

**DOCUMENT VERIFICATION PROCESS TO BE CONDUCTED FOR RECRUITMENT OF
1350+ CONTRACTUAL VACANCIES UNDER THE MCH WING, NHM, UP
DECEMBER 26, 2018 TO DECEMBER 29, 2018**

Introduction:

Strategic Alliance Management Services P Ltd. is providing support for the **recruitment for 1350+ contractual vacancies under the MCH Wing Lucknow, Uttar Pradesh.**

The position was advertised on **September 28, 2018.**

All shortlisted candidates based on the merit list plus @:1 per vacancy, waitlisted candidate shall be called for document verification. Based on the outcome of the document verification process, offer letters shall be released to candidates.

Total number of candidates proposed to be called for the process against the respective positions are as following:

- 1) Staff Nurses (Neonatology trained Staff Nurse) (SNNSN)- 1890
- 2) OT Technician (OTT)-140
- 3) Laboratory Technician (LT)- 420
- 4) Staff Nurses (Nursing Sister) (SNSN)- 238

Date	Position Name	Total Candidate
December 26, 2018	1) Staff Nurses (Neonatology trained Staff Nurse) (SNNSN)- 500 2) Laboratory Technician (LT)- 187	687
December 27, 2018	1) Staff Nurses (Neonatology trained Staff Nurse) (SNNSN)-500 2) Laboratory Technician (LT)- 187	687
December 28, 2018	1) Staff Nurses (Neonatology trained Staff Nurse) (SNNSN)- 500 2) OT Technician (OTT)- 140 3) Laboratory Technician (LT)- 46	686
December 29, 2018	1) Staff Nurses (Neonatology trained Staff Nurse) (SNNSN)- 390 2) Staff Nurses (Nursing Sister) (SNSN)- 238	628

Please Note: Candidates requesting in advance for rescheduling within the above-mentioned dates, under unavoidable/exceptional circumstances justified with legitimate proof shall be accommodate. Candidates requesting to accommodate DVP beyond above mentioned shall not be considered under any circumstances.

The Process shall include the following steps:

- 1) Attendance/ Registration Process
- 2) Document Validation

1) Attendance/ Registration Process

The candidates selected in the written test shall report at the venue with Document verification invitation letter and other testimonials in support of persona, qualifications and experience credentials as per reporting time allocated to the applicants.

There will be a Registration Desk where **SAMS'** representatives will take attendance of the applicants and thereafter, candidate shall proceed for the Document Verification.

Candidates who shall be absent during the document verification process as per the above-mentioned schedule shall be deemed to be disqualified and shall not be eligible for the issuance of the offer letter, based on their merit list attend in the written test. Applicants who shall be absent shall not be provided any other opportunity for attending the document verification process and position shall be offered to the next candidate in the merit list. This shall be applicable for both selected and waitlisted candidates in the written test.

2) Document Verification

To verify the information provided by the applicants regarding their age, qualification and experience. **SAMS'** representatives will validate their original documents and collect the photo copy of the same for future records.

Candidates must produce the below given documents in original and their self-attested photocopies at the time of the Document Verification.

S. No.	Requirement	Original and Self-Attested Photocopies
1	Call Letter	Printout of interview invitation letter
2	Passport size photo	Two passport size photos
3	Valid ID proof	Any valid Photo ID issued by Government of India/ State Government (PAN Card, Driving License, Adhaar Card, Voter ID or Passport).
4	Caste Certificate	Valid Caste Certificate in case of relaxation claim
5	Disability Certificate	Valid Disability Certificate in case of relaxation claim
6	Educational Certificates	High School, Secondary school, Graduation Master's, or Other Relevant Degree/ Diploma Mark sheet/ Certificates
7	Experience Certificates	Candidates must provide legitimate experience certificates produced on organizations letter head with essential details such as letter reference number, stamp and date of issuance etc. against the desired number of years of relevant experience clearly stated in the ToRs of the respective position. Please Note: For ascertaining current organisation experience; offer letter shall be considered along with Salary Slip of last three months/ bank statement/Cash voucher or any supporting documents for salary
8	Salary Slip	Salary Slip of last three months/ bank statement/Cash voucher or any supporting documents for salary Please Note: Salary mentioned in offer/ experience letter shall not be considered as salary slip

Note: Applicants shall be rejected on account of document validation in case he/she fails to present supporting documents and will be liable for the disqualification/ cancellation of

his/her candidature for the further processes. Applicants who shall be absent shall not be provided any other opportunity for attending the document verification process and position shall be offered to the next candidate in the merit list. This shall be applicable for both selected and waitlisted candidates in the written test..