



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar

सिजुआ, डाक-: डूमुदुमा, भुवनेश्वर – 751019
Sijua, Post: Dumuduma, Bhubaneswar- 751019
<https://aiimsbhubaneswar.nic.in>

No. AIIMS/BBSR/ADMIN-II/2017/05/2920

दिनांक/ Dated: 06.09.2021

NOTIFICATION

Sub: Document verification for the posts of Private Secretary and Personal Assistant - Reg.

Based on the performance in the Computer Based Test (CBT), the recommendation of the Selection Committee, the result of Stenography (Shorthand) skill test and approval of the Competent Authority, the following candidates for the posts of Private Secretary and Personal Assistant are called for **online document verification** in terms of Adv. No. AIIMS/BBSR/Admin-II/2017/05 dated 05.05.2017. Accordingly, the candidate is hereby directed to go through the guidelines attached herewith as **Annexure-‘A’** and email all the relevant documents within **15 days** from the date of issue of this notification as per the instruction given in the guidelines for verification and completion of other formalities. If the listed candidate fails to upload the requisite documents within the stipulated time period as mentioned below, his/her candidature for the posts will be treated as cancelled:-

Schedule of Document Verification:-

ONLINE DOCUMENTS VERIFICATION	
Sl.	Submit Documents in the given Email and by post
1.	<p>Email Id- dv@aiimsbhubaneswar.edu.in With Subject as: Online Document Verification for [Post Name] in respect of [Name of the Candidate] bearing Roll No. [Roll No. of the Candidate]. AND Hard Copies along with self attested documents is to be sent to “The Assistant Administrative Officer, Recruitment Cell, AIIMS, SIJUA, P.O- Dumuduma, Bhubaneswar, PIN-751019, Odisha” to be received by 30.09.2021 (BY POST).</p>

1. Name of the Post :- Private Secretary
No. of Posts :- 05 (UR -04, OBC-01)

Sl.	Application ID	Roll No.	Name	D.O.B	Applicant's Category	Marks (CBT)
NO SUITABLE CANDIDATE FOUND						

2. Name of the Post :- Personal Assistant
No. of Posts :- 06 (UR -05, OBC-01)

Sl.	Application ID	Roll No.	Name	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY: UN-RESERVED (UR)-05						
1.	AII101457	1804520007	MOUMITA DEY	30/Jun/1993	OBC (On own merit)	294
2.	AII105651	1201520060	SUDHANSU MOHAN PRADHAN	11/May/1996	General (UR)	222
3.	AII102952	1804520018	SOMDUTTA MUKHOPADHYAY	24/Dec/1990	General (UR)	217
NO SUITABLE CANDIDATE FOUND						
CATEGORY: OTHER BACKWARD CLASSESS(OBC)-01						
NO SUITABLE CANDIDATE FOUND						

(Contd....P/2)

IMPORTANT NOTES:-

1. Due to COVID-19 restriction this Institute has decided to conduct ONLINE verification of documents of the provisionally shortlisted candidates. Therefore, the candidate is instructed to submit requisite documents through Email i.e. dv@aiimsbhubaneswar.edu.in within 15 days from the date of issue of this Notification and also by Post to “**The Assistant Administrative Officer, Recruitment Cell, AIIMS, SIJUA, P.O-Dumuduma, Bhubaneswar, PIN-751019, Odisha**”. The requisite documents as asked from the candidate is required to reach this Institute **by 30.09.2021 failing which the candidature will deemed to be cancelled.**
2. The candidature of above listed candidate shortlisted for Document Verification is purely provisional subject to verification and fulfilment of the eligibility criteria with regards to age, category, essential qualification and experience etc. as per the advertisements and Rules & Regulations of the Institute beside the number of vacancies available. In case any of the listed candidate is found not fulfilling any of the eligibility criteria at any stage then his/her candidature/selection will be cancelled without giving any reason. The decision of the Director in this regard will be final.
3. The essential qualification as claimed by the candidate(s) is/are to be recognised by the concerned Government agency. The candidate has to submit documentary proof to the satisfaction of the authority of the AIIMS, Bhubaneswar that the same is recognised by the Government Authority. If fails to submit documentary evidence, then his/her candidature will be cancelled without giving him/her any further opportunity. Similarly, while claiming any qualification as equivalent to degree/diploma, then the candidate has to submit documentary proof regarding equivalency.
4. The candidate listed for document verification is not the common merit list and will have no bearing on seniority, the seniority will be determined as per the common merit list of all selected candidates irrespective of the date of the joining of the candidates. The candidate who is now called for document verification has to meet their eligibility criteria as per the advertisement and Offer of Appointment will be issued as per the vacancies available of the advertised post.
5. If the candidate does not belong to the category mentioned against his/her name in the Notification or if any of the particulars mentioned are not correct, the candidate is advised to inform the discrepancy by Email (recruitment@aiimsbhubaneswar.edu.in) with all the supporting documents within **7 (seven) days from the date** of issue this Notification.
6. The above list is purely provisional and may vary after details examination/verification besides any terms and conditions of this Notification. The decision of the Competent Authority in this regard will be final.
7. Candidate should note that shortlisting for Document Verification does not entail any right for issuing Offer of Appointment to the above listed candidate. Final result will be published after document verification and based on number of vacancies available.
8. Those candidates who are in Govt. Service (including AIIMS Employees) are required to produce No Objection Certificate (NOC) for document verification, without the same, their candidature will be cancelled.
9. The final selection will be purely on merit of the candidate who fulfil all eligibility criteria as per the advertisement. **Action as warranted under Rules/Law will be taken in respect of those candidates who will bring outside influence in any manner.**
10. While every care has been taken in preparing the above category-wise list of candidates for the aforesaid post to be called for Document Verification, however, AIIMS, Bhubaneswar reserves the right to rectify inadvertent error or printing mistake, if any.

