHERA	70.000
30	252424000009	AIIMSB30003587	YASH PRATICK JACOB	70.000
31	194024000003	AIIMSB30004464	MAJJI CHINNABABU	69.250
32	142324000010	AIIMSB30004260	PRADEEPTA KUMAR ROURAY	67.250
33	142324000031	AIIMSB30002962	BARSARANI JENA	59.500
34	142324000034	AIIMSB30003593	SAYAN MAJUMDER	57.750
35	212924000004	AIIMSB30003176	PRANTIK SARKAR	57.500
36	142324000028	AIIMSB30002563	ANKITA SAHOO	53.250
37	142324000043	AIIMSB30004396	PRAGATI PANDA	47.750
38	142324000035	AIIMSB30003762	SIBU PRASAD SAHANI	46.500
39	142324000015	AIIMSB30000526	MAHAMMAD KHALILULLAH	46.250

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<b>Sr. No.</b>	<b>Roll No.</b>	<b>App. Ref. No.</b>	<b>Candidates Name</b>	<b>CBT Score</b>
40	142324000006	AIIMSB30002440	DEBASMITA SAMANTARAY	46.000
41	142324000005	AIIMSB30001295	AJAYA SUTAR	45.000
42	142324000039	AIIMSB30004045	SANDEEP MAHATO	43.000
43	142324000042	AIIMSB30004191	ANKITA KAR	42.250
44	142324000037	AIIMSB30004000	NANDITA NAYAK	35.500
45	142324000024	AIIMSB30002155	MITARANI BISWAL	34.500
46	252424000003	AIIMSB30004390	PRAGATI PANDEY	31.500
47	142324000041	AIIMSB30004178	DEEPTI RANJA BADAJENA	22.750
48	142324000046	AIIMSB30004466	BIBEKANANDA SAMAL	18.750
49	142324000014	AIIMSB30000386	SANKUNTALA BHUYAN	12.500
50	142324000019	AIIMSB30001296	SULTANA PARWEEN	12.500
51	142324000036	AIIMSB30003955	SUSHREE SANGITA NAYAK	11.250
52	142324000033	AIIMSB30003578	BIJAYALAXMI SENAPATI	6.250