



अखिलभारतीयआयुर्विज्ञानसंस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar

सिजुआ,डाक:- डूमुदुमा,भुवनेश्वर – 751019
Sijua, Post: Dumuduma, Bhubaneswar- 751019
www.aiimsbhubaneswar.edu.in

No. AIIMS/BBSR/ADMIN-II/2017/05/838

दिनांक/ Dated: 13.06.2020

NOTIFICATION

Sub: Document verification for various categories of Group-B posts - Reg.

Based on the performance in the Computer Based Test (CBT), the recommendation of the Selection Committee and approval of the Competent Authority, the following waitlisted and newly selected candidates for the posts of Chief Cashier, Jr. Accounts Officer, Librarian Grade-I and Librarian Grade-III are called for **online document verification** (Due to COVID-19 restrictions) for various categories of Group-B posts mentioned herein in terms of Adv. No. AIIMS/BBSR/Admin-II/2017/05 dated 05.05.2017. Accordingly, the candidates are hereby intimated to go through the guidelines attached here as **Annexure-‘A’** and upload all the documents as per the instruction given in the guidelines for verification and completion of other formalities as per the schedule & Important Note as mentioned below. If any of the listed candidates fail to upload the requisite documents within the stipulated time period as per the schedule mentioned below, his/her candidature for the posts will be treated as cancelled:-

Schedule of Verification of Documents for all 27 posts mentioned herein:-

ONLINE DOCUMENTS VERIFICATION		
Sl.	Posts Sl. No.	Submit Documents in the given Email Account Email Id- dv@aiimsbhubaneswar.edu.in
1.	1 to 27	Having Subject in this specific format: Submitting documents for the post of [Post Name] in respect of [Name of the Candidate] bearing Roll No. [Roll No. of the Candidate].

1. Name of the Post :- Maternity & Child Welfare Officer
No. of Posts :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII102591 /1201040015	REETA JENA	27/Feb/1990	UR	253

2. Name of the Post :- TB & Chest Diseases Health Assistant
No. of Posts :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII104248 / 1201050049	MANASWINI BISWAL	02/Feb/1991	UR	295

Contd....P/2)

-:2:-

3. Name of the Post :- CSSD Technician
No. of Posts :- 03(UR-03)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All105293/ 1110060008	GODABA RANGANADH	09/Jul/1983	General (UR)	230
2.	All103437/ 1201060006	SHARDA KAUSHIK	03/Jun/1983	OBC (On own merit)	223
3.	All104969/ 1804060002	ABHISEK MANDAL	08/Aug/1990	General (UR)	221

4. Name of the Post :- Technical Officer (Technical Supervisor)
No. of Posts :- 07(UR-04(2*), OBC – 02, SC-01)
*2 Posts remain Vacant due to Courts Interim Order

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All103934/ 1201070034	SASMITA MALLICK	25/Jun/1984	UR	277
2.	All101436/ 1110070006	SHITHA BASHEER J	01/May/1988	OBC (On own merit)	267
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	All105753/ 1201070031	PRAKASH KUMAR SWAIN	24/Jun/1982	OBC	264
2.	All106913/ 1505070047	KULDEEP KUMAR YADAV	02/Sep/1983	OBC	248
CATEGORY – SCHEDULED CASTES (SC)					
1.	All103941/ 1505070052	PARMANAND RANGARE	25/May/1975	SC	187

5. Name of the Post :- Technical Officer (Ophthal) (Refractionist)
No. of Posts :- 01(UR-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All106367/ 1201140009	BIKASH KUMAR SAMAL	11/Jun/1988	UR	358

6. Name of the Post :- Electro Cardiograph Technical Assistant
No. of Post(s) :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All101214/ 1506150001	TWINKLE GUPTA	02/Aug/1993	UR	266

Contd....P/3)

7. Name of the Post :- Technical Officer (Dental) Dental Technician
 No. of Posts :- 03(UR-02, OBC-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All105125/ 1804160006	BHASKAR PRASAD CHOUDHARY	02/Dec/1983	UR	194
2.	All106960/ 1201160006	SARBESWAR PRADHAN	09/May/1978	UR	184
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	All104690/ 1804160005	SANDEEP KUMAR	02/Apr/1991	OBC	145

8. Name of the Post :- Occupational Therapist
 No. of Posts :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All105059 / 1201190007	ASISH DAS	30/Jun/1987	UR	243

