

SOP for document verification of the short listed candidates as per provisional selection list

The following steps will be under taken for the document verification of the short listed candidates as per merit list, published earlier for the post of Sister Grade-2 (Nursing Officer), Medical Lab Technologist and Junior Medical Lab Technologist:-

To be circulated to all selected candidates

1. The intimation regarding document verification has already been e-mailed to the short listed candidates as per provisional selection list to their registered email id.
2. The candidates are required to bring print out the above said email message for process of document verification.
3. The document verification does not guarantee the appointment. However, as per actual vacancy and satisfaction of all required formalities, provisional appointment letter may be issued as per provisional selection list.
4. **Document and biometric verification will be held between 30.01.2023 and 04.02.2023 as per schedule annexed herewith.** Further details are stated herein under.
 - **Time for biometric verification:** Between 10.00 AM and 1.00 PM on the scheduled date, failing which they shall need to wait for next day. This is the first, essential step to be completed.
 - **Time for documents verification:** Between 10.00 AM and 4.30 PM from Monday to Friday and 10.00 AM to 1.00 PM on Saturday.
 - **Venue for Document and biometric verification:** Office of Medical Superintendent / Chief Medical Superintendent.
5. Candidates shall download the following formats from the Institute's website www.spggims.org.in, fill these, complete and sign them and bring at the time of document verification-
 - a. Biometric verification form, duly filled in with affixing passport sized coloured photograph at the specified space,
 - b. Affidavit on non-judicial stamp paper of Rs. 100/- worth- filled in signed and notarized,
6. Candidates shall also bring the following documents at the time of document verification:
 - a. All original testimonials/certificates/marks sheets/transcripts and caste certificate valid for UP State only (wherever applicable) and one set of self-attested photocopies of the same,
 - Please note that benefit of reservation can be availed strictly only by such individuals who possess caste certificate/ EWS certificate applicable/ acceptable in state of Uttar Pradesh.
 - b. Experience certificate (wherever applicable) in original and one set of self-attested photocopies. Requisite experience for Sister Grade-2 (Nursing Officer), MLT and JMLT is as under:

Sister Grade-2 (Nursing Officer)

In case of having Diploma in GNM: Two years experience in minimum 50 bedded hospital after acquiring the educational qualification.


MLT

Two years relevant experience in a Laboratory attached with a hospital having minimum 100 beds.

JMLT

One year relevant experience in Laboratory attached with a hospital having minimum 100 beds.

- 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,
7. Candidates shall make sure that he/she fulfills all requisite qualifications and experience as provided in the advertisement and bring sufficient/relevant documents to support his/her claim.
 8. Requisite eligibility criteria need to be satisfied as on last date of application.
 9. All documents MUST be furnished at the time of document verification. Any missing/deficient documents MUST be furnished on 6th February, 2023, failing which the candidates shall have no claim for appointment. No document will be accepted after this date.
 10. Candidates are informed that after document verification, a provisional appointment letter may be issued as per actual vacancy, in order of merit based on which may be called to submit their joining report.
 11. Candidates will be required to get them self examined by the medical board of SGPGIMS before submission of joining report. Joining shall be dependent on the candidates being found medically fit by the medical board of SGPGIMS. The format in this regard is available in the Institute's website www.sgpgims.org.in. Candidates shall bring the format at the time of joining along with following, which are available in the website :-
 - a. Attestation form, duly filled in with affixing passport sized coloured photograph at the specified space,
 - b. Declaration regarding family members- filled in and signed,
 - c. Character certificates from Two class- I gazetted officers.
 12. The final joining shall be subject to acceptance of joining by competent authority. Candidates shall also submit the relieving from present employer (wherever applicable), at the time of joining process. Date of joining may be as early as one week after document verification.
 13. No TA/DA shall be payable for document verification and joining to the candidates, as such they are required to make their own arrangements for stay in Lucknow at the time of joining and thereafter.


13/1/23


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