National Health Mission Madhya Pradesh
(Department of Public Health and Family Welfare, Govt. of Madhya Pradesh)

Rule Book

For Recruitment of State Level Contractual Position under Madhya Pradesh Public Health Services Corporation Limited

(Software Developer, Implementation Engineer, Consultant Procurement, Consultant Procurement Quality and Assistant Program Manager Procurement)

(Selection through Interview)
2021-2022

National Health Mission, Madhya Pradesh

National Health Mission (NHM), Madhya Pradesh invites online applications for State Level Contractual Positions of Software Developer, Implementation Engineer, Consultant Procurement, Consultant Procurement Quality and Assistant Program Manager Procurement under **M.P. Public Services Corporation Limited (MPPHSCL)**.

1. Details of Contractual Position:

S. No.	Name of Contractual Post	Total Vacant Post	Position Level
1	Software Developer	01	State Level
2	Implementation Engineer	01	State Level
3	Consultant Procurement	01	State Level
4	Consultant Procurement Quality	01	State Level
5	Assistant Programme Manager Procurement	01	State Level
	TOTAL	**05**	

Note- Reservation roster is not to be followed due to vacancy number 01 in the above respective posts.

2. Recruitment Process:

S. N.	Name of Post	No. of Post	Honorarium per month (In Rs)	Qualification and Experience
1	Software Developer	01	70,000	**Essential Educational Qualification** B.E./ B. Tech in CS/ IT/ MCA or Equivalent. Note: with at least 55% marks from a recognized University/ Institute. (Only regular full-time course) **Desirable Educational Qualification** M. Tech/ Computer Science Degree or Equivalent **Essential Work Experience** 4 years in the software development out of which 1 year of experience of software development in PSU/ Government Organization.
2	Implementation Engineer	01	45,000	**Essential Educational Qualification** B.E./ B. Tech in Biomedical Engineering/ Electronics Eng./ Instrumental Eng. Note: With at least 55% marks from a recognized University/ Institute. (Only regular full-time course) (for above all criteria's) **Desirable Educational Qualification** Post Graduate Engineering Degree in relevant subject Note: With at least 55% marks from a recognized University/Institute. (Only regular full-time course) (for above all criteria's) **Desirable Skills:** Proficiency in Computer Knowledge. **Essential Work Experience** Candidate should have 3 years' experience in health sector field out of which one year of experience in implementation of projects related to Health Care/ Public Health.
3	Consultant Procurement	01	45,000	**Essential Educational Qualification** B. Pharma with at least 55% marks from a recognized University/ Institute. (Only full-time course) **Desirable Educational Qualification** PG in Pharma with at least 55% marks from a recognized University/ Institute. (Only full-time course) **Desirable Skills:** Proficiency in Computer Knowledge. **Essential Work Experience** 5 years' experience in health sector field out of which 2 years' experience in procurement of Medicines/ Medical Kits/ Drugs/ Medical Equipment

| 4 | Consultant Procurement Quality | 01 | 45,000 | **Essential Educational Qualification**
B. Pharma with at least 55% marks from a recognized University/ Institute. (Only full-time course)

Desirable Educational Qualification
M. Pharma/ PG Diploma/ MBA in Materials Management/ Logistic Management/ Operational Management/ Supply Chain Management with at least 50% marks from a recognized University/ Institute. (Only full-time course)

Desirable Qualification:
PG in Computer Knowledge.

Essential Work Experience
5 years of work experience in Public Procurement/ Supply Chain Management/ Goods Logistic Management and 2 years working experience should be in Govt/PSU for experience should be in Govt/ PSU for Quality/ Project Logistics in Healthcare. |
| 5 | Assistant Programme Manager Procurement | 01 | 30,000 | **Essential Educational Qualification**
B. Pharma with at least 55% marks from a recognized University/ Institute. (Only full-time course)

Desirable Educational Qualification
PG in Pharma/ MBA in Pharma Management/ MBA/ PGDM in Material Management with at least 55% marks from a recognized University/ Institute. (Only full-time course)

Desirable Qualification:
PG in Computer Knowledge.

