

**SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES
(SGPGIMS)**

RAEBARELI ROAD, LUCKNOW - 226014

DOCUMENT VERIFICATION PROCESS – INSTRUCTIONS TO CANDIDATES

VENUE & SCHEDULE DETAILS

- **Venue:** Room No. 228, First Floor, Administrative Block, SGPGIMS, Lucknow.
- **Date & Time:** 10:00 AM to 04:00 PM (Strictly as per the published schedule timeline).
- **Operational Control:** Entry and verification operations are heavily regulated by Security Services and Authorized Officials.

1. General Governance & Core Rules

- **Candidature Status:** Shortlisting for the Document Verification (DV) stage is strictly provisional and does not guarantee final selection or appointment to the post. This exercise is explicitly intended to validate qualifications, experience and certifications against the data provided by the applicant in the application form.
- **Call Ratio:** The volume of candidates invited for document verification exceeds the total number of advertised vacant positions. Final appointments will be issued strictly in accordance with the merit matrix and administrative approvals from the Director, SGPGIMS.
- **Access Restrictions:** Relatives, escorts or well-wishers accompanying the candidates are **STRICTLY PROHIBITED** from entering the document verification zone. No exceptions will be entertained under any circumstances.
- **Timeline Compliance:** Candidates must make every possible arrangement to report precisely on their allocated calendar date. If a candidate fails to appear due to unavoidable circumstances, they may report on the immediate next business day of the active DV cycle as a final opportunity. Information regarding such reasoned absence may be informed on email id **recruitment@sgpgi.ac.in**.
- **Automatic Cancellation Clause:** Failure to report within the stipulated timeline, or non-completion of the document verification process in its entirety, will result in immediate, automatic cancellation of candidature without any further correspondence, notice or assigning of reasons.

2. Protocols on the Day of Document Verification

- **Discipline & Public Order:** Candidates are required to maintain strict official decorum, institutional discipline and public order. Any instance of misbehavior, disruption or non-compliance will trigger immediate enforcement action by SGPGIMS Security Services and local law enforcement authorities (Police).
- **MANDATORY BIOMETRIC VERIFICATION:** Biometric authentication will be executed strictly **BEFORE** a candidate is permitted to proceed with document verification. Successful biometric matching is a mandatory prerequisite; failing to complete or pass biometric authentication will lead to the immediate cancellation of your candidature on the spot without any further assessment.
- **Original Credentials:** Prior to entering the verification line, candidates must ensure they possess all original transcripts, degree certificates and documents matching the official advertisement parameters.

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- Printed Checklist: Candidates must carry a pre-printed copy of the official Checklist. Part A of the checklist must be pre-filled completely in clear, legible handwriting before entering the room.
 - Reservation & Experience Credentials: Relevant caste/reservation certificates (on the prescribed UP State Government format, if applicable), essential qualification degrees, valid professional registrations and teaching/research experience certificates must be compiled chronologically.
 - Declarations & Affidavits: All mandatory formal declarations and affidavits must be executed in original on Rs. 100/- Non-Judicial Stamp Papers exactly matching the official formats provided on the institutional portal.
 - Identity Verification: Candidates must produce their original Aadhaar Card for verification, alongside a self-attested photocopy to be permanently deposited into the official verification file.
 - Self-Attestation Rule: Every single copy of the document submitted into the official dossier must be explicitly self-verified and signed by the candidate at the point of verification.
 - Post-Verification Exit: Upon completing the formal verification track and receiving acknowledgment, candidates are required to vacate the administrative block immediately and await official updates via official website of the Institute.

By Order and Approval of the Director, SGPGIMS



Joint Director (Administration)
Sanjay Gandhi Postgraduate Institute of Medical Sciences