Detailed Advertisement, Guidelines and Selection Process for recruitment of contractual positions under National Mental Health Program under National Health Mission, Uttar Pradesh

Advertisement Ref: No.: 638/SPMU/NHM/HR/APPNT/2022-23/ 3278   Dated:- 11.08.2022

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 online applications from eligible candidates for below mentioned contractual vacancies under NHM, UP:-

S. NO.	PROGRAM NAME	POSITION NAME	TOTAL VACANCY	UR	UR-EWS	OBC	SC	ST	PwD (Horizontal)	APPROVED HONORARIA (RS.)
1	NMHP	CLINICAL PSYCHOLOGIST	38	16	3	11	8	0	0	60,000 PM
2	NMHP	PSYCHIATRIC SOCIAL WORKER	33	13	3	10	7	0	0	50,000 PM
3	NMHP	PSYCHIATRIC NURSE	35	14	3	10	8	0	2	40,000 PM

Note:-

1. Relevant required documents should be of on or before the last date of online submission of the Application.

2. Candidate belongs to OBC (NCL) and EWS category and claim benefit of the same, must upload the required OBC-NCL Certificate and EWS Certificate respectively on the prescribed format duly issued 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 only same shall be produced by candidate at the time of Document Verification Process (DVP). Document obtained after last date of online submission of application shall not be entertained.

3. OBC Candidate of creamy layer is not entitled for reservation under OBC category.

Please refer **Annexure-2** provided below for District Wise Vacancies.

Activity	Tentative Dates
Go-Live of Online Application form	**Shall share shortly**
Closure of Online Application form	**Shall share shortly**

NOTE:

(i)   *Candidate is being advised to go through Detailed advertisement before applying for On-line application.*

(ii)   *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.*

(iii)   *Candidate should read the instructions carefully before making any entry of selecting options for filling online applications.*

(iv)   *Candidate engaged for COVID Management as outsourced/temporary HR/contractual and worked at Public Health facilities and/or worked for Management of Covid through administration under Department of Medical Health and Medical Education in Uttar Pradesh on fulfilling the minimum eligibility criteria after obtaining minimum qualifying marks will be given additional percentage marks as per follows:-*

1. *05% Marks – who completed six months (cumulative) of active engagement.*
2. *10% Marks – who completed One year (cumulative) of active engagement.*
3. *15% Marks – who completed One year and six months (cumulative) of active engagement.*

Minimum Qualifying marks in Selection Process		
GENERAL(UR) / EWS	**OBC (Non Creamy Layer)**	**SC / ST / PwD**
Minimum 33% marks i.e. 33 Marks out of 100	Minimum 30% marks i.e. 30 Marks out of 100	Minimum 24% marks i.e. 24 Marks out of 100

For Example:- If any Un-Reserved candidate obtained <33% marks , S/he shall not be eligible for the aforesaid defined additional percentage marks. If Un-Reserved candidate obtained >=33% marks, then only S/he shall be eligible for the additional percentage marks.

(VI) **Candidate is being advised to apply atleast 7 days prior to last date of submission of online application at concern District with self hand written application with valid/live mobile number for the aforesaid experience certificate. Candidate also ensure to obtain the experience certificate on time to fill online application form. Failure of the same shall be the sole responsibility of the candidate and NHM, UP shall not be held responsible for the same and recruitment drive will not be affected due to this failure.**

(VII) **Candidate must upload their Covid experience Certificate on prescribed Format and in such a manner as uploaded on the Portal by the Department i.e.NHM, U**P.

(VIII) Eligible Candidate who has already taken *Covid experience Certificate from concerned Districts in previous advertised 5505 CHO recruitment drive dated 19.07.2022 under NHM, UP need not to apply again for Covid experience Certificate*. His/her previous issued *Covid experience Certificate, if any shall be valid for this recruitment drive.*

(1) **MINIMUM ELIGIBILITY CRITERIA AND REGISTRATION:-**

S.NO.	PROGRAM NAME	POSITION NAME	AGE LIMIT	ESSENTIAL QUALIFICATION	ESSENTIAL EXPERIENCE
1	NMHP	CLINICAL PSYCHOLOGIST	18-45	(i) Having a recognised qualification (Post Graduate) in Clinical Psychology from an institution approved and recognised, by the Rehabilitation Council of India, constituted under section 3 of the Rehabilitation Council of India Act, 1992; **OR** (ii) having a Post-Graduate Degree in Psychology or Clinical Psychology or Applied Psychology and a Master of Philosophy in Clinical Psychology or Medical and Social Psychology obtained after completion of a full time course of two years which includes supervised clinical training from any University recognised by the University Grants Commission established under the University Grants Commission Act, 1956 and approved and recognised by the Rehabilitation Council of India Act, 1992 or such recognised qualifications as may be prescribed;	NIL
2	NMHP	PSYCHIATRIC SOCIAL WORKER	18-45	Post-Graduate Degree in Social Work and a Master of Philosophy in Psychiatric Social Work obtained after completion of a full time course of two years which includes supervised clinical training from any University recognised by the University Grants Commission established under the University Grants Commission Act, 1956 or such recognised qualifications, as may be prescribed;	NIL

