



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

प्लॉट नंबर - 2, सेक्टर - 20, मिहान, नागपुर - 441108

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Plot No - 2, Sector - 20, MIHAN, Nagpur- 441108

Website: - www.aiimsnagpur.edu.in

No. AIIMS-NGP/CRE-AIIMS/2024/DV/933

Date: 09.07.2025

SCHEDULE OF DOCUMENT VERIFICATION FOR THE CANDIDATES PROVISIONALLY ALLOCATED AT AIIMS NAGPUR THROUGH CRE-2024 FOR RECRUITMENT TO VARIOUS GROUP 'B' AND 'C' POSTS

1. This is in reference to the advertisement Notice No.171/2025, dated 07/01/2025 published by AIIMS Delhi for COMMON RECRUITMENT EXAMINATION (CRE)- 2024 for recruitment to various posts on Direct Recruitment basis at AIIMS Nagpur & Other Central Govt. Institutes/bodies.
2. Based on the order of merit in the result of CBT, candidates have been shortlisted category-wise and allotted AIIMS Nagpur for following posts for document verification and further process of appointment. All the candidates who have been allotted AIIMS Nagpur are notified to be mandatorily present in person at AIIMS Nagpur along with all original documents in support of their eligibility on the following schedule:

Venue		Reporting Time of candidate
Admin Block, Ground Floor, AIIMS Nagpur (Maharashtra)		09:00 AM
Sr. No.	Name of the Post	Date of Document Verification
1	Assistant Administrative Officer	24.07.2025
2	Executive Assistant	
3	Junior Administrative Assistant (LDC)	
4	Junior Hindi Translator	
5	Medical Record Technicians	

Document verification for the remaining advertised posts will be scheduled in due course, subsequent to the declaration of results by AIIMS New Delhi.

3. Please read the following instructions carefully as your document verification will be subject to fulfilment of the following:-

- I. Candidates should bring the following documents in **original along with one set of self-attested photocopy** of each: -
 - i. Printout of online application form, Admit Cards(Two stage), score card.
 - ii. Provisional seat allotment letter issued by AIIMS, New Delhi.
 - iii. Certificate showing date of birth; [10th/High School Mark sheet
Indicating date of birth is also accepted as proof of date of birth]

- iv. Mark sheet and certificate of 12th (Higher Secondary)
- v. **Mark sheets** of all the years of Degree/Post Graduate/Diploma **along with Degree/Post Graduate Degree/Diploma** Certificate in support of their educational qualification
- vi. Valid certificate of registration (if, any)
- vii. Valid Caste Certificate in the prescribed format if applied under SC/ST/OBC/EWS/category issued in the prescribed format and by the Competent Authority
- viii. Experience certificate, duly signed by the Competent Authority of the Organization/Institute/Hospital clearly mentioning the post, period of employment etc. Experience certificate without these details may not be accepted.
- ix. The candidates are also directed to bring 01 set of Xerox copies of all their documents.

Note:

- (i) Only fulltime experience after obtaining essential educational qualification will be considered.
 - (ii) Experience will be counted as on last date of submission of online application form. i.e. Crucial Date.
 - (iii) Those who are in employment under Central /State Government/Public Sector Undertaking/ Autonomous institute, must bring No Objection Certificate (NOC) from their employer;
 - (iv) Any other relevant documents.
- II. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. The certificate must mention the non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93- Estt. (SCT) dated 15.11.1993). The OBC applicants who belong to the 'Non-Creamy Layer' and whose caste appears in the Central List of the OBCs (notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in>, shall be eligible to be considered under the OBC category (Validity period of OBC Certificate in respect of non-creamy layer status of the applicants as per DOPT Office Memorandum No. 36036/2/2013Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be issued for the financial year 2024-2025(which is the year of advertisement) (considering income upto financial year ending on 31st Mar, 2024), issued from 1st April 2024 to 31st January 2025.If the applicant does not have the OBC non-creamy layer certificate valid for the financial year 2024-2025 at the time of registration, the applicant must upload the previously issued (older) OBC non-creamy layer certificate or the acknowledgment slip of the OBC non-creamy layer certificate application. However, at the time when asked to submit/upload the valid certificate, the applicant must produce the applicable certificate valid for financial year (2024-25) as said above. This additional certificate (if any) must have a reference of his / her already issued original caste certificate.
- III. The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt.

of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. In pursuance to DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, a EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2023-2024, issued from 1st April 2024 to 31st January 2025. If the applicant does not have the EWS Category certificate valid for the financial year 2024-2025 at the time of registration, the applicant must upload the previously issued (older) EWS certificate or the acknowledgment slip of the EWS certificate application. However, at the time when asked to submit/upload the valid certificate, the applicant must produce the applicable certificate valid for financial year (2024-25) as said above.

- IV. Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PWBD etc. during document verification or as and when required to produce the same, the candidature will be cancelled. **All candidates are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.**
- V. Candidates who have claimed the reservation category and failed to produce a valid category certificate as applicable as per published criteria the candidature shall be cancelled in the reserved category, and allocated seats shall be forfeited.
- VI. Candidates belonging to reserved categories should note that Caste certificates issued in any format other than the prescribed format or signed by any authority other than the prescribed authorities, will not be accepted.
- VII. **Candidate must note that on scheduled date of document verification failure to attend the Document Verification or failure to bring all the above-mentioned documents in original will lead to cancellation of their candidature from the concerned post.** No representation in this regard will be entertained. Request for change in date of document verification will not be entertained.
- VIII. Document Verification/Examination of Disability may be spilled over to the next day depending upon the number of candidates present on the scheduled day of Document Verification. Therefore, **candidates should be prepared to be available for Document Verification for next day also, if necessary.**
- IX. **Candidates must note that their candidature is purely PROVISIONAL and subject to fulfilling the eligibility criteria in the advertisement notice no. 171/2025 dated 07.01.2025 by AIIMS Delhi. During document verification, if candidate is not found eligible his/her candidature will be cancelled forthwith irrespective of merit position in the CBT. The concerned candidate shall be solely responsible for this (i.e. his/her disqualification).**
- X. **All the certificates which are provided by the candidate may be sent to the concern authorities for verification and if the same**

is found fake / tempered / false, candidature of the candidate will be cancelled and necessary legal action may be initiated against such candidate.

- XI No TA/DA will be paid for appearing in the Document Verification.
- XII Candidates are advised to check their registered email ID (including spam folder) and visit website of AIIMS Nagpur (www.aiimsnagpur.edu.in) regularly for any updates.

Important Notes:

1. This notice may be treated as call letter for Document Verification. No separate call letter will be issued.
2. All the Eligibility criteria and terms and conditions for deciding eligibility of the candidate will be as per the advertisement notice published by AIIMS Delhi for COMMON RECRUITMENT EXAMINATION (CRE)- 2024, vide Notice No.171/2025, dated 07/01/2025.
3. **Educational qualification certificates/Category Certificates etc. must be submitted on the day of document verification, failing which candidature will be cancelled. No additional time will be allowed for submission and no correspondence will be entertained in this regard.**
4. Those who are in employment with State/Central Govt./PSU, must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of verification of documents. Failure to submit NOC on the day of document verification will lead to the cancellation of the candidature. Under special circumstances, submission of proof of acceptance of resignation by the current employer and proper relieving letter in original from respective employer may be considered at the time of joining as implied NOC at the discretion of competent authority of AIIMS, Nagpur.

Sd/-
Deputy Director (Admin)
AIIMS, Nagpur