

## **INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:**

Online Application has been designed in different sections to obtain information/ details related to the candidate's Personal Profile, Educational Qualification, Image, Signature and Documents Upload, Preview of Application before final submission and final submission of Application.

Before filling up the Online Application Form, candidates are advised to go through the relevant advertisement documents (i.e. Recruitment Rules, Advertisement, Instruction for filling Online Application Form) and other details available on [www.nhmmp.gov.in](http://www.nhmmp.gov.in) and [www.sams.co.in](http://www.sams.co.in).

### **A. PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM**

The application will be submitted online through the URL <http://mpnhm-cho.samshrm.com/> (Online submission of application shall start from **September 18, 2020, at 12:01 AM**)

**STEP-1:** Click on the “**NEW REGISTRATION**” button and fill-up the Registration Form.

If you are already a registered user, click on the “**ALREADY REGISTERED**” button and enter **Login ID** and **Password** to proceed further.

**STEP-2:** After submission of Registration Form, candidates need to validate their registration by putting their Registered Mobile Number (RMN as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

**STEP-3:** Keep ready following documents before starting to fill the online Application Form:

- i. Profile Image (Candidates recent photograph)
- ii. Signature Image
- iii. 10th Certificate
- iv. Certificate from Principal on the prescribed format (**Appendix-I**) (For Students pursuing Final Year's of B.Sc. (Nursing)/ Post Basic B.Sc. (Nursing) along with Integrated Certificate Course in Community Health (CCH))
- v. Certificate from Principal on the prescribed format (**Appendix-II**) shall be required for the candidates who have already passed the of B.Sc. (Nursing)/ Post Basic B.Sc. (Nursing) along with Integrated Certificate Course in Community Health (CCH))
- vi. Caste Certificate (Candidates opting for relaxation under reserved category must upload caste certificate/domicile certificate issued by Sub Divisional Officer (Revenue) of Madhya Pradesh)
- vii. In case of candidate claiming reservation under EWS category, they will have to produce documents issued by the competent authority of Madhya Pradesh as proof of EWS candidate.
- vi. Permanent Residential Certificate/ Domicile Certificate of M.P. (Candidates opting for relaxation under reserved category must upload domicile certificate issued by the competent authority of Madhya Pradesh)
- vii. PwD/ Divyang Certificate (Candidate opting relaxation under PwD category must upload PwD/ Divyang Certificate issued by competent authority)
- viii. Other required/ mandatory documents (As per the requirement of the position which is mentioned in the online form)

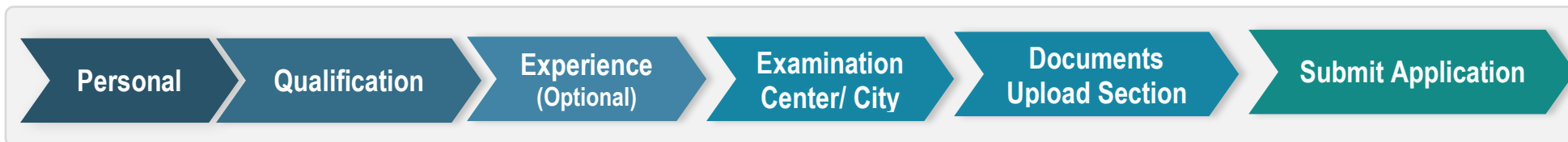
**Note-** The required/ mandatory documents should be uploaded in a single file in .jpeg, .jpg, .pdf or .png format with size not exceeding 500 KBs.

**STEP-4:** After successful registration, the applicant can log in to apply for the position. After login “**JOB DASHBOARD**” will be opened. The applicants can

view position name, no. of vacancy, etc. “**JOB DASHBOARD**” section. (Applicants are requested to read and understand the eligibility criteria for the post they are applying for).

**STEP-5:** Click on the “**आवेदनकरें / Apply Now**” button to apply for the position you are eligible and wish to apply.

**STEP-6:** Once you click on the “**आवेदनकरें / Apply Now**” button following sections will appear in the Online Application Form.



**STEP-7:** Please complete the **PERSONAL SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-8:** Please complete the **QUALIFICATION SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-9:** Please complete the **EXPERIENCE SECTION (Optional)** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-10:** Please complete the **EXAMINATION CENTRE/ CITIES PREFERENCE** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-11:** Please upload the required image and documents in the **DOCUMENTS UPLOAD SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

#### **FINAL STEP:**

- After filling all the details, there is a provision for reviewing the details which applicants have filled in the Application Form by clicking on the “**Preview Application**” button before final submission. The preview page will display all the details that Applicants have mentioned in his/ her application form.
- 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, the applicant shall not be able to edit and/or resubmit the application again.
- Before final submission of online Application Form, applicants are required to read the declaration given on the website carefully and provide their consent on it, failing which the applicant won't be able to complete registration. The applicants must check the details carefully before final submission of the application form.
- Once Applicants are sure about the details filled by them in the application form, they can click on the “**Confirm & Submit Application**” button for the final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/ her RMN (Registered Mobile No.) containing the application reference no, which can be used for future reference.
- Applicants can now print/download their application form for their further reference.

- Candidates are advised to take a print of this page by clicking on the “**Print**” option for their future reference.
- The applicant can view his/her application anytime by logging in to the above website.

## **B. GENERAL INSTRUCTIONS:**

- (1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form.
- (2) The applications submitted on or before the closing date (**October 08, 2020, 11:59:59 PM**) shall be accepted. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall not be entertained..
- (3) Candidates failing to upload prescribed documents in the relevant sections of Online Application Form, shall be disqualified..
- (4) Applicants are required to provide all the mandatory information [**Marked with \* (asterisk) sign**] in the application form.
- (5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is “**Submitted Successfully**”; half-filled applications shall be treated as incomplete and shall be considered rejected.
- (6) A text SMS containing Application submission reference number shall be sent on RMN of the candidates on successfully submission of Application Form.
- (6) Request for change or correction of any information shall not be entertained once online form is submitted. However, after the announcement of the screening outcome, if there is any query regarding the screening outcome and their status; Candidates shall be given 2-4 days (depending upon NHM-MP approval) to raise their query. The screening committee shall reply to the candidates’ queries within 5 working days of receipt of the e-mail. Based on the conclusion of the screening committee, the screening status of the candidate may change.
- (7) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.
- (8) Please note, **01.01.2021** shall be taken as the reference date for computing age.