| 3 | NMHP | PSYCHIATRIC NURSE | 18-40 | 1. One year diploma in Psychiatric Nursing from recognised Institute with B.Sc. in Nursing or GNM **OR** 2. B.Sc. in Nursing or Equivalent degree from institute recognized by Nursing Council of India. Registration from UP State Medical Faculty at the time of Online Submission of Application. | Two-year experience of working in Psychiatric / Mental Health. |

(2) **INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**:

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.

(3) **SELECTION PROCESS**

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).

Candidature will be subject to verification of details/documents uploaded at the time of online submission of application, when the candidate reports for document verification process (DVP), if shortlisted. No new document will be admitted at the time of DVP.

4.1 MINIMUM QUALIFYING MARKS SHALL BE AS FOLLOWS:

Minimum Qualifying marks in Selection Process		
GENERAL(UR) / EWS	**OBC (Non Creamy Layer)**	**SC / ST / PwD**
Minimum 33% marks i.e. 33 Marks out of 100	Minimum 30% marks i.e. 30 Marks out of 100	Minimum 24% marks i.e. 24 Marks out of 100

Candidates are required to appear in the Computer based Online Test at their own expenses and if shortlisted in the Computer based Online Test as per the above criteria, they will be called for Document Verification. Waitlist will be prepared in the ratio of 1:3 (3 candidates against 1 vacancy in respective category).

(4) **IMPORTANT INSTRUCTIONS**

i) Candidates of Uttar Pradesh State, who are claiming reservation in their respective category (OBC, SC, ST, PWD and EWS), must submit the caste/requisite certificates in the prescribed format issued by competent authority and the time of document verification. Candidates having domicile of another state will be treated under the Un-reserved category.

ii) The appointment after successful selection will be purely on contractual basis for a period of one-year, renewable 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 candidates.

iv) Incomplete details in application or application submitted without photograph along with

signature/supporting documents shall be rejected.

v) Applicants are required to provide all the mandatory information **[Marked with *(asterisk) sign]** in the application form.

vi) 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 deem 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 candidature shall liable to be cancelled. No communication shall be sent in this regard.

ix) No TA/DA will be paid to eligible candidates for appearing examination.

x) Result will be prepared based on the merit obtained in the selection process.

xi) District allocation will be based on merit and preference of the posting shall be filled by the candidate.

xii) Waitlist shall be generated in the ratio of 1:3 amongst the eligible candidate (who have achieved the cut-off marks in the respective category).

xiii) Candidate does not have the right for being posted at any specific district. Any decision regarding district allocation to candidates shall be at sole discretion of the NHM, UP.

xiv) RESERVATIONS AND RELAXATIONS: Reservations and relaxations for SC/ST/OBC (Non-Creamy Layer) /PwD(**Percentage of Disability - 40% or above**) candidates will be provided for the purpose. The reservation for PwD is on horizontal basis.

xv) In the case of Person with Disability (PwD), applicants shall be invited for candidates having OL (One Leg affected Right or Left) as per GO 35/65-03-11-78/99 dated 13.01.2011 for Psychiatric Nurse Position only.

xvi) All relevant required documents should be on or before the last date of online submission of Application. For Example OBC (NCL) Certificate/EWS Certificate should be valid, which furnished on or before the last date of online submission of application.

xvii) 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.

xviii) In case of Female candidate, the valid caste certificate issued from father side will be treated valid.

xix) 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.

xx) No request for transfer shall be entertained to another District Health Society/District in any circumstances.

xxi) NHM, UP reserves the right to cancel any or all positions at any stage of the recruitment process. and /or may amend the process at any time of the selection. Any such amendments shall be valid and binding upon the candidate vacancies and category may vary in number and category at any stage during the recruitment process.

xxii) **Candidate is being advised to apply at concern District with self hand written application for the aforesaid experience certificate from the date start of online submission of application form.**

(5)   UPPER AGE LIMIT (Start of online submission of application): As mentioned above (refer Point 1)

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

(6) <u>**APPLICATION FEE**</u> : **NIL**

(7) <u>**INSTRUCTIONS FOR FILLING UP THE ON-LINE FORM**</u>:

i) The candidates shall apply through online mode only as per the qualifications and eligibility criteria indicated above.

ii) Candidates are 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) Candidates 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) Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate only. In case of name change, candidates 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) The on-line registration process involves 02 (two) steps for successful filling up of the application form.

vi) The candidates should ensure the completion of both the Step 1 and Step 2 of the registration process within the stipulated date. 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 on account of heavy load on internet/website jam/disconnection etc.

vii) <u>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 Admit Card for Selection process will not be sent by post.**</u>

viii) The candidates found provisionally eligible shall be issued admit cards for appearing in selection process, at their own expenses.

