



File No.: AIIMBL-B02/12/2026-O/o EST
अखिलभारतीयआयुर्विज्ञानसंस्थान , बिलासपुर
हिमाचलप्रदेश -१७४०३७

All India Institute of Medical Sciences, Bilaspur
Himachal Pradesh-174037



Bilaspur, Himachal Pradesh
May, 2026

**SCHEDULE OF DOCUMENT VERIFICATION FOR THE CANDIDATES
PROVISIONALLY ALLOCATED AT AIIMS BILASPUR THROUGH CRE-4 FOR
RECRUITMENT TO JUNIOR ADMINISTRATIVE ASSISTANT POST**

1. This is in reference to the advertisement Notice No. 355/2025, dated 11/11/2025 published by AIIMS Delhi for COMMON RECRUITMENT EXAMINATION (CRE) - 4 for recruitment to various posts on Direct Recruitment basis at AIIMS Bilaspur & Other Central Govt. Institutes/bodies.
2. CBT for the above-mentioned posts was conducted on 22nd to 24th December 2025 in various cities across the county.
3. Based on the order of merit in the result of CBT, candidates have been shortlisted category-wise and allotted AIIMS Bilaspur for following posts for document verification and further process of appointment. All the candidates who have been allotted AIIMS Bilaspur are notified to be mandatorily present in person at AIIMS Bilaspur along with all original documents in support of their eligibility on the following schedule:

Date of Document Verification	Venue	Reporting Time of Candidate
22 nd May, 2026	Room no. 356, 3 rd Floor, Academic Block, AIIMS Bilaspur, H.P.	9:00 A.M.

Sr. No.	Name of the Post	Date of Document Verification
1.	Junior Administrative Assistant	22 nd May, 2026

4. Please read the following instructions carefully as your document verification will be subject to fulfillment of the following: -

4.1 Candidates should bring the following documents in original along with one set of self-attested photocopy of each: -

- 4.1.1 Printout of online application form.
- 4.1.2 Provisional seat allotment letter issued by AIIMS, New Delhi.
- 4.1.3 Proof of Date of Birth or class 10th (Matriculation) Certificate.
- 4.1.4 Marksheet and certificate of 12th (Higher Secondary)
- 4.1.5 Marksheets of all the years of Degree/Diploma along with Degree/Diploma Certificate in support their educational qualification.
- 4.1.6 Valid certificate of registration (if, any)

- 4.1.7 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;
- 4.1.8. Experience certificate, duly signed by the Competent Authority of the Organization/Institute/Hospital clearly mentioning the post, period of employment etc. Experience certificate without these details may not be accepted.

Note:

- (i) Only fulltime experience after obtaining essential educational qualification will be considered.
- (ii) Experience will be counted as on last date of submission of online application form.
- 4.1.9 Those who are in employment under Central /State Government/Public Sector Undertaking/ Autonomous institute must bring No Objection Certificate (NOC) from their employer;
- 4.1.10 Any other relevant documents.

4.2 **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 non-creamy 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. 2nd December, 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

4.3 **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 02.12.2025 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

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

4.5 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.

4.6 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.

4.7 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.

4.8 Candidate must note that on scheduled date of document verification failure to attend the Document Verification or failure to bring all the above-mentioned documents in original will lead to cancellation of their candidature from the concerned post. No representation in this regard will be entertained. Request for change in date of document verification will not be entertained.

5. Document Verification/Examination of Disability may be spilled over to the next day depending upon the number of candidates present on the scheduled day of Document Verification. **Therefore, candidates should be prepared to be available for Document Verification for next day also, if necessary.**

6. 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. 355/2025, dated 11/11/2025 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).

7. All the certificates which are provided by the candidate may be sent for the police verification and if the same is found fake/tempered/false, candidature of the candidate will be cancelled and necessary legal action may be initiated against such candidate.

8. At any stage, if it is found that the institute/university is not recognized or authorized to conduct the said course/programme or to award the degree/certificate for the relevant academic year as submitted by the candidate, the candidature of such candidate shall stand cancelled forthwith. The Institute shall not

be liable to provide any further clarification in this regard and employment may be terminated without any reason or notice.

9. No TA/DA will be paid for appearing in the Document Verification.

10. Candidates are advised to check their registered email ID (including spam folder) and visit website of AIIMS Bilaspur (www.aiimsbilaspur.edu.in) regularly for any updates.

Important Notes:

1. This notice may be treated as call letter for Document Verification. **No separate call letter will be issued.**

2. All the Eligibility criteria and terms and conditions for deciding eligibility of the candidate will be as per the advertisement notice published by **AIIMS Delhi for COMMON RECRUITMENT EXAMINATION (CRE) - 4, vide Notice No. 355/2025, dated 11/11/2025.**

3. **Educational qualification certificates/Category Certificates etc. must be submitted on the day of document verification, failing which candidature will be cancelled. No additional time will be allowed for submission and no correspondence will be entertained in this regard.**

4. Those who are in employment with state/Central Govt./PSU, must submit a “**NO OBJECTION CERTIFICATE**” from the employer at the time of verification of documents. Failure to submit NOC on the day of document verification will lead to the cancellation of the candidature. Under special circumstances, submission of proof of acceptance of resignation by the current employer and proper relieving letter in original from respective employer may be considered at the time of joining as implied NOC at the discretion of competent authority of AIIMS, Bilaspur.

5. This Institute has permitted to allow a relaxation of age up to a maximum of 05 years in respect of staff working in AIIMS, Bilaspur for the posts which are in the same line or allied where a relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age relaxation will be for one year for each year of completion of contractual/outsourced period engagement at AIIMS, Bilaspur subject to a ceiling of a maximum of five years.

This is issued with the approval of Competent Authority.

Deputy Director (Administration),
AIIMS Bilaspur, H.P.

Copy To: -

1. PA to ED for information of Executive Director, AIIMS Bilaspur, H.P., please.
2. Faculty I/c IT Cell for publication on the website of Institute.
3. For all shortlisted candidates.