



AIIMS/BTI/RC/CRE/SCH/1014

16 Jan 2024

**SCHEDULE FOR DOCUMENT VERIFICATION NOTICE : CRE AIIMS BATHINDA**

Subject: - Verification of Documents, Group — B & C Posts.

1. It is notified for the information of all shortlisted candidates that verification of documents to adjudge their eligibility with reference to recruitment rules of the respective posts shall be done as per Scheduled given as **Annexure-I**, at Ground Floor, Administrative Block, AIIMS, Bathinda, Punjab w.e.f. **10:00 A.M. on respective date.**

2. If at any stage during further selection process i.e. documents verification, it comes to the notice that the candidate has filled wrong entries/not qualified as per Recruitment Rules of the post he/ she will be treated as Not Eligible and his/her candidature will be treated as cancelled. Therefore, candidates are advised to appear before the committee constituted for verification of original documents as per Scheduled given as **Annexure-I**, at Ground Floor, Administrative Block, AIIMS, Bathinda, Punjab w.e.f. **10:00 A.M. on respective date.** failing which the candidature of the candidate will be rejected. Shortlisted candidates are advised to bring one set of self-attested documents along with originals as per detail given below: -

- a) Print out of the online Application form.
- b) Proof of Date of Birth or Class 10th (Matriculation) Certificate.
- c) Essential Educational Qualification Certificates.
- d) Essential Professional Qualification Certificates.
- e) Proof of valid Category Certificate for SC/ ST/OBC/EWS.
- f) Experience Certificates wherever required.
- g) NOC — Candidates who are currently working with Central/ State Govt. / Autonomous Bodies etc.
- h) Admit Card having Candidate Signature.
- i) Photo ID Card for proof of identity issued for any Government authority
- j) Address proof issued by any Government authority like Electricity Bill, Ration Card, Voter Card etc. as mentioned by him/her in the online application form.
- k) Any other document in support of candidate's eligibility for the respective post as per recruitment notice/ recruitment rules.
- l) The candidate should bring result of CBT exam and Skill Test.
- m) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted.
  - a. 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;

- b. 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.
- c. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- d. In other circumstances for the change of name of both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

3. For any other query, candidate may contact OIC, Recruitment Cell, AIIMS Bathinda through email [recruitment@aiimsbathinda.in](mailto:recruitment@aiimsbathinda.in) or visit personally on any working day upto **20 Jan 2024**.

**Annexure 'I'**

**SCHEDULE FOR DOCUMENT VERIFICATION OF CRE POSTS : AIIMS BATHINDA**

Ser No	Post	Post Code	No of Posts	Date of Document Verification
1.	Junior Medical Record Officer (Receptionists)	13	02	<b>20 Jan 2024 (Saturday)</b>
2.	Fire Technician	23	03	
3.	Junior Administrative Assistant	29	06	
4.	Personal Assistant	68	02	
5.	Private Secretary	72	01	
6.	Senior Administrative Assistant (UDC)	77	03	
7.	Stenographer	83	05	