(8) <u>**INSTRUCTIONS REGARDING UPLOAD OF DOCUMENTS:**</u>

i) There are separate links for uploading :
   - Photograph,
   - Signature,
   - Passing Certificate/Mark sheet of High School for age proof.
   - Relevant Essential Qualification Degree/Diploma.
   - Relevant Registration Certificates from concerned Medical Faculty/Council.
   - Valid Category Certificate at the time of online submission of application.
   - Valid Covid experience Certificate on prescribed Format.
   - Aadhaar Card
   - Experience Certificate (As per format given in Annexure-I)
   - 3 months bank statement for salary proof

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

ii) Select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.

iii) 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.

iv) Candidates 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.
iii) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only.
iv) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

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.
iv) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 10kb–30k in jpg/jpeg format only.

Category/Educational Qualification & other relevant Certificates:
i) Please scan the relevant certificates (issued by competent authority) and should be clearly visible.
ii) Size of file should be between 50kb–1000kb in jpg/jpeg format only.

Note:

i) Only online submission of application is acceptable.
ii) Candidates of Uttar Pradesh state who are claiming reservation in their respective category (OBC, SC, ST, PWD, and EWS) must submit the Caste/requisite certificates in the prescribed format issued by the competent authority at the time of document verification. Candidate having domicile of another state will be treated under Un-reserved category.
iii) 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 candidates.
iv) **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.
v) All disputes will be subject to Jurisdiction of Court of Law at Lucknow-Uttar Pradesh.
vi) **In case of any query, candidate may call NHM, UP Help Line No 104.**

Mission Director
NHM, Uttar Pradesh

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)_____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.

S.No	District Name	Clinical Psychologist Vacant	Psychiatric Social Worker Vacant	Psychiatric Nurse Vacant
1	Agra	0	1	0
2	Aligarh	0	0	0
3	Prayahgraj	0	0	0
4	Ambedkar Nagar	1	1	1
5	Amethi	1	1	1
6	Amroha	0	1	0
7	Auraiya	1	1	1
8	Azamgarh	1	1	1
9	Baghpat	1	1	1
10	Bahraich	1	0	0
11	Ballia	1	1	1
12	Balrampur	0	1	1
13	Banda	0	1	0
14	Barabanki	0	0	0
15	Bareilly	0	0	0
16	Basti	1	0	0
17	Bijnor	1	1	1
18	Budaun	0	0	0
19	Bulandshahar	0	1	0
20	Chandauli	0	0	1
21	Chitrakoot	1	0	0
22	Deoria	0	0	0
23	Etah	1	1	1
24	Etawah	0	0	0
25	Ayodhya	0	1	1
26	Farrukhabad	1	1	1
27	Fatehpur	0	1	0
28	Firozabad	1	0	0
29	G.B. Nagar	0	0	0
30	Ghaziabad	0	0	0
31	Ghazipur	1	1	1
32	Gonda	0	0	1
33	Gorakhpur	0	0	0
34	Hamirpur	1	0	1
35	Hapur	1	1	1
36	Hardoi	1	0	0
37	Hathras	0	0	0
38	Jalaun	0	0	0
39	Jaunpur	0	0	0
40	Jhansi	1	1	0
41	Kannuj	1	1	1
42	Kanpur Dehat	1	1	1

43	Kanpur Nagar	0	0	0
44	Kasganj	1	1	0
45	Kaushambi	1	1	1
46	Kushinagar	1	1	1
47	Lakhimpur-Kheri	1	0	0
48	Lalitpur	1	1	1
49	Lucknow	1	0	0
50	Maharajganj	1	1	1
51	Mahoba	0	0	0
52	Mainpuri	1	1	1
53	Mathura	0	0	0
54	Mau	1	1	1
55	Meerut	0	0	1
56	Mirzapur	0	0	0
57	Moradabad	0	0	0
58	Muzaffarnagar	1	0	1
59	Pilibhit	1	0	1
60	Pratapgarh	1	0	0
61	Raebareli	1	0	0
62	Rampur	1	1	1
63	Saharanpur	0	0	0
64	Sambhal	0	1	1
65	Sant Kabir Nagar	0	0	0
66	Sant Ravidas Nagar	0	0	1
67	Shahjahanpur	0	0	0
68	Shamli	1	1	1
69	Shrawasti	1	1	1
70	Siddhartha Nagar	1	1	1
71	Sitapur	0	0	0
72	Sonbhadra	1	0	1
73	Sultanpur	0	0	1
74	Unnao	0	0	0
75	Varansi	0	0	0
		38	**33**	**35**