9. Name of the Post :- Dietician
 No. of Posts :- 07(UR-02, OBC-03, SC-01,ST-01*)
 (including 01 candidate from earlier phase)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All103792/ 1201220008	SAGARIKA BISOYI	26/Jun/1991	OBC (on own merit)	352
2.	All105168 / 1110220003	GOPAL ZALAKI	01/Jul/1985	UR	329
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	All103970/ 1201220040	KSHAMA YADUWANSHI	19/Jun/1982	OBC	242
2.	All105291 / 1110220013	GODA SUDHAKAR	05/Jun/1986	OBC	235
3.	All101255 / 1505220015	HEMLATA	12/Oct/1992	OBC	230
CATEGORY – SCHEDULED CASTES (SC)					
1.	All101179/ 1505220002	SANDEEP KUMAR	10/Jan/1983	SC	272
CATEGORY – SCHEDULED TRIBES (ST)					
VACANT (No Waiting List Candidate)					

10. Name of the Post :- Medical Social Service Officer Grade I
 No. of Posts :- 09(UR-04, OBC-03*, SC-02*)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All105130/ 1110230028	JAYACHANDRAN M R	30/May/1987	UR	165
2.	All104498 / 1402230003	RITIPRAGYAN PANDA	11/May/1983	UR	160
3.	All102119 / 1804230002	SUDESNA SANTIKARI	22/Jun/1983	UR	155
4.	All104409/ 1201230032	SWADHINA MOHAPATRA	01/Apr/1986	UR	150
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
VACANT -3 (No Waiting List Candidate)					
CATEGORY – SCHEDULED CASTES (SC)					
VACANT-2 (No Waiting List Candidate)					

11. Name of the Post :- Vocation Counsellor
 No. of Post(s) :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All103417 / 1201260006	PRAGYAN SUCHARITA	02/Feb/1990	UR	264

12. Name of the Post :- Medical Record Officer
 No. of Posts :- 03(UR-02, OBC-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All105835 / 1505280010	NUPUR	18/Jan/1992	UR	270
2.	All106499 / 1804280002	DWAIPAYAN BISWAS	06/Oct/1986	UR	248
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	All104941 / 1201280009	PAIDI NARASIMHA MURTY	29/May/1986	OBC	232

13. Name of the Post :- Gas Officer/Manager/Supervisor
 No. of Post(s) :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All104617 / 1201360003	SHUBHRAJIT CHANDI DAS	08/Jun/1984	UR	150

14. Name of the Post :- Laundry Manager
 No. of Post(s) :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All106473 / 1201290001	NIGAMANANDA JENA	05/Jun/1978	UR	194

15. Name of the Post :- Assistant Stores Officer
 No. of Post(s) :- 01(UR-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII105258 / 1201530008	PATANJALI MOHANTA	27/Mar/1985	(OBC) (On own merit)	210

16. Name of the Post :- Sr. Hindi Officer
 No. of Post(s) :- 01(UR-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII107078 / 1506550035	VIJAY KUMAR SHAW	14/Apr/1984	UR	327

17. Name of the Post :- Junior Hindi Translator
 No. of Post(s) :- 02(UR-02) (including 01 candidate from earlier phase)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII105234/ 1804560058	BIKKY KUMAR SHAW	05/Apr/1988	OBC (on own merit)	328.5
2.	AII104674/ 1804560053	GOBIND CHOUDHARY	04/Jun/1992	SC (on own merit)	311

18. Name of the Post :- Assistant Engineer (A/C & R)
 No. of Posts :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII105172/ 1201370004	PRADEEPTA KISHORE SAHOO	28/Jan/1979	UR	201

19. Name of the Post :- Junior Engineer(A/C & R)
 No. of Posts :- 02 (UR-02)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII105551/ 1201380073	DEEPAK MAHAKUD	10/Jun/1990	OBC (on own merit)	247
2.	AII104683/ 1110380016	VARUN KUMAR	09/Jul/1990	UR	240

20.Name of the Post :- Junior Engineer (Electrical)
No. of Posts :- 02 (UR-01, OBC – 01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY– UNRESERVED (UR)					
1.	AII104676/ 1201400062	JYOTIPRAKASH LENKA	19/Nov/1991	UR	354
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	AII105876 / 1505400045	VINAYAK KUMAR DHAIRYA	14/Sep/1991	OBC	342

21.Name of the Post :- Junior Engineer (Civil)
No. of Posts :- 02(UR-01, OBC-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII106977 / 1201420292	PRIYA DARSHAN RAJ	21/Jul/1988	General (UR)	254
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	AII104748 / 1201420121	BIKASH KUMAR SAHOO	05/Jul/1991	OBC	212

