

## **Document Verification process**

### **Instructions to Candidates**

**Venue:** - Room no. 228 (Recruitment section), 1<sup>st</sup> floor, Admin block, SGPGIMS

**Date and Time :** 10 AM to 12Noon; 2<sup>nd</sup> June (Friday), 2023

#### **General**

- The short-listing of candidate for Document Verification does not ensure selection to the post. This is only to verify the eligibility as per qualifications and other documents of the candidate, as provided by the candidate while filling the application form.
- Relatives or well-wishers of the candidates are STRICLY NOT ALLOWED in the Document verification area.
- The dates of document verification are as listed above.
- The Candidates should make all attempts to reach on the scheduled day of document verification only.
- If the candidate is unable to reach in time as per schedule, then he/she should contact Recruitment Section SGPGIMS before the scheduled date.
- In case candidate does not complete the document verification process, as stipulated, then the selection of those candidates shall be cancelled without any communication or assigning any reason, as per the discretion of the Director SGPGIMS

#### **On the day of the Document Verification (DV)**

- You are expected to maintain discipline and public order, failing which SGPGI security services and thereafter Police may take suitable action
- The process of Document verification involves the following steps -
  - Candidates need to make sure that before entering the DV area he/she has all original documents as per the Advertisement (Check-list provided).
  - Specifically, the relevant Caste or Reservation certificates (for those applicable) and Nursing Council registration certificates of applicants, should be produced.
  - Please ensure that all Declarations and Affidavits are available with you in original, as per template provided on website.
  - Please ensure that a copy of the Aadhaar certificate (to be deposited) and the original Aadhaar (for verification) are available with you.
  - Entry to the DV area is only after Biometric Screening and will be strictly regulated by TCS and Security services of SGPGI.
  - After the document verification process the candidate is expected to immediately leave the area and await further notification at home.

Joint Director (Admin), SGPGI