



RECRUITMENT CELL

Phone No: 0135-2462953, Email ID: job@aiimsrishikesh.edu.in

F. No. AIIMSRISH/REC/CRE-4/2026/124

Date: 26 May 2026

NOTICE FOR VERIFICATION OF ELIGIBILITY / DOCUMENTS

Subject: Verification of Eligibility Criteria & Original Document of candidates allotted to AIIMS Rishikesh in CRE-4 (2025) – Phase-II.

Reference: CRE-4 advertisement No. 355/2025 dated 11/11/25 issued by Examination Section, AIIMS New Delhi.

CRE-4 qualified candidates mentioned below post-wise & allotted AIIMS Rishikesh in the announcement of result notification referred above, are hereby notified to report IN-PERSON for verification of Eligibility Criteria (as per advertisement) & Original Documents on below mentioned schedule at RECRUITMENT CELL, All India Institute of Medical Sciences, Rishikesh.

S.No	Group code	Name of the post	No of candidates	Date & Time of Reporting
1	19	Medical Record Officer	03	01/06/2026 (Monday) & 10:00 AM
2	20	Private Secretary	01	
3	20	Personal Assistant	04	
4	20	Stenographer	02	
5	20	Jr Scale Steno (Hindi)	01	
		Total	11	

Candidates have to bring following original documents (uploaded on online portal of AIIMS New Delhi) along with one set of a self-attested Xerox copy of these documents as per above mentioned schedule.

- 1) A valid Identity proof i.e. passport, voter ID card, etc. (issued by government authority)
- 2) Allotment Letter & Rank card
- 3) Aadhar Card
- 4) Admit Card having candidate's signature
- 5) Registration Slip of online registration having candidate's signature
- 6) Age proof (10th Certificate/ Birth Certificate)
- 7) Residence proof (issued by government authority)
- 8) Qualification proof (Degrees & Marksheets) as per Advertisement
- 9) Experience certificate, (if any)
- 10) NOC document from current employer (if applicable)
- 11) Reserve category certificate (if applicable)
- 12) Relevant Council registration (if applicable)
- 13) Any other relevant document to support your candidature

Note: For the validity of certificates/ documents, please refer the advertisement.

The assessment of documents will be done as per advertisement and in case any candidate(s) fail to attend/show requisite original documents at the time of Original Document verification his/her candidature will be treated as cancelled and no further correspondence will be entertained in this regard.

Recruitment Cell
AIIMS, Rishikesh