



**क्षेत्रीय आयुर्विज्ञान संस्थान, इंपहाल: मणिपुर**  
**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR**  
 (स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)  
 (An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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**No. GEN/MISC/85/2025-CAO/FA:**

**SCHEDULE OF DOCUMENT VERIFICATION FOR THE CANDIDATES  
 PROVISIONALLY ALLOCATED AT RIMS IMPHAL THROUGH CRE-2025 FOR RECRUITMENT TO  
 VARIOUS GROUP 'B' AND 'C' POSTS**

In continuation of this Institute's vide notification of even no. , dated 05.12.2025, regarding documents verification of candidates provisionally allotted to RIMS, Imphal, through CRE-2025, it is hereby informed that document verification for the following posts will now be conducted as per the schedule mentioned below.

Sl. No.	Name of the Post
i	Laboratory Assistant
ii	Multi Tasking Staff

2. Based on the order of merit in the CBT results, candidates have been shortlisted category-wise and allotted to RIMS Imphal for the following posts for document verification and further appointment procedures. All candidates (listed in Annexure-A) who have been allotted RIMS Imphal are hereby notified to be present in person at RIMS Imphal, along with all original documents supporting their eligibility, according to the schedule given below:

Date of Document Verification	Venue	Reporting Time
19.12.2025	Administrative Block, RIMS, Imphal	09:00 AM

Document verification for the remaining advertised posts will be scheduled in due course, subsequent to the declaration of results by AIIMS Delhi.

**Please read the following instructions carefully as document verification will be subject to fulfillment of the following:**

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

Recent Passport Size photos ( 2 copies)

- i) Printout of online application form
- ii) Provisional seat allotment letter issued by AIIMS, New Delhi
- iii) Certificate showing date of birth [10th/High School Mark sheet indicating DOB is also accepted as proof of date of birth.
- iv) Marksheet and certificate of 12th (Higher Secondary)
- v) Marksheets of all years of Degree/Diploma along with Degree/ Diploma certificate in support their educational qualification.
- vi) Valid certificate of registration (if, any)
- vii) Valid Caste Certificate in prescribed format if applied under SC/ST/OBC/EWS category issued in the prescribed format and by the Competent Authority.
- viii) 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:-**

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

II. 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. 36036/2/2013-Estt(Res-I) dated 31.03.2016. 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 15.11.1993). 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<sup>st</sup> March, 2016). The validity of the non-creamy layer certificate shall be issued for the financial year 2024-2025 (which is the year of advertisement) (considering income upto financial year ending on 31<sup>st</sup> march, 2024), issued from 1<sup>st</sup> April 2024 to 31<sup>st</sup> January 2025. If the applicant does not have the OBC non-creamy layer certificate valid for the financial year 2024-2025 at the time of registration, the applicant must upload the previously issued (older) OBC non-creamy layer certificate or the acknowledgement slip of the OBC non-creamy layer certificate application. However, at the time when asked to submit/upload the valid certificate, the applicant must produce the applicable certificate valid for financial year (2024-2025) as said above. This additional certificate (if any) must have a reference of his/her already issued original certificate.

III. Candidates who fail to produce valid category certificate OBC/SC/ST/PWBD etc. during document verification or as and when required to produce the same, the candidature will be cancelled. All candidates are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.

IV. 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.

V. Candidates belonging to reserve categories should not 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.

VI. 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.

3. 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.

4. Candidates must note that their candidature is purely PROVISIONAL and subject to fulfilling the eligibility criteria and other terms mentioned in the advertisement notice 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).

5. 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.

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

7. Candidates are advised to check their registered email ID (including spam folder) and visit website of RIMS, Imphal ([www.rims.edu.in](http://www.rims.edu.in)) regularly for any updates.

**Important Notes:**

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

ii. 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)-2025, vide notice no. 278/2025, dated 11/07/2025.

iii. 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.**

iv. 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 RIMS, Imphal.

8. This issues with the approval of Director RIMS, Imphal.

**(R.K. Mecolt Singh)**  
**Deputy Director (Admn.)**

**Annexure-A**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Category</b>	<b>Roll No.</b>
1	Laboratory Assistant	UR	7145678
2	Laboratory Assistant	UR	7132715
3	Laboratory Assistant	OBC	7177003
4	Laboratory Assistant	ST	7110410
5	Laboratory Assistant	ST	7103785
6	Multi Tasking Staff	UR	7186155
7	Multi Tasking Staff	UR	7170702
8	Multi Tasking Staff	UR	7132669
9	Multi Tasking Staff	UR	7185879
10	Multi Tasking Staff	UR	7191404
11	Multi Tasking Staff	UR	7138340
12	Multi Tasking Staff	UR	7144492
13	Multi Tasking Staff	UR	7106961
14	Multi Tasking Staff	UR	7170820
15	Multi Tasking Staff	UR	7147059
16	Multi Tasking Staff	OBC	7191290
17	Multi Tasking Staff	OBC	7125726
18	Multi Tasking Staff	OBC	7162617
19	Multi Tasking Staff	SC	7163720
20	Multi Tasking Staff	ST	7193038
21	Multi Tasking Staff	ST	7179090
22	Multi Tasking Staff	ST	7156356
23	Multi Tasking Staff	ST	7142583
24	Multi Tasking Staff	ST	7101258
25	Multi Tasking Staff	ST	7163262
26	Multi Tasking Staff	UR-PwBD	7144283
27	Multi Tasking Staff	UR-ESM	7122351