Document Verification process

Instructions to Candidates

Venue:- E-Learning Centre, Lecture Theater Complex, Ground floor (near vaccination center), SGPGI

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

General

- The short-listing of candidate for Document Verification <u>does not ensure selection</u> 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 candidates called for Document Verification is more than the number of vacant positions. The number of appointments will be as per approval of the Director SGPGI.
- Relatives or well-wishers of the candidates are STRICTLY NOT ALLOWED in the 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 next day for document verification
- 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.

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 and one copy of all the documents as per the Advertisement (Check-list provided).
    - Please bring the printed Check List. Kindly fill the part A of the document, as instructed on it.
    - Specifically, the relevant Caste or Reservation certificates (for those applicable) and the Nursing qualifications / experience/ registration (as applicable), among other certificates, 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.
    - All document copies submitted by the candidate should be self-verified and signed by the candidate, at the time of document verification.
    - 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.

This is issued with the approval of Director, SGPGI.

Joint Director (Admin), SGPGI