



AIIMS/Rajkot/Admin/Recruitment/Jan/NF/2023-24/234

Date: 15/01/2024

**RESULT CUM DOCUMENT VERIFICATION OF NON-FACULTY RECRUITMENT VIDE
AIIMS/Rajkot/Admin/Recruitment/NF/06/2023-24/5469 dated 7th October 2023 NOTIFICATION**

Subject: Document verification for the post of Private Secretary, Group B regarding.

Based on the performance in the Computer Based Test (CBT) held on 7th January 2024 and the recommendation of the Selection committee and approval of the Competent Authority, the following candidates are called for Document Verification for the post of **Private Secretary, Group B** in terms of Advt. No. **AIIMS/Rajkot/Admin/Recruitment/NF/06/2023-24/5469 dated 7th October 2023**. Accordingly, the following candidates are hereby intimated to report for Document Verification as per the Schedule and important Note as mentioned below. If any of the listed candidates fail to report for document verification as per the schedule mentioned below, it will 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 and reserve candidates will be called for instead.

Name of Post	Private Secretary, Group B
No. of Post	1 (UR)
No. of candidates applied	14
No. of Candidates appeared in CBT	10

Schedule for Skill test:-

Total Candidates	Reporting for Skill Test		Venue
	Date	Time	
5	22/01/2024	8:00 AM	Examination hall, Ground floor, Academic block, AIIMS Rajkot, Village: Khandheri, Tehsil: Paddhari, District: Rajkot, Gujarat 360 110

Schedule of Verification of Documents: -

Total Candidates	Reporting for Document Verification		Venue
	Date	Time	
5	22/01/2024	11:00AM	Examination hall, Ground floor, Academic block, AIIMS Rajkot, Village: Khandheri, Tehsil: Paddhari, District: Rajkot, Gujarat 360 110





Sr. No.	Application No.	Hall ticket No.	DOB	Applicant s' category	CBT marks	Status	Remarks
CATEGORY- UNRESERVED (UR)							
1.	AIIMSRAJ2023001531	AIIMSREC16637CJ21531	29/08/1997	UR	55.75	Qualified	
2.	AIIMSRAJ2023003056	AIIMSREC16537CJ23056	04/04/1996	UR	52.5	Waiting 1	
3.	AIIMSRAJ2023002466	AIIMSREC16537CJ22466	25/09/1999	EWS	50.25	Waiting 2	Own Merit
4.	AIIMSRAJ2023002003	AIIMSREC16737CJ22003	19/09/1999	OBC	46.0	Waiting 3	Own Merit
5.	AIIMSRAJ2023001814	AIIMSREC16537CJ21814	01/01/1995	EWS	45.0	Waiting 4	Own Merit

All waitlisted candidates considered since skill test is applicable for this post.

Important Note:

- The above results do not guarantee issue of appointment letter to the qualified candidates unless they clear Physical Document Verification process.**
- 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 recognized by the concerned Government agency. The candidates must submit documentary proof to the satisfaction of the authority of the AIIMS, Rajkot, that the same is recognized 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 the requisite 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.
- 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).





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- 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
- 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, if applicable.
 - 5.10.2. Discharge Certificate, if discharged from the Armed Forces
- 5.11. For a candidate who claims a change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 5.11.1. 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;
 - 5.11.2. 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.
 - 5.11.3. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner
 - 5.11.4. 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.
- 5.12. Copy of Admit Card issued for Written Examination.
- 5.13. Self-attested copy of the online application as downloaded.
- 5.14. A signed passport-size photograph as uploaded in the online application.
- 5.15. Any other relevant documents.
 6. **The above list is purely provisional and may vary (both inclusion/exclusion) subsequently after detailed document verification. The decision of the Competent Authority in this regard will be Final & binding.**
 7. 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.
 8. **No TA/DA shall be paid for the above-said document verification.**





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9. 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.
10. 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.
11. AIIMS, Rajkot reserves the right to rectify inadvertent errors or printing mistakes, if any.
12. 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.
13. Please visit the Institute's website, i.e., www.aiimsrajkot.edu.in, for any last-minute changes and other details/further Notices about this Recruitment process.
14. All the candidates who appeared in the CBT examination may check their marks in their respective log in portal of AIIMS Rajkot.
15. No Questions/Question Papers will be shared with the candidates as mentioned in the notice dated 08/01/2024 vide no. AIIMS/Rajkot/Admin/2023-24/90.

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



Deputy Director (Administration)
AIIMS Rajkot

उप निदेशक (प्रशासन)
DEPUTY DIRECTOR (ADMINISTRATION)
आखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट - ३६०११०
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