11. The letters for document verification to the above-listed candidate is being sent separately on their registered e-mail as given in the application only. No hard copy of the call letter will be sent by post therefore the claim of the candidate that they have not received the intimation about document verification at any later date will not be considered and their candidature will be cancelled if they fail to submit the document within stipulated time period as per the above schedule.
12. Please visit Institute's website i.e., <https://aiimsbhubaneswar.nic.in> for any last-minute change and other details about this recruitment.

IMPORTANT: Beware of the touts who may misguide the candidates with false promises of getting them selected for the job on illegal consideration. The recruitment process i.e., CBT in the AIIMS, Bhubaneswar examinations is fully computerized and the selection is based purely on the merit of candidates.

By Order of the Director

Sd/-

(सलीम गोलदार / Salim Golder)

सहायक प्रशासनिक अधिकारी/Asst. Administrative Officer
एम्स, भुवनेश्वर /AIIMS, Bhubaneswar

प्रति लिपि/ Copy to :

1. P.S to Director – for kind information of the Director.
2. P.S to DDA – for kind information of the DDA.
3. P.S to Financial Advisor – for kind information of Financial Advisor.
4. P.S to Medical Superintendent – for kind information of Medical Superintendent.
5. Office Order file.



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For Online Document Verification Candidates are requested to email the Scan copy of the following Certificates in a single PDF document:

1. Check List for Personal Assistant
2. Photograph of candidate.
3. Signature of Candidate.
4. Date of Birth Proof.
5. Address Proof.
6. Class 10th& 12thMarksheet and Certificates.
7. Certificate of Degree establishing meeting the essential educational qualification as advertised.
8. Experience Certificate clearly stating duration of experiences, nature of duty etc. establishing the eligibility of candidates in fulfilment of essential experiences as applicable.
9. PwD Certificate (if applicable) – The disability certificate should be issued by a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions and countersigned by Medical Superintendent/CMO/Head of Hospital/Institution as provides under the rules.
10. SC/ST/OBC (non-creamy layer) Certificate from appropriate authority. Those candidates who have claimed belonging to OBC have to produce OBC (non-creamy layer) certificate applicable for Central Government jobs having validity as per GoI instructions.
11. If candidate working in Government/Semi Government/PSU Institution- No Objection Certificate from their present employer.
12. Copy of Admit Card issued for Written Examination.
13. An Affidavit on Non-Judicial Stamp Paper of denomination of Rs. 20/-as per Performa attached.
14. Self-attested copy of online application as down loaded.
15. Any other relevant documents.

Note: The PDF file name should contain Roll No. and Candidate's Name i.e. **[Name of the Candidate] [Roll. No. of the candidate]**

All claim made in the application form will be allowed only after scrutinizing the uploaded certificates.

AFFIDAVIT

Non-Judicial Stamp paper of denomination of Rs. 20/-

1. I, Mr./Mrs./Ms..... age..... S/o,
D/o, W/o..... resident of
..... do
hereby give an affidavit that all the degrees constituting essential qualification as per the advertisement, submitted by me in support of this application are from recognized University/Institution. I hereby undertake that I possess/meet all eligibility criteria for the post I have applied as on the last date of the receipt of application as per the prescribed qualification, age, experience, and other eligibility criteria as per the advertisement.
2. The degree/diploma as mentioned on my online application as submitted to AIIMS, Bhubaneswar are recognised by the appropriate agency of the Government. In case, my declared degree/diploma is found to be not recognised by the concerned government agency, then my appointment may be cancelled even after joining the post.
3. That if at any stage it is found that any of the information furnished by me to be false or I am not fulfilling any of the eligibility criteria of the advertisement, then my selection to the post will be cancelled and all subsequent actions to it may be considered void ab-initio besides any such administrative or legal action as the Competent Authority deemed fit to take against me including recovery of financial loss sustained.

Deponent

Verification

I, the above-named deponent, do hereby solemnly affirm and declare that all the contents of the above affidavit are correct and true to the best of my knowledge and belief and nothing has been concealed therefrom.

Verified at AIIMS, Bhubaneswar on this Date.....

Deponent