

## **Document Verification process - Instructions to Candidates**

**Venue:** - Room 228, 1<sup>st</sup> Floor, Admin Block; Recruitment Section, SGPGI

**Date and Time :** 10 AM to 4 PM; Dates as per published schedule

### **General**

- The number of candidates called for document verification is more than the number of vacancies and includes potential waiting list candidates.
- The short-listing of candidate for Document Verification does not ensure selection to the post. This is only to verify the qualifications and other documents of the candidate, as provided by the candidate while filling the application form. The number of appointments will be as per the approval of the Director SGPGI.
- **Relatives or well-wishers of the candidates are STRICTLY NOT ALLOWED in the Admin Block/ Document verification area.**
- The dates of document verification are as per the attached list
- The Candidates should make all attempts to reach on the scheduled day of document verification only. If the candidate fails to reach in time as per schedule, then he/she may appear on the last day for document verification
- Further mop-up phase for document verification may be planned, if needed, as per the discretion of Director, SGPGI.
- In case candidate does not complete the document verification process, as stipulated, including the mop-up round, if any, then the selection of those candidates shall be cancelled without any communication or assigning any reason.

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

- You are expected to form a Queue and 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), should be produced, as per the Advertisement.
  - 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.
- Specific Instructions for Post of Asstt. Security Officer –
  - Eligibility for the post can only be confirmed after Medical Board certifies the physical requirements as per Advert.