

SOP FOR CORRECTION/ CHANGES IN THE ONLINE APPLICATION

Recruitment of Approx. 40 Contractual Counsellors for Operationalization of Tele MANAS Cell (M.G.M. Medical College, Indore and Mental Hospital, Gwalior) under Mental Health Programme, National Health Mission, Madhya Pradesh

Provisional screening outcomes with your application status for the **Recruitment of Approx. 40 Contractual Counsellors for Operationalization of Tele MANAS Cell (M.G.M. Medical College, Indore and Mental Hospital, Gwalior) under MHP, NHM, MP** have been announced on our website.

In case you have any queries/ observations regarding screening outcome and the status of your application, you can submit your request for correction/ query from the link <http://mpnhm.samshrm.com/query> by or before **Monday, September 05, 2022, 11:59 PM.**

The screening committee shall reply to your query at the earliest after receiving your request for correction/ query. Based on the decision of the screening committee on your query/ request, your screening outcome remarks may change.

Please refer to below **SOP** regarding Correction/ Changes if any in your online application form.

SOP for Correction/ Changes in the Online Application Form

S. No.	Particular	Corrections to be Made/ Accommodated
A. General Corrections		
1.	Applicant's Name	To correct the applicant's name filled in the online application form any of the following document shall be considered as valid proof: (1) Aadhar Card; (2) Passport; (3) PAN Card; (4) Voter ID (5) Driving License; (6) Others (Marksheet, Marriage Certificate etc.) <u>* Please note: Only spelling correction shall be made.</u>
2.	Applicant's Gender	The correction in the applicant's gender shall be done based on the request of the candidates.
3.	Candidate's Father/ Husband Name	To correct the applicant's father/ husband name filled in the online application form any of the following document shall be considered as valid proof: (1) Aadhar Card; (2) Passport; (3) PAN Card; (4) Voter ID (5) Driving License; (6) Others (Marksheet, Marriage Certificate etc.) <u>* Please note: Only spelling correction shall be made.</u>
4.	Address	The correction in the address shall only be accommodated with providing valid proof.
5.	Contact Details (Mobile/ Email ID)	The Contact Details (Mobile/ Email ID) shall be updated based on the request of the candidates.

B. Correction of Rejection Criteria		
6.	Rejection on Domicile Criteria	Candidates rejected based on Domicile Certificate Criteria , the candidates are required to upload their Valid domicile certificate issued by the competent authority of Madhya Pradesh .
7.	Rejection on Caste/ Category/ EWS Certificate	<p>Candidates rejected based on Caste/ Category Certificate/EWS, the candidates are required to upload their Valid Caste/ Category/ EWS Documents/ Certificate issued by the competent authority of Govt. of Madhya Pradesh.</p> <p>Please Note: (1) Only Caste/ Category Certificate issued by the competent authority of Govt. of Madhya Pradesh shall be considered valid. (2) In case you have claimed your category of EWS/ OBC/ SC/ ST in your application form, but you do not have the Caste/ Category Certificate of Madhya Pradesh and your application form is Rejected on the basis of Caste Certificate Criteria, in such scenario, during QRM you can request for changes in your category and request to consider your application form under UR Category, but, it is mandatory for you to have the domicile certificate of Madhya Pradesh and must be uploaded in your application form.</p> <p>कृपया ध्यान दें: (1) केवल मध्य प्रदेश सरकार के सक्षम प्राधिकारी द्वारा जारी जाति / श्रेणी प्रमाण पत्र वैध माना जाएगा। (2) यदि आपने अपने आवेदन पत्र में ईडब्ल्यूएस / ओबीसी / एससी / एसटी की अपनी श्रेणी का दावा किया है, लेकिन आपके पास मध्य प्रदेश का जाति / श्रेणी प्रमाण पत्र नहीं है और आपका आवेदन पत्र जाति प्रमाण पत्र मानदंड के आधार पर अस्वीकार (Rejected on the basis of Caste Certificate Criteria) कर दिया गया है, तो ऐसे स्थिति में, क्यूआरएम के दौरान (During Query Management Process) आप अपनी श्रेणी में बदलाव के लिए अनुरोध कर सकते हैं और अपने आवेदन पत्र को यूआर श्रेणी (UR Category) के तहत पर विचार करने का अनुरोध कर सकते हैं, बशर्ते, आपके पास मध्य प्रदेश का डोमिसाइल सर्टिफिकेट (निवास प्रमाण पत्र) होना अनिवार्य है और आपके आवेदन पत्र (Application Form) में अपलोड किया गया होना चाहिए।</p>
8.	Rejection on Disability Certificate	Candidates rejected based on PwD / Divyang Certificate , the candidates are required to upload their Valid PwD/ Divyang Certificate issued by the competent authority.
9.	Rejection on Date of Birth (DoB)/ Age Proof	<p>To correct the applicant's Date of Birth (DoB) filled in the online application form only 10th passed certificate/ marks sheet, or any other government-approved documents issued as age proof shall be considered as a valid/ reference document for computing the age of the candidate</p> <p>Please note: Out of date, month, and year only one thing can be changed.</p>
10.	Rejection 10th Certificate Criteria	Candidates rejected based on 10th Certificate , the candidates are required to upload their 10th Certificate .

11.	Rejection on 12th Certificate Criteria	Candidates rejected based on 12th Certificate , the candidates are required to upload their 12th Certificate .
12.	Rejection on the basis of Qualification Criteria	<p>If candidates do not possess the essential qualification for the position as required in the TOR, their application shall be rejected on the basis of essential qualification criteria.</p> <p>Please note: (1) No new qualification shall be added other than that filled in the online application form; (2) Name of the course shall not be changed; (3) Applicants can only correct the Year of Passing and Percentage by providing scanned copies of the credentials in support of their claims.</p> <p>Note: As per the rule book, only "Full-Time Mode" of courses shall be considered valid.</p>
13.	Rejection on the basis of Experience Criteria	<p>If candidates do not possess the essential experience for the position as required in the TOR, their application shall be rejected on the basis of essential experience criteria.</p> <p>1) No new experience shall be added; 2) No request for a complete change in the experience shall be accommodated other than the one filled in the online application form;</p> <p>Only single correction can be made of the following particulars: (a) Organization Name (b) Designation (c) Duration</p> <p>The experience details shall be corrected by providing scanned copies of the credentials in support of their claims.</p> <p>Note: As per the rule book, only "Post Qualification Experience" shall be considered for all the above-mentioned positions.</p>
<p>Please Note:</p> <p>(1) January 01, 2023 has been taken as reference date for computing Age. (2) August 01, 2022 has been taken as reference date for computing qualification and experience. (3) As per the rule book, only "Full-Time Mode" of courses has been considered valid. (4) As per the rule book, only "Post Qualification Experience" has been considered for all the above-mentioned positions. (5) All the requested changes/corrections and accommodation should be in alignment with the details provided by the applicants in the online application form. The correction shall only be accommodated with providing valid proof. (6) For more details, please refer to the Rule Book/ ToR.</p>		

कृपया ध्यान दें

जिन अभ्यर्थी का फॉर्म **रिजेक्ट** है या **Not Eligible** है उसका ऑनलाइन आवेदन पत्र (**Online Application Form**) निम्नलिखित कारणों से रिजेक्ट किया गया हो सकता है:-

- आवेदक मध्य प्रदेश का मूल निवासी न हो
- ToR के अनुसार पद के लिए शैक्षिक योग्यता अथवा अनुभव न हो
- अभ्यर्थी ToR की शर्तें पूरा न करता हो
- यदि अभ्यर्थी का कोई भी दस्तावेज़ धुंधला (blur) हो
- अभ्यर्थी का नाम उसके द्वारा अपलोड किये गए दस्तावेज़ से मैच नहीं हो रहा हो
- गलत दस्तावेज़ अपलोड हुआ हो

कृपया ध्यान दें:

अभ्यर्थी का ऑनलाइन आवेदन पत्र (**Online Application Form**) निचे दिए गए क्रमानुसार जाँच / स्क्रीन किया गया है:

- शैक्षिक योग्यता
- अनुभव
- निवास प्रमाण पत्र (मध्य प्रदेश का डोमिसाइल सर्टिफिकेट)
- जाति प्रमाण पत्र (कास्ट सर्टिफिकेट)/ EWS सर्टिफिकेट (सिर्फ मध्य प्रदेश के EWS- Economically Weaker Section, OBC – Other Backward Classes, ST – Scheduled Tribe, SC – Scheduled Caste क्लेम करने वाले अभ्यर्थी के लिए अनिवार्य)

कृपया ध्यान दें:

(1) केवल मध्य प्रदेश सरकार के सक्षम प्राधिकारी द्वारा जारी जाति / श्रेणी प्रमाण पत्र वैध माना जाएगा।
(2) यदि आपने अपने आवेदन पत्र में ईडब्ल्यूएस / ओबीसी / एससी / एसटी की अपनी श्रेणी का दावा किया है, लेकिन आपके पास मध्य प्रदेश का जाति / श्रेणी प्रमाण पत्र नहीं है और आपका आवेदन पत्र जाति प्रमाण पत्र मानदंड के आधार पर अस्वीकार (Rejected on the basis of Caste Certificate Criteria) कर दिया गया है, तो ऐसे स्थिति में, क्यूआरएम के दौरान (During Query Management Process) आप अपनी श्रेणी में बदलाव के लिए अनुरोध कर सकते हैं और अपने आवेदन पत्र को यूआर श्रेणी (UR Category) के तहत पर विचार करने का अनुरोध कर सकते हैं, बशर्ते, आपके पास मध्य प्रदेश का डोमिसाइल सर्टिफिकेट (निवास प्रमाण पत्र) होना अनिवार्य है और आपके आवेदन पत्र (Application Form) में अपलोड किया गया होना चाहिए।

- PH/Divyang सर्टिफिकेट
- आयु प्रमाण पत्र (एज़ प्रूफ सर्टिफिकेट 10th सर्टिफिकेट)

नोट:

- स्क्रीनिंग के दौरान, उपर्युक्त क्रम के अनुसार यदि किसी भी मानदंड (criteria) पर आवेदक का फॉर्म रिजेक्ट होता है तो उसके आगे के विवरण / दस्तावेजों की जाँच नहीं किया जाता है. जिस अभ्यर्थी का फॉर्म रिजेक्ट है और वह, अपने आवेदन पत्र में संसोधन करना चाहता है तो उसे अन्य सभी दस्तावेज़ अपलोड करना होगा।
- ऑनलाइन आवेदन पत्र में सिर्फ सुधार (वैध डॉक्यूमेंट प्रूफ के आधार पर) किया जा सकता है, कोई भी नया शैक्षिक योग्यता या अनुभव सम्मिलित नहीं किया जायेगा।