



అఖిల భారత వైద్య విజ్ఞాన సంస్థ, మంగలగిరి, ఆంధ్రప్రదేశ్

అఖిల భారతీయ ఆయుర్విజ్ఞాన సంస్థాన, మంగలగిరి, ఆంధ్రప్రదేశ్

All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh
(An Autonomous Institute under MoHFW, Govt. of India)

www.aiimsmangalagiri.edu.in

AIIMS/ MG/Admin/Recruitment/03/2025/Non-Faculty/CRE(03)/01

Date: 23.01.2026

SCHEDULE OF DOCUMENT VERIFICATION FOR THE CANDIDATES PROVISIONALLY ALLOCATED AT AIIMS MANGALAGIRI THROUGH CRE-2025 FOR RECRUITMENT TO VARIOUS GROUP 'B' AND 'C' POSTS.

Ref.: Advertisement Notice No. 278/2025 dated 11.07.2025.

With reference to the Common Recruitment Examination for AIIMS (CRE-AIIMS) Notice No. 278/2025 dated 11.07.2025 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 25th, 26th & 27th Aug 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 as per the following schedule:

Sl. No	Name of the Post	Date & Reporting Time
1.	Stenographer	02.02.2026 (09.00 AM)
2.	Medical Record Technician	
3.	Junior Administrative Assistant	

Important instructions:

1. 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.
2. **List of Documents to be furnished (Original as well as One Photocopy (self-attested)) are as given below:**
 - i. Printout of online application form.
 - ii. Certificate of Date of Birth/ Class X
 - iii. Government ID proof in original (AADHAR Card/PAN Card/Driving License/ Passport etc)
 - iv. All Educational certificates & Experience Certificates as mentioned in the advertisement
 - v. Valid Registration certificate for Nurse and Midwife, if required.
 - vi. NOC (if any), who are presently working in Govt. organizations.
- vii. 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:

- a) **Date(s) of valid OBC(NCL) certificate:** Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M No. 36036/2/2013- Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36011/1/12- Estt.(Res.) dated 14.03.2016. 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 8.9.1993). 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 noncreamy layer status of the applicants as per DOPT Office

Memorandum No. 36036/2/2013- Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate should be issued for the financial year 2025-2026 (considering income upto financial year ending on 31st March 2025) **issued on or after 01st April, 2025 to last date of application i.e 31st July, 2025**. If the applicant does not have the OBC non-creamy layer certificate valid for the financial year 2025-2026 at the time of registration, the applicant must upload the previously issued (older) OBC non-creamy layer certificate with the acknowledgement slip of the OBC non-creamy layer certificate application for renewal. However, at the time when asked to submit/upload the valid certificate, the applicant must produce the applicable certificate valid for financial year (2025-2026) within the date as applicable along with old certificate. This additional certificate (if any) must have a reference of his/her already issued original caste certificate.

b) **Date(s) of valid EWS certificate:** - 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 DoP&T 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 of income of financial year 2024-2025 issued from **01.04.2025 to 31.07.2025** valid for the financial year 2025-2026 will be considered valid.

*Language of Certificate should be in Hindi/English Language and in prescribed format for central Government. 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.

Any EWS certificate issued beyond above said dates will be treated as invalid.

c) **All candidates are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.**

d) Candidates who have claimed the reservation category and failed to produce a valid category certificate as applicable as per published criteria the candidature shall be cancelled in the reserved category, and allocated seats shall be forfeited.

e) Reservation for PwBD will be as per the guidelines /Instruction contained in DoP&T OM No. 36035/02/2017-Estt (Res) dated 15.01.2018 with regard to reservation for persons with disabilities. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. However, the candidature of PwBD applicant is subject to evaluation by a Medical Board duly constituted by the Executive Director of respective AIIMS or by the respective institute. This Medical Board will evaluate suitability of candidates for the post he/she is being considered for. All the instructions of Govt. of India as amended and as applicable in this matter will be followed.

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. 278/2025 dated 11.07.2025 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 (I/c)
AIIMS, Mangalagiri

