

7. Please note that last date of online submission of application shall be taken as reference/cut-off date for age, qualification etc.

**8. INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:**

Online recruitment application is spread over different Modules/Sections designed to capture information of the candidate related to Personal Information, Contact details, Age, Educational Qualification, District preferences and upload of relevant document etc. Before closing each session, applicants must save the information filled by clicking 'Save' button.

- a) Candidates in their own interest are advised, not to wait till the last date & time and register their application well within the time. NHM shall not be held responsible, if the candidates are not able to submit their application due to last minute rush.
- b) Candidates should read the instructions carefully before making any entry of selecting options for filling online applications and use the same mobile number and e-mail id (throughout the whole recruitment process) while filling application form and COVID experience.
- c) Before applying, candidate should ensure that they have fulfilled the eligibility criteria. Candidature shall be subject to verification of details/documents when the candidate reports for Document Verification Process at allocated place, if shortlisted and called for DVP.

**9. DOCUMENT VERIFICATION PROCESS:**

Information regarding the Date, Time, and Venue regarding DVP will be communicated to candidate on their registered email/Mobile Number. No request for change of DVP date will be entertained in this regard. Candidates will be invited for DVP in the ratio of 1:10 against the total vacancies.

During the DVP, candidate will have to produce all the relevant original and one sets of self-attested photocopies of all the documents and 02 photos. ***If candidate fails in producing relevant original documents at the time of DVP, his/her candidature shall stand cancelled.***

**10. SELECTION PROCESS:**

Selection shall be purely based on merit and percentage of total marks obtained in High School, Intermediate along with theory and practical of all years of B.Sc. (Nursing) /Post Basic B.Sc. (Nursing) Examination and COVID Experience weightage ( 85 marks for obtained in High School, Intermediate, all Years of Integrated CCHN B.Sc. Nursing/PB B.Sc. Nursing and 15 marks for Covid experience).

**Weightage of Marks for Merit (Out of 85):**

- For 10<sup>th</sup>: 17%
- For 12<sup>th</sup>: 17%
- For aggregate of integrated CCHN B.Sc. /PB B.Sc. Nursing: 51%
- Sample for calculation of CGPA of CBSE Board:

S. No.	Description	Calculation
1	CGPA	7.6
2	Formula	=CGPA*9.5
3	Example	7.6*9.5=72.2%
4	Calculation for Weightage (17%)	72.2*17/100=12.27

***NOTE: In case if there is no formula for calculation of percentage is given in the mark sheet and Marks Range is given to determine percentage, the average of the range shall be taken for calculation. For example: If 80%-90% marks range is given for A+ Grade, percentage shall be calculated on the average i.e. 85%.***

**Criteria for weightage in merit:**

Criteria	Maximum Weightage	Scoring Matrix
Marks obtained in 10 <sup>th</sup> Class	17	% of Marks obtained in 10 <sup>th</sup> *17/100
Marks obtained in 12 <sup>th</sup> Class	17	% of Marks obtained in 12 <sup>th</sup> *17/100
Marks obtained in all Years of Integrated CCHN B.Sc. Nursing/PB B.Sc. Nursing	51	% of Marks obtained in all Years of integrated CCHN B.Sc. Nursing/PB B.Sc. Nursing *51/100

**11. Tie Breaking Criteria** - In case of tie of marks obtained by more than one Candidates, the resolution will be done in following order:

- a. In case of tie, the candidate achieved higher percentage in B.Sc./PB B.Sc. Nursing will be placed higher in the merit.
- b. In case of tie, as mentioned at (a) above Candidate older in Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
- c. In case of tie as mentioned at (a) and (b) above, the candidate with name in alphabetical order will be placed higher.
- d. In case of tie as mentioned at (a), (b) and (c) above, the candidate obtained higher marks (in %) in Intermediate will be placed higher.

**12. List of Documents to be uploaded while filling online form:**

- **Photograph:** Recent passport size color photograph taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face.
- **Signature:** Must be on white paper with Black ink pen. The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected. Please scan the signature area only and not the entire page.
- Mark sheet of High School.
- Mark sheet of Intermediate.
- All mark sheet of BSc (Nursing)/ PB BSc Nursing.
- Certificate from Principal of concerned Institution regarding Integration of Middle Level Health Provider (MLHP)/CCHN Course in Basic B.Sc. (Nursing) and PB B.Sc. Nursing (should be as prescribed in **Annexure-II**).
- Certificate issued by the concerned University regarding Integration of Middle Level Health Provider (MLHP)/CCHN Course in Basic B.Sc. (Nursing) and PB B.Sc. Nursing.
- QR Based COVID experience Certificate issued by concerned district. QR based COVID Experience certificate issued on prescribed proforma as per Annexure-III only shall be treated valid.
- Valid Category Certificate.
- Valid photo ID and address proof.
- UP Nurses & Midwives Council Registration Certificate/Other State Nursing Council registration certificate.
- Domicile certificate.
- PwD, Dependent of freedom fighters and ex-servicemen certificate.

**NOTE: All documents should be clearly visible.**

**13. District Preference:**

- It is **mandatory** for candidate to fill all 75 District Preference. Without filling District Preference, the form will not be submitted.
- District allocation will be based on merit and preference of the location filled by the candidate. Candidate does not have the right for being posted at any specific district. Any decision regarding district allocation to candidate shall be at sole discretion of the NHM, UP. No request for change in district allocation shall be entertained.