

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

Online Recruitment Application is spread over different sections designed to obtain information related to the candidate's Personal Profile, Educational Qualification, Experience, Image, and Documents and Submit Application.

Before filling up the Online Recruitment Application, candidates are advised to go through the relevant Advertisement available on [www.upnhm.gov.in](http://www.upnhm.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 <https://sams.co.in> (Online submission of application shall start from **January 25, 2021 at 12:01 AM**)

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

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

**STEP-2:** After submission of Registration Form, the applicant shall receive an SMS containing **User ID** and **Password**. (*Kindly save/ note the User ID and Password as this will be required for future login or for applying to the current available live jobs*)

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

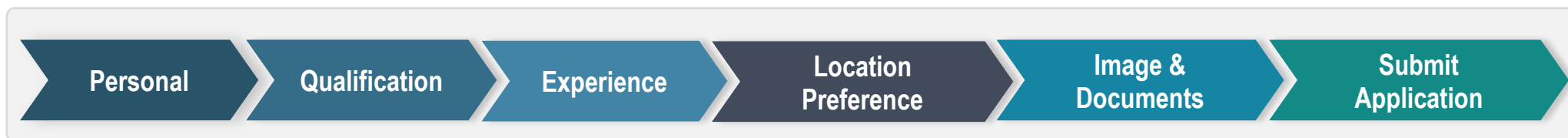
- i. Profile image
- ii. Signature image
- iii. Certificate of Educational Qualification and Experience, which makes him/her eligible for applying for the post
- iv. Registration Certificate (As per the requirement of the position which is mentioned in the detailed advertisement available on [www.upnhm.gov.in](http://www.upnhm.gov.in) and [www.sams.co.in](http://www.sams.co.in))

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

**STEP-4:** After successful registration, the applicant can login to apply for the position. After login “**JOB DASHBOARD**” will be opened. The applicants can view position name, no. of vacancy, vacancy reservation info in “**JOB DASHBOARD**” section. (*Applicants are requested to read and understand the eligibility criteria, reservation policy, etc. 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 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** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-10:** Please complete the **LOCATION PREFERENCE SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-11:** Please upload the required image and documents in the **IMAGE & DOCUMENTS 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 before the closing date (**February 14, 2021, 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 be rejected.
- (3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information.
- (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 rejected.
- (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 days (depending upon NHM approval) to raise their queries. The screening committee shall reply to the candidates' queries within 4 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 shall be liable to get cancelled. No notice shall be sent in this regard.