22.Name of the Post :- Librarian Grade – I (Documentalist)
No. of Posts :- 01(UR-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII101990/ 1201320010	SMITA RANI SABATA	22/May/1984	UR	268

23.Name of the Post :- Librarian Grade –III
No. of Posts :- 04(UR-03, OBC-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AII101566/ 1201330038	JAYASHREE MAJHI	29/Jun/1991	OBC (On own merit)	370
2.	AII106822/ 1506330055	MOHIT KUMAR VERMA	11/Dec/1988	OBC (On own merit)	368
3.	AII106169/ 1804330022	ASWINI MASANTA	25/Sep/1988	UR	365
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	AII106496/ 1201330091	SUNANDA KUMAR SAHOO	04/May/1989	OBC	349

24. Name of the Post :- Chief Cashier
 No. of Posts :- 01(UR-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All105198 / 1201440025	AJAY KUMAR GOCHHI	24/Aug/1983	UR	317

25. Name of the Post :- Junior Accounts Officer
 No. of Posts :- 04(UR-03, OBC-01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	All104900/ 1804430005	TUSAR SINHA	20/Mar/1990	UR	293
2.	All104711/ 1201430154	KRUSHNA CHANDRA SAHOO	17/Jun/1987	UR	255
3.	All105853/ 1201430160	CHANDAN KUMAR PRUSTY	03/Jun/1994	UR	254
CATEGORY – OTHER BACKWARD CLASSES (OBC)					
1.	All105072/ 1201430045	SHASHIKANTA BEHERA	23/Aug/1986	OBC	230

26. Name of the Post :- Office Assistant (NS)
 No. of Posts :- 11 (UR -06, OBC-01,SC-03,ST-01)

Sl. No.	Application ID / Roll No.	NAME	D.O.B	Category	Marks (CBT)	Marks (CPT)
CATEGORY – UNRESERVED (UR)						
1.	AIIMS46050011 / 1230462492	GOKULANANDA PANDA	04.02.1993	UR	353	23.4
2.	AIIMS46032127 / 1216460112	KUMAR SOURAV	25.10.1990	UR	351	27
3.	AIIMS46069678 / 1230461914	ABHISHEK GAURAV	12.12.1988	UR	350	24.6
4.	AIIMS46010001 / 1127460580	PRAVEEN KUMAR PATHAK	13.03.1990	UR	350	21.6
5.	AIIMS46019712 / 1230460405	RAVISH KUMAR	07.05.1994	UR	350	25
6.	AIIMS46032871 / 1230461065	NIVEDITA DEB	23.08.1990	UR	349	29
CATEGORY – OTHER BACKWARD CLASSES (OBC)						
1.	AIIMS46067795 / 1403460158	PUSPANJALI CHANDA	03.02.1990	OBC	343	21.9

Sl. No.	Application ID / Roll No.	NAME	D.O.B	Category	Marks (CBT)	Marks (CPT)
CATEGORY – SCHEDULED CASTES (SC)						
1.	AIIMS46054094 / 1230460498	SOMNATH BISWAS	21.11.1989	SC	320	22.6
2.	AIIMS46009958 / 1230461019	BISWAJIT SHIL	13.12.1992	SC	320	26
3.	AIIMS46023826 / 1134460412	ROHIT SINGH	28.09.1993	SC	320	24.75
CATEGORY – SCHEDULED TRIBE (ST)						
1.	AIIMS46016226 / 1128460604	VISHWANATH THAKUR	23.07.1987	ST	300	28

27. Name of the Post :- Radiotherapy Technician Grade-II
 No. of Posts :- 01 (UR -01)

Sl. No.	Application ID / Roll No.	NAME	Date of Birth	Applicant's Category	Marks (CBT)
CATEGORY – UNRESERVED (UR)					
1.	AIIMS11014740 / 1144110003	SOUMYA MISHRA	07.02.1994	UR	250

IMPORTANT NOTES:-

1. Due to COVID-19 restriction this Institute has decided to conduct ONLINE verification of documents of the provisionally selected candidates. Therefore, the candidates are instructed to submit requisite documents through Email i.e. dv@aiimsbhubaneswar.edu.in.
2. The candidature of all the above listed candidates 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. In case any of the selected candidates 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 degree/diploma qualification as claimed by the candidate(s) is/are to be recognised by the concerned Government agency. The candidates have to submit documentary proof to the satisfaction of the authority of the AIIMS, Bhubaneswar that the same is recognised by the Government Authority. If anyone 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 also to submit documentary proof.
4. The list of candidates selected 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 selected candidates will be called for document verification in phases and the offer of appointments will also be issued in phase-wise as per the terms and condition of the advertisement.

