



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ,
SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES,
RAE BARELI ROAD, LUCKNOW, U.P (INDIA).

ADVERTISEMENT NO. I/08/1-11/Rectt/2025-26 & I/08/12/Rectt/2025-26

INSTRUCTIONS FOR DOCUMENT VERIFICATION

Document Verification of the candidates shortlisted for the following posts shall be held as per the schedule given below:

Posts:

1. Junior Accounts Officer
2. Technical Officer (CWS Biomedical)
3. Nuclear Medicine Technologist
4. Store Keeper
5. Medical Social Service Officer Gr-II
6. CSSD Asstt.
7. Draftsman
8. O.T. Assistant (Backlog)

Schedule

Date: 08.09.2026 (Tuesday)

Reporting Time: 10:00 AM to 03:00 PM

Venue: Ground Floor, Library Complex, SGPGIMS, Lucknow – 226014

General Instructions

1. The candidates have been shortlisted for Document Verification in the 1:3 ratio against the advertised vacancies, as per the approved merit and reservation criteria.
2. The candidature of the shortlisted candidates is provisional and subject to verification of their eligibility, educational qualification, experience, category and other documents as prescribed in the advertisement.
3. Candidates are required to report at the venue on the scheduled date and time and shall remain available till completion of the Document Verification process.
4. Candidates must bring all original certificates/documents along with the one set of self-attested photocopies, as prescribed in the Document Verification Checklist.
5. Candidates must produce the following documents, as applicable to the post:
 - Proof of Date of Birth;
 - Educational Qualification certificates and marksheets;
 - Experience certificate(s), wherever prescribed;
 - Valid registration certificate, wherever applicable;



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- SC/ST/OBC/EWS category certificate, wherever applicable;
 - Certificate relating to horizontal reservation, wherever applicable;
 - NOC from the competent authority, wherever applicable; and
 - Any other document prescribed in the advertisement/checklist.
6. Candidates are required to bring a printed copy of the Document Verification Checklist and complete the portion required to be filled by the candidate before reporting for verification.
 7. Candidates claiming reservation under any category must produce the requisite valid certificate in the prescribed format and fulfilling the conditions mentioned in the advertisement.
 8. Candidates who are presently employed in Government/Semi-Government organisations, Autonomous Bodies, PSUs or other organisations shall produce NOC from the competent authority, wherever required as per the advertisement.
 9. Candidates shall bring the prescribed declarations/undertakings/affidavits, wherever applicable, in the format specified by the Institute.
 10. Candidates must carry a valid original photo identity proof for verification along with a self-attested photocopy thereof.
 11. Biometric/identity authentication shall be carried out as part of the Document Verification process. Candidates are required to cooperate with the officials for completion of the same.
 12. All photocopies of documents submitted for verification should be self-attested by the candidate.
 13. Candidates should ensure that all documents produced/submitted by them are complete, legible and valid. Any deficiency or discrepancy in the documents may result in rejection of candidature as per the applicable rules.
 14. Persons accompanying the candidates shall not be permitted inside the Document Verification area. Candidates are therefore advised to attend the process without any accompanying person.
 15. Candidates are required to maintain proper discipline and decorum at the venue and follow the instructions of the officials deputed for Document Verification.
 16. Mere inclusion of a candidate in the list for Document Verification or completion of Document Verification does not confer any right to selection or appointment. Final selection and appointment shall be subject to fulfilment of all prescribed conditions, availability of vacancies/posts, and approval of the Competent Authority.
 17. Candidates failing to appear for Document Verification on the scheduled date/time shall be dealt with as per the rules/instructions of the Institute. No claim for consideration of candidature shall be entertained on account of non-appearance.
 18. Candidates are advised to regularly visit the official website of SGPGIMS for further updates regarding the recruitment process.



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Important

Candidates are advised to carefully go through the Advertisement No. I/08/1-11/Rectt/2025-26 & I/08/12/Rectt/2025-26, Document Verification Checklist and other instructions issued by the Institute and ensure that they bring all the required documents in the prescribed manner.

Candidates are requested to report well in time and extend their cooperation for smooth completion of the Document Verification process.

By Order and with the Approval of the Director on N/s 19 of File RSD No. 4266/25.


Joint Director (Administration)