

Detailed Advertisement, Guidelines and Selection Process for recruitment of Public Health Nurse Tutor (PHN Tutor), National Health Mission, Uttar Pradesh

Advertisement Ref: No.: 623/SPMU /HR/ Appnt./2022-23/3240-1

Dated: -10 .08.2022

The National Health Mission (NHM) seeks to provide universal access to equitable, affordable and quality health care, which is accountable, yet at the same time responsive to the needs of the people, resulting in the reduction of child and maternal deaths, as well as population stabilization, gender and demographic balance.

NHM, U.P. is seeking applications from eligible candidates for **100** contractual vacancies for PHN Tutor across Uttar Pradesh.

S. No.	Position Name	OBC	SC	ST	Total Vacancies
1	PHN Tutor	55	41	4	100

Activity	Tentative Dates
Go-Live of Online Application form	11/08/2022 at 02:00 PM
Closure of Online Application form	21/08/2022 at 11:59 PM (Midnight)

Note: -

1. Relevant required documents should be of on or before the last date of online submission of Application.
2. **Candidate belongs to OBC (NCL) and EWS category and claim benefit of the same, must upload the required OBC Caste Certificate and EWS Certificate respectively on the prescribed format duly approved from competent authority, not older than 01.04.2022 and/or must obtained on or before the last date of online submission of application (01.04.2022 to last date of online submission of application) and same shall be produced by candidate at the time of Selection Process.**
3. OBC Candidate of non-creamy layer is only entitled for reservation under OBC category.
4. **Detailed instructions available on NHM website may be referred at the time of applying for On-line application.**
5. **Candidate in their own interest is advised, not to wait till the last date & time and register their application well within the stipulated time period. NHM shall not be held responsible, if the candidate is not able to submit their application due to last minute rush.**
6. **Candidate should read the instructions carefully before making any entry of selecting options for filling online applications.**
7. **The detail regarding the district wise vacant positions will be updated shortly on UPNHM portal.**

NOTE:

(1) ELIGIBILITY CRITERIA AND REGISTRATION:

Qualification:

1. B.Sc. Nursing /Post Basic B.Sc. Nursing from recognized institution/College Minimum 03 years' Clinical experience in Labor room setup/MCH ward.

OR

- M.Sc. Nursing (Obs. & Gyn./Pediatrics) with 02 years' clinical experience in labor room setup/MCH ward.
2. Registered as Nurse and Midwife from UP Nurse and Midwives Council and have valid certificate.
3. Less than 40 years of age as on date i.e. 11-08-2022.

(2) HONORARIUM:

Rs. 35,000/- per month will be offered as honoraria.

(3) 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, 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.

(4) SELECTION PROCESS & CRITERIA:

Before applying, candidates should ensure that they fulfill the eligibility criteria. Admission to Selection Process will be purely provisional. Candidature will be subject to verification of details/documents when the candidate reports for Selection Process, if shortlisted as per the scoring matrix as decided by UP, NHM.

Candidates are required to appear in the Selection Process if shortlisted as per the scoring matrix as decided by UP, NHM at their own expenses. Waitlist will be prepared in the ratio of 1:3 (3 candidates against 1 vacancy in respective category).

(5) IMPORTANT INSTRUCTIONS:

- i) Candidate of Uttar Pradesh State, who are claiming reservation in their respective category (OBC (NCL), SC, ST, PwD and EWS), must submit the caste/requisite certificates in the prescribed format issued by competent authority same uploaded with online application, shall be produced at the time of document verification. Candidate having domicile of another state shall be treated under the Un-reserved category.
- ii) The appointment will be purely on contractual basis, renewable for next financial year subject to satisfactory performance and subject to the approval from Government of India. Any claim for absorption in the regular position shall not be entertained in the future.
- iii) If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his /her candidature will stand cancelled. The decision of the NHM, UP in any matter relating to the recruitment at any stage will be final and binding upon the candidate.
- iv) Incomplete details in application or application submitted without photograph along with signature/supporting documents shall be rejected.
- v) Candidate is required to provide all the mandatory information [**Marked with *(asterisk) sign**] in the application form.
- vi) Candidate 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.
- vii) Request for change or correction of any information shall not be entertained once online form is submitted.
- viii) If a candidate submits more than one application form, his/her latest application form shall be treated as final for selection process. No communication shall be sent in this regard.
- ix) No TA/DA will be paid to eligible candidate for appearing in Selection Process.
- x) Result will be prepared based on the merit after successful completion of Selection Process.
- xi) Only document uploaded at the time of online application will be cross checked by the original documents during DVP.
- xii) Experience will be considered only after the registration of the essential qualification at UP Nurses and Midwives Council.
- xiii) District allocation will be based on merit and preference of the location filled by the candidate.
- xiv) NHM, UP reserves the right to cancel any or all positions at any stage of the recruitment process. Vacancies may vary in number and category at any stage during the recruitment process.
- xv) Waitlist shall be generated in the ratio of 1:3 amongst the eligible candidate.
- xvi) 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.
- xvii) **RESERVATIONS AND RELAXATIONS:** Reservations and relaxations for SC/ST/OBC (Non-Creamy Layer) /PwD (**Percentage of Disability - 40% or above**) candidate will be provided as per guidelines of Govt. of UP for the purpose. The reservation for PwD is on

horizontal basis.

- xviii) In the case of Person with Disability (PwD), applications shall be invited for candidate having OL (One Leg affected Right or Left) as per GO 35/65-03-11-78/99 dated 13.01.2011
- xix) All relevant required documents should be on or before the last date of online submission of Application. For Example, OBC (NCL) Caste Certificate/EWS Certificate should be valid, which furnished on or before the last date of online submission of application.
- xx) The Scheduled Caste (SC), Scheduled Tribes (ST), Other Backward class (OBC-NCL), Economically Weaker Section (EWS) & PwD candidate, who do not have the permanent residence of Uttar Pradesh shall not be given the benefit of reservation/age relaxation.
- xxi) In case of Female candidate, the valid caste certificate issued from father side will be treated valid.
- xxii) Selection/appointment of the candidate for the contractual position is purely provisional, unless verification of documents and genuineness of the candidature is verified. In case of any incorrect/falsification/tempered/fabrication found, selection/appointment will be liable to be cancelled forthwith and appropriate Legal action may be taken against the candidate.
- xxiii) No request for transfer shall be entertained to another District Health Society/District in any circumstances.
- xxiv) **Candidates who is currently working in any Government Organization/ NHM should submit the No Objection Certificate duly signed by the competent authority.**

(6) UPPER AGE LIMIT as on 11-08-2022: 40 Years

Candidate should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent Certificate only will be accepted by the NHM, UP for determining the age and no subsequent request for its change will be entertained.

Upper Age Limit is relaxed by:

- 3 Years for OBC (Non-Creamy Layer)
- 5 Years for SC/ST
- Persons with Disabilities candidate:
 - By 10 Years for General (UR)
 - By 13 Years for OBC (Non-Creamy Layer)
 - By 15 Years for SC / ST

(7) APPLICATION FEE: NIL

(8) INSTRUCTIONS FOR FILLING UP THE ON-LINE FORM:

- i) Candidate will apply through online mode only as per the qualifications and eligibility criteria indicated above.
- ii) Candidate is required to apply On-line through NHM website in **English only**. No other means/mode of submission of applications will be accepted under any circumstances.
- iii) Candidate should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted, no change/edit will be allowed, thereafter.
- iv) Candidate should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate only. In case of name change, candidate should indicate their changed Name only in the online application. However, other details should match with the Matriculation certificate. Date of such change (or) application for such change should be prior to the date of ONLINE registration.

Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).

- v) Candidate should have a valid personal e-mail ID and Mobile number. It should be kept active during the entire recruitment process. Registration number, password, etc. for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam/junk box). Candidate is, therefore, requested to check regularly their e-mail for any communication from NHM. Under no circumstances, the

candidate should share/mention e-mail ID or password to/ or any other candidate / person.
Please note that the Call Letter for Selection Process will not be sent by post.

