

SOP for joining of the newly recruited Nursing and Technician personnel
(August, 2022)

The following steps will be under taken for the joining of newly recruited Nursing/Technician personnel:-

To be circulated to all selected candidates

1. The intimation regarding terms and conditions of appointment and Joining period etc. have been e-mailed to all selected candidates at their registered email id.
2. The candidates are required to bring print out the above said email message for process of joining.
3. The original copy of Appointment letter will be provided to the selected candidates after biometric data verification at the place of joining i.e. New OPD building, ground floor, Radiology Bay of SGPGIMS on any working day (Mon-Sat, excluding public holidays) for his/her medical examination/fitness from 10.00 AM to 1.00 PM between Monday 22.08.2022 and 15.9.2022.
4. **Joining period is between 22.08.2022 and 15.09.2022.** Further details are stated herein under.
5. Selected candidates are informed that the joining is dependent on being found medically fit by the medical board of SGPGIMS.
6. After biometric verification and receiving the appointment letter, selected candidates shall appear before medical board, available at New OPD building, ground floor, Radiology Bay of SGPGIMS on any working day (Mon-Sat, excluding public holidays) for his/her medical examination/fitness from 10.00 AM to 1.00 PM between Monday 22.08.2022 and 15.9.2022, as per schedule of joining, as published on SGPGI website.
7. After getting medical fitness from medical board, the concerned personnel/selected candidates shall appear before joining team of the Institute, available at New OPD building, ground floor, Radiology Bay of SGPGIMS along with documents stated herein under.
8. Concerned personnel/selected candidates shall download the following formats from the Institute's website sgpgi.ac.in/www.sgpgims.org.in, fill these, sign and complete them, and bring at the time of joining:-
 - a. Biometric verification form, duly filled in with affixing passport sized coloured photograph at the specified space,
 - b. Medical examination/fitness form for medical examination from medical board of SGPGIMS.
 - c. Attestation form, duly filled in with affixing passport sized coloured photograph at the specified space,
 - d. Declaration regarding family members- filled in and signed,
 - e. Affidavit on non-judicial stamp paper of Rs. 100/- worth- filled in signed and notarized,
 - f. Two character certificates from class- I gazetted officer.
9. Concerned personnel/selected candidates shall also bring the following documents at the time of joining:
 - a. All original testimonials/certificates/marks sheets and one set of self attested photocopies of the same,
 - b. Relieving from your present employer (wherever applicable),
 - c. One Photo Id (PAN/Voter card/DL/Passport) in original and one self-attested photocopy,
 - d. Aadhar card in original and one self-attested photocopy (both sides).
 - e. Passport size coloured photograph- 4 nos,
 - f. Uniform of blue coloured (Salwar & Kurta) with white coloured apron. (It is applicable to Nursing personnel/Sister Grade-2 only).
10. No TA/DA shall be payable for joining to the selected candidates, as such they are required to make their own arrangements for stay in Lucknow at the time of joining and thereafter.
1. Seniority would be strictly as per general merit of selection list and not as per date of joining, as per relevant rules.

