

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM
For Six-Month Bridge Program (Certificate) in Community Health Under State Health
Society, National Health Mission, Uttar Pradesh

Online Recruitment Application is spread over different Modules/ Sections designed to capture information of the candidates related to Personal Information, Contact details, Age, Educational Qualification, Experience, Location preferences and upload of relevant document etc. Details can be filled in multiple sessions after Registration. Before closing each session, applicants must save the information filled by clicking 'Save' button.

A. General instructions:

- (1) Applicants are advised to read the instructions and guidelines carefully before submitting application form.
- (2) Only online application submitted before the closing date (May 23, 2019 11:59:59 pm) shall be accepted. Application sent by any other mode shall not be entertained.
- (3) Incomplete details in application or application submitted without photograph along with signature/ supporting documents shall be rejected.
- (4) Applicants are required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form.
- (5) The applicants must ensure that all the details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "Submitted Successfully"; Half-filled applications shall be treated as incomplete and shall be deemed to be rejected;
- (6) Request for change or correction of any information shall not be entertained once online form is submitted. However, after the publication of screening outcome, if there would be any query regarding the screening outcome and their status. Candidates shall be given 2-4 days (Depending upon NHM approval) to raise their query. The screening committee shall reply to the candidates' query within two working days of receipt of the e-mail on the designated email id. Based on the conclusion of the screening committee, screening remark of a candidate may change.
- (7) If a candidate submits more than one application form (candidates can apply only for one district for each session.) for the same position, his/her candidature shall be liable to be cancelled. No communication shall be sent in this regard.
- (8) In the case of Person with Disability (PwD), applicants shall need to register under the following categories:
 - (a) blindness and low vision
 - (b) deaf and hard of hearing
 - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims b and muscular dystrophy
 - (d) autism, intellectual disability, specific learning disability, and mental illness.

B. Procedure for online submission of application:

- (1) The Application can be submitted online through the URL <http://cho.samshrm.com/>
- (2) Click on to NEW REGISTRATION and if you are a registered user, enter Login ID & Password to proceed.
- (3) Before proceeding to register, applicants must ensure that they have read and understood the eligibility criteria, reservation policy etc. for the post they are applying for.
- (4) After successfully registration with us, the applicant shall get an SMS comprising User ID and Password Details, this may require to the candidate for future login and/or applying current available live job;
- (5) Candidate should fill his/her basic details like Date of Birth (DoB), Address, State, Mobile Numbers, Email etc. very carefully along with other mandatory fields
- (6) Candidates must select the course from drop-down list (GNM/ B.Sc. (Nursing) and

provide the other details like Institution/ University, Passing Year and % of Marks

(7) Candidates may also provide experience details in the Experience Section

(8) Candidates can apply for both sessions or may apply for only one session (I- July 2019 Session and/or II- January 2020 Session). Candidates will have the choice to select the desired location from the list of 75 districts for the respective session.

(9) Candidates should upload only the relevant documents in the following sequence in a single file in .jpeg, .jpg and .png format of size not exceeding 500 KBs)

i. Profile image

ii. Signature image

iii. Certificate of High school (10th Marksheet)

iv. Registration Certificate from Uttar Pradesh State Nursing Council

(10) After filling all the details, there is provision for preview the details which applicants have filled in the application form by clicking on "Preview Application" button before final submission. The preview page will display all the details that Applicants have mentioned in his/her application forms. Applicants are advised to go through all the details filled for the position carefully and attentively, as after the final submission of the application form, applicant shall not be able to edit and/or resubmit the application again.

(11) Before final submission of online Application Form, read the declaration given on the website carefully and provide their consent on it, failing which Applicant will not be able to complete registration. Applicant must check the information details carefully before final submission of the application form.

(12) Once Applicants are sure with the details filled by them in the application form, they can click on "Confirm & Submit Application" button for final submission of their applications.

(13) Upon successfully submitting the Application Form, the applicant will receive an SMS on his/ her RMN (Registered Mobile No.) that will ensure application reference no. which can be used for future reference. Applicants can print/download his/ her application form.

(14) The Applicant can view his/her application anytime by login to the above website.

(15) Candidates are advised to take a print of this page by clicking on the "Print" option available for their future reference.