- vi) Candidate found provisionally eligible shall be called for Selection Process at their own expenses.
- vii) Candidate is being advised to view the UP NHM Portal i.e. upnrhm.gov.in time to time for notifications/other related information.
- viii) After successful submission of application form, candidate is advised to take print out of the same and retain for future use.

(9) INSTRUCTIONS REGARDING UPLOAD OF DOCUMENTS:

There are separate links for uploading:

- 10th Marksheet
- 12th Marksheet
- B.Sc. Nursing Marksheet /Post Basic B.Sc. Nursing Marksheet / M.Sc. Nursing (Obs. & Gyn./Pediatrics) Marksheet.
- Registration Certificate as Nurse and Midwife from UP Nurse and Midwives Council.
- Aadhaar Card
- Experience Certificate (As per format given in Annexure-I)
- **3 months bank statement for salary proof**
- Caste Certificate (if applicable)
- Special Category Certificate-EWS (if applicable)
- Photograph & Signature.

Click on the respective link to Upload Photograph/Signature/Certificates.

- i) Select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- ii) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- iii) Candidate should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only **jpg or jpeg** formats are acceptable:

Photograph:

- i) Photograph must be a recent passport size color photograph (not older than 03 months).
- ii) Make sure that the picture is in color, taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face.

Signature image:

- i) The applicant has to sign on white paper with Black ink pen.
- ii) 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.
- iii) Please scan the signature area only and not the entire page.

Category/Educational Qualification & other relevant Certificates:

- i) Please scan the relevant certificates (issued by competent authority) and should be clearly visible.

Note:

- i) Only online submission of application is acceptable.
- ii) Candidate of Uttar Pradesh state who is claiming reservation in their respective category (OBC (NCL), SC, ST, PWD, and EWS) must submit the Caste/requisite certificates in the prescribed format issued by the competent authority at the time of online application submission. Candidate having domicile of another state will be treated under Un-reserved category.
- iii) Candidates should upload the experience certificate as per format given in Annexure-I at the time of online application and should submit the No Objection Certificate as per format given in Annexure-II at the time of selection process.
- iv) NHM, UP reserves the right to cancel any or all positions at any stage of the recruitment process.

Vacancies may vary in number and category at any stage during the recruitment process.

- v) If at any stage of recruitment, it is found that candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the Society in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidate.
- vi) **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 older in Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
 - b. In case of tie as mentioned at (a) above, the candidate with name in alphabetical order will be placed higher.
- vii) All disputes will be subject to Jurisdiction of Court of Law at Lucknow-Uttar Pradesh.
- viii) Further necessary instruction regarding recruitment may be issued time to time.

Mission Director
National Health Mission, U.P.

EXPERIENCE CERTIFICATE

To Whomsoever It May Concern

This is to certify that Mr./Ms. _____ S/D/W/o _____ has worked with Department of _____ as a _____ (Designation) _____ in labor room set up/ MCH ward for the period of _____ to _____. During his/her tenure with us, we found him sincere and hardworking to the best of our knowledge.

This certificate is only for the mentioned purpose of a Job in any other organization, its usage apart from this subject would be considered null and void.

We wish success in his/her future endeavours.

Date:

Sincerely,

(Authority Designation

Signature and Stamp)

Note: The aforesaid certification should be issued on concerned Institution letter head only. Otherwise the same will not be considered valid.

NO OBJECTION CERTIFICATE

To Whomsoever It May Concern

We hereby issue this No Objection Certificate for employment outside upon request of Mr./Ms. _____ S/D/W/o _____ who is employed in this Department of _____ in labor room set up/ MCH ward as a _____ (Designation) _____ since _____ to _____ .

This certificate is only for the mentioned purpose of a Job in any other organization, its usage apart from this subject would be considered null and void.

We wish success in his/her future endeavours.

Date:

Sincerely,

(Authority Designation

Signature and Stamp)

Note: The aforesaid certification should be issued on concerned Institution letter head only. Otherwise the same will not be considered valid.