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, such candidates are 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. The decision of the Competent Authority in this regard will be final.
7. Candidates should note that shortlisting for Document Verification does not entail any right for issuing Offer of Appointment to the above listed candidates. Final result will be published after document verification.
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 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 posts 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 candidates are 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 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., www.aiimsbhubaneswar.edu.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/-

(एस.के. पाणि/S. K. Pani)

वरिष्ठ प्रशासनिक अधिकारी /Senior Administrative Officer
एम्स, भुवनेश्वर /AIIMS, Bhubaneswar

प्रतिलिपि/ 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.A to Medical Superintendent – for kind information of Medical Superintendent.
5. Office Order file.

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



अखिलभारतीयआयुर्विज्ञानसंस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post: Dumuduma, Bhubaneswar-751019
www.aiimsbhubaneswar.edu.in

For Online Document Verification, candidate has to upload:

1. Photograph of candidate (jpeg)
2. Signature of Candidate (jpeg)
3. Date of Birth Proof (pdf)
4. Address Proof (pdf)
5. Class 10th& 12thMarksheet and Certificates.
6. Certificate of Diploma/Degree establishing meeting the essential educational qualification as advertised besides additional qualification as claimed in the online application.
7. Experience Certificate (if applicable) clearly stating duration of experiences, number of beds etc. establishing the eligibility of candidates in fulfillment of essential experiences as applicable.
8. 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.
9. 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.
10. If candidate working in Government/Semi Government/PSU Institution- No Objection Certificate from their present employer.
11. Copy of Admit Card issued for Written Examination.
12. An Affidavit on Non-Judicial Stamp Paper of denomination of Rs. 20/-as per Performa attached.
13. Self-attested copy of online application as down loaded.
14. Any other relevant documents.

Guidelines for Upload Photograph and Signature

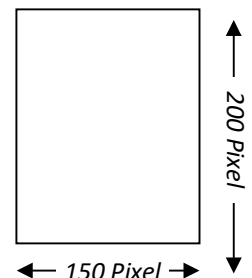
Upload photograph and signature of candidate.

Photograph of Candidate:

For applying online, the candidates must have scanned/digital image of their photograph.

Specification of photograph image should be as follows (to be strictly followed):

- Photograph must be in colour with a light colour background, white is preferable.
- Photograph should be in passport size format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg format** (Jpeg).



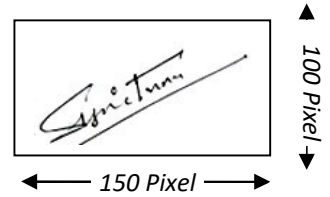
If the face in the photograph is not clear, your application is liable to be rejected.

- Dimensions of the photograph should be **150 pixels width** and **200 pixels height**.
- Image file should be **between 15 kb and 100 kb** file size.

Very Important :

Signature of Candidate

- On a plain white sheet, the candidate should put his/her signature with black/blue ink. Signature should be clear.
- Scan this signature and crop around the signature.
Do not scan the full sheet. Scanned image file should be in **jpg format**. (Jpeg)
- Dimensions of the image of signature must be **150 pixels width** and **100 pixels height**.
- Image file should be between **10 kb** and **100 kb** file size.



Guidelines for Upload Certificates

Upload all necessary certificates as a proof of various claims made in the application form.

- Make sure the uploaded certificates are original and in color.
- The scanner should be set to scan at **200 dpi** (dots per inch).
- The file format of certificates should be in **JPEG or PDF format**.
- The file size must be **between 100 kb and 01 Mb**.
- The file should be authentic, legible, clear and readable.
- Same certificate can be uploaded for different claims. E.g.: Birth certificate, having date of birth and place of birth, can be uploaded against the row 'Proof for Date of Birth' and 'Proof of Address'.
- Remember, originals of the certificates uploaded should be preserved to produce before the admission authority as and when required.

File Naming Convention

- Avoid using special characters such as: &! % / \& ? # , - : < > in all file and folder titles.
- use underscores (_) or (-) to represent spaces.
- The name of the document should be in the format of **[Roll Number]-[Name of the document]** no space or special character should be used except ("-" hyphen or "_" underscore)
E.g. 1144110008-Tenth-certificate-.jpeg , 1144110008_Tenth_marksheet.pdf etc.

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

