



అఖిల భారత వైద్య విజ్ఞాన సంస్థ, మంగళగిరి, ఆంధ్రప్రదేశ్
अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि, आंध्रप्रदेश
All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh
(An Autonomous Institute under MoHFW, Govt. of India)
www.aiismmangalagiri.edu.in

AIIMS/ MG/Admin/Recruitment/03/2025/Non-Faculty-CRE/03

Date: 29.07.2025

NOTICE-3

SCHEDULE OF DOCUMENT VERIFICATION FOR THE CANDIDATES PROVISIONALLY ALLOCATED AT AIIMS MANGALAGIRI THROUGH CRE-2024 FOR RECRUITMENT TO VARIOUS GROUP 'B' AND 'C' POSTS.

Ref.: Advertisement Notice No. 171/2025 dated 07.01.2025.

With reference to the Common Recruitment Examination for AIIMS (CRE-AIIMS) Notice No. 171/2025 dated 07.01.2025 and subsequent notices/corrigendum/addendum/information for recruitment of various non-faculty Group B & C posts for AIIMS Mangalagiri. It is hereby informed that the Examination Section, AIIMS New Delhi published the provisional results of the Computer Based Test (CBT) held on 26th, 27th & 28th Feb 2025 for various Group B & C posts. The provisional selected candidates who are allotted to AIIMS Mangalagiri through CRE-AIIMS are instructed to be mandatorily present in person at AIIMS Mangalagiri along with all original documents in support of their eligibility on the following schedule:

Sl. No	Name of the Post	Date & Reporting Time	Venue
1.	Personal Assistant (S)	11.08.2025 (10.00 AM)	Ground Floor, Administrative Building, AIIMS Mangalagiri.
2.	Stenographer		

Important instructions:

- Candidates who are allotted to AIIMS Mangalagiri are directed to refer to the results published for their respective posts by AIIMS New Delhi and follow the important instructions mentioned in the result notice.
- List of Documents to be furnished (Original as well as One Photocopy (self-attested)) are as given below:**
 - Printout of online application form.
 - Certificate of Date of Birth/ Class X
 - Government ID proof in original (AADHAR Card/PAN Card/Driving License/ Passport etc)
 - All Educational certificates & Experience Certificates as mentioned in the advertisement
 - Valid Registration certificate for Nurse and Midwife, if required.
 - NOC (if any), who are presently working in Govt. organizations.
 - Valid Caste Certificate in the prescribed format if applied under SC/ST/OBC/EWS/category issued in the prescribed format and by the Competent Authority;

Note:

- Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. The certificate must mention the non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93- Estt. (SCT) dated 15.11.1993). The OBC applicants who belong to the 'Non-Creamy Layer' and whose caste appears in the Central List of the OBCs (notified by the Ministry of Social Justice and

Empowerment on the recommendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in>, shall be eligible to be considered under the OBC category (Validity period of OBC Certificate in respect of non-creamy layer status of the applicants as per DOPT Office Memorandum No. 36036/2/2013Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be issued for the financial year 2024-2025 (which is the year of advertisement) (considering income upto financial year ending on 31st Mar, 2024), **issued from 1st April 2024 to 31st January 2025**. If the applicant did not have the OBC non-creamy layer certificate valid for the financial year 2024-2025 at the time of registration, then he/she should have uploaded the previously issued (older) OBC non-creamy layer certificate or the acknowledgment slip of the OBC non-creamy layer certificate application. At the time of document verification, the certificates (as applicable) valid for financial year 2024-2025 must be produced.

- b) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. In pursuance to DoPT OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, a EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2023-2024, issued from **1st April 2024 to 31st January 2025**. If the applicant did not have the EWS Category certificate valid for the financial year 2024-2025 at the time of registration, then he/she should have uploaded the previously issued (older) EWS certificate or the acknowledgment slip of the EWS certificate application. At the time of document verification, the certificates (as applicable) valid for financial year 2024-2025 must be produced.
- c) Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PWBD etc. during document verification or as and when required to produce the same, the candidature will be cancelled.
- d) Candidates belonging to reserved categories should note that Caste certificates issued in any format other than the prescribed format or signed by any authority other than the prescribed authorities, will not be accepted.
3. Candidates must note that their candidature is purely PROVISIONAL and subject to fulfilling the eligibility criteria and other terms mentioned in the advertisement notice no. 171/2025 dated 07.01.2025 by AIIMS Delhi. During document verification, if candidate is not found eligible his/her candidature will be cancelled forthwith irrespective of merit position in the CBT. The concerned candidate shall be solely responsible for this (i.e. his/her disqualification).
4. The candidates must note that failure to attend the document verification at the scheduled time or failure to bring all the *required documents in original*, will lead to cancellation of their candidature from the concerned post.
5. In exceptional circumstances, if any candidate fails to produce any original educational document, she/he must submit a Notary/Affidavit on standard stamp paper stating the reason for not producing the certificate and that the original document will be produced during reporting for joining of service, if selected. The decision of the competent authority is final in this regard.
6. Medical fitness for PwBD category will be carried out by the Medical Board of the Institute in due course and they will be considered for the posts only if they are found suitable for the post.
7. Please come prepared to stay one more day after the schedule dates, in case, schedule over-runs.
8. No TA/DA will be provided for attending interview/document verification.
9. In case of any inadvertent mistake in the list, the documents/records available in the Institute shall be considered final.

- For any queries, please mail to recruitment.nonfaculty@aiimsmangalagiri.edu.in
- Candidates are advised to check their registered e-mail and also visit website of AIIMS New Delhi <https://www.aiimsexams.ac.in> and AIIMS Mangalagiri <https://www.aiimsmangalagiri.edu.in> regularly, for further updates in this regard.

Sd/-
Administrative Officer
AIIMS, Mangalagiri