Essential Work Experience
Candidate should have more than 3 years' experience in health sector field out of which 1 year experience in Procurement of Medicine/ Kits/ Drugs/ Equipment Tendering/ Bills Processing and Vender Management and well versed in Contract Law and Contract Management. |

Important Instruction:

(1) Online Applications will be received from date **22.12.2021**. The Last Date of submission of the online application is **12.01.2021**.

(2) Initial appointments will be till **March 31, 2022,** purely on a contractual basis, renewable subject to **Government of Madhya Pradesh** approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future.

(3) **Mission Director, National Health Mission Madhya Pradesh**, will have the right to suspend/ cancel any application/ entire process at any stage without giving any reason.

(4) If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that she/ he 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, MP in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.

(5) Any candidate against whom a criminal case is considered in the court or has been punished by the court will be disqualified (will not be eligible).

(6) **Only full-time courses** shall be considered for the above qualifications.

(7) **Only post qualification experience** shall be considered for all the above-mentioned positions.

(8) Only post-registration experience shall be considered for the positions having essential criteria of registration with respective councils

(9) In case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form, and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If any applicants fail to present the above supporting documents, she/he shall be liable for the disqualification/ cancellation of her/ his candidature.

(10) No. of position will be varied as per the requirement of **NHM MP**.

(11) The above positions may be filled through online Interview basis.

(12) **Mission Director, National Health Mission Madhya Pradesh**, shall have the sole discretion to call the eligible candidates for the personal interview. Minimum eligibility in terms of the ToR shall not make any candidate eligible to claim an invitation for the Online Interview. **M.D. NHM, M.P** shall constitute a screening committee to further shortlist the eligible candidates on a set scoring criteria/ matrix in the ratio of **1:10** for the Online Interview against each vacancy. (Please refer to **Annexure-A** for Scoring Matrix under **Selection Process Note)**

Note: In the event, less than 10 candidates qualify for Personal Interview based on eligibility, Personal Interview may be carried out with the available number of qualified/ shortlisted candidates.

(13) In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order

(i) Preference shall be given to an elder candidate;

(ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference.

(14) ***Age Limit:** 21-40 Years (Five Years relaxation for ST, SC, OBC and Women (UR/ Reserved Category)

Regarding the upper age limit, General Administration Department circular number **C 3-8/2016/1/3** dated **July 04, 2019** amendments issued from time to time will be deemed to be applicable.

Note: Reference Dates for Computing Age, Qualification and Experience:

(i) *Age computing Reference Date: 01.01.2022
(ii) Reference date for computing qualification and experience, etc.: 01.01.2022

Clarification: 10th passed certificate/ marks sheet shall be a valid/ reference document for the computing of age and other government-approved documents shall also be considered for the calculation of the age of the candidate.

(15) **Online Application Form:**

(15.1) **Candidates are required to upload the following self-attested documents at the time of submission of online application form, without which the application will not be accepted:**

(15.1.1) Marksheet of High School Certificate Examination

(15.1.2) Marksheet of Higher Secondary (10+2) Examination
(15.1.3) Marksheet of all years of passing examination of essential educational qualification through which educational eligibility and percentage (%) filled by applicant can be validated
(15.1.4) Complete Experience Certificates through which experience eligibility and duration of experience filled by applicant can be checked/ validated;
(15.1.5) Valid Caste Certificate issued by the competent authority (For post where reservation is applicable)
(15.1.6) Domicile Certificate of Madhya Pradesh.
(15.2) In the above documents, if the information is also mentioned in the back pages, then it will be mandatory to upload it too;
(15.3) No document will be accepted after the closing date of application;
(15.4) Applicants are required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form;
(**15.5) Candidates failing to upload prescribed documents in the relevant sections of the Online Application Form, shall be disqualified.**
(15.6) 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 be deemed to be rejected;
(15.7) Incomplete details in application or application submitted without photograph along with signature/supporting documents shall be rejected;
(15.8) Request for change or correction of any information shall not be entertained once the online form is submitted. However, after the publication of the screening outcome, if there would be any query regarding the screening outcome and their status. Candidates shall be given **2-4 days** (Depending upon **NHM, MP** approval) to raise their queries. The screening committee shall reply to the candidates' queries within four working days of receipt of the query on the online module created for the same. Based on the conclusion of the screening committee, the screening remark of a candidate may change;

(16) Document Verification Process:

(a) The Document Verification / Joining Formalities shall be done at the **NHM Office, Bhopal**;
(b) The shortlisted candidates need to produce the required details which were asked at the time of filling online application form (personal, education, registration, etc.) by the applicants for the document validation process;
(c) The candidature of shortlisted candidates who do not possess requisite credential/ documents/ registration as per the **ToR** required in the advertisement will be treated as cancelled for selection;
(d) Candidates shall also be deemed to be disqualified for misrepresentation of the facts as per acceptance of declaration given at the time of submitting the online application form;
(e) Candidates who shall not report at the allotted location within the stipulated time period shall not be provided with any other opportunity for joining the position, and the position shall be offered to the next candidate in the merit list.

(17) **Other Instruction and Guidelines:**

17.1 Selected candidates need to produce the following original documents/ credentials, Offer Letter, Original and xerox copy at the time of joining within the stipulated time

(a) 10th or High School/ Higher Secondary and Yearly/ Semester wise Mark Sheet of all passed course of the candidates and requisite credential/ documents/ registration as per the **ToR** required in the advertisement;
(b) Latest Passport Size two photographs;

(e) Latest Medical Fitness Certificate, not more than 15 days old from the date of issuance of an offer letter;

(f) Copy of E-offer letter;

(g) In the absence of any of the above certificate/ documents, candidates shall be declared ineligible for the post and any representation for this shall not be entertained;

(h) For the pregnant candidate, Medical Fitness Certificate issued by District Medical Board shall be applicable at the time of joining, and joining shall be ensured only on the submission of the above certificate.

(18) **Right to Amend the Selection Process:**

National Health Mission reserves the right to amend the rules and process at any time of the selection. Any such amendments shall be valid and binding upon.

(19) Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Madhya Pradesh.

<p style="text-align:center"><u>Selection Process Note</u>
<u>National Health Mission (NHM), Madhya Pradesh,</u>
<u>State Level Contractual Positions under M.P. Public Services Corporation Limited (MPPHSCL)</u></p>

For the selection and deployment of the candidates for the above-mentioned positions under **National Health Mission (NHM), Madhya Pradesh**, **State Level Contractual Positions under M.P. Public Services Corporation Limited (MPPHSCL)**, the **NHM, MP** shall follow the below-given selection process.

1. Scrutiny of Applications (on Minimum Eligibility Criteria):

The scrutiny of applications, received through online mode (Please note applications received through any other mode shall not be accepted), shall be done on the minimum eligibility criteria as advertised, and the list of eligible candidates shall be prepared. Once the list of eligible candidates is prepared, a merit list shall be prepared to further shortlist the eligible candidates on set criteria/ matrix in the ratio of 1:10* for the Online Personal Interview against each vacancy.

2. Preparation of Merit List:

Position wise merit list shall be generated, using the below-given scoring matrix (**Please refer to Annexure-A**), as per the above-mentioned ratio against each vacancy for the further selection process.

*In the event, less than 10 candidates qualify for Online Interview based on eligibility, Online Interviews may be carried out with the available number of qualified/ shortlisted candidates.

Note: In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order
(i) Preference shall be given to an elder candidate;
(ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference

3. Online Document Validation:

Once the merit list is prepared, using the above-approved scoring matrix**,** scanned original documents of the candidates shortlisted for Online Personal Interviews, as per the merit rank and the above-mentioned interview ratio shall be validated with the information mentioned filled by the candidates in the online application form based on which they have been shortlisted for the position.

Candidates unable to produce any of the requisite documents within the stipulated timeline or if it gets ascertained that documents produced are forged irrespective of the time elapsed, they shall be liable for the disqualification for the position immediately or as an when discovered.

In case, if any candidate in the merit list as per ratio mentioned above fails to provide/produce any of the requisite documents which shall lower her/his merit marks, in such a scenario the next candidate as per the merit rank shall be deemed to be eligible for a video interview, subject to the successful completion of the online document validation.

After the completion of the online document validation process of the candidates shortlisted for online video interviews, the invitation for online video interview shall be sent as per scheduled interview date and time.

4. Online Personal Interview:
Online video interviews shall be organized as per the scheduled date and time.

After the successful completion of the Online Video Interviews, results shall be prepared to apply the State reservation roster, if applicable, for the final selection of the candidate.

Candidates must score the **33% cut-off marks** in Online Video Interviews for preparation of merit list for final selection:

Note:
In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order
(i) Preference shall be given to an elder candidate;
(ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference

5. Declaration of the Result:

The interview result shall be declared on **NHM, MP** and **SAMS** website and offer letter shall be issued to the selected candidates by **NHM, MP**. **SAMS** shall coordinate with selected candidates for the joining process.

#	Parameters	Max. Marks	Mark% of Essential Qualification and Additional Essential Experience (in Months)	Score Obtained	Description of Evaluation
**SCORING MATRIX (State Level Contractual Vacancy Recruitment MPPHSCL-NHM, MP), 2021-22** **(For Preparing the Merit-list/ Shortlist for Personal Interview)** **(Maximum Marks-100)** — **Appendix-I**				
1	Essential Qualifications	50	100%	50	Marks shall be awarded based on candidate percentage of mark secured in completion of essential qualification which is required for a position as per ToR. If a candidate has secured 60% marks for her/his qualification which is essential for the position as per the ToR, a total of 30 marks shall be awarded out of 50 Marks. (e.g. 50X60%=30 Marks) **Consideration of Essential Qualification for awarding Marks:** (a) Higher essential qualification shall be considered for awarding marks; (e.g., if an essential qualification is required for any position as B.Sc. Nursing along with any PG Degree, in the event of this PG Degree, shall be considered for awarding marks); (b) In case multiple essential qualifications are required for any position (e.g., MBA/ MSW/ MA Social Sc., etc.) and the candidate possesses more than one similar above degrees, in the event of this candidate shall be awarded the marks based on the degree where s/he secured more marks in comparison to her/his other degree (But the details of such course should be mentioned in the Online Application Form filled by the candidate). **Note:** (a) Document validation team reserve the right for validation of Mark% of the candidate degree and any deviation recorded at the time Document Validation Process may disqualify the candidate. (b) In the case of CGPA grading, the document validation team shall calculate the CGPA in percentage based on grading for which the candidate shall produce documentary proof for the basis of calculation of percentage. If an applicant fails to present the above-supporting documents, he/ she shall be liable for the disqualification/ cancellation of her/ his candidature
2	Essential Experience	50	100% Marks for Additional 200 Months of Essential Experience [Note: No marks shall be awarded on a minimum number of years/ months on essential experience]	50	Total score= 0.25 marks for each month of experience to the maximum of 50 marks. [Note: No marks shall be awarded on minimum number of years/ month on essential experience] (e.g. An Applicant has total 37 months of experience and essential experience is required of 36 months, in such scenario candidate shall be awarded mark for only one month, i.e. 1x0.25=0.25 Total Marks for experience criteria
	**Total Marks**	**100**		**100**	

Note:

1. The above matrix shall be used for the preparation of the merit list for the further selection process (i.e., Online Personal Interviews).

2. The score obtained by candidates as per the above matrix shall not be carried forward in the preparation of the final selection list. Only personal interviews obtained marks shall be considered for the selection.

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:

Online Job Application Form is spread over different sections designed to obtain information related to the candidate's **Personal Profile**, **Educational Qualification**, **Experience**, **Image, Signature** and **Essential Documents Upload, Preview of Application** before submission and **Submit Application**.

Before filling up the **Online Job Application Form**, candidates are advised to go through the relevant advertisement and other details available on www.sams.co.in or www.nhmmp.gov.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 **December 22, 2021**)

STEP-1: Click on the **"NEW REGISTRATION"** button to 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 the Registration Form, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

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

(i) Profile Image (Candidates recent photograph)
(ii) Candidate's Signature Image
(iii) 10th Certificate
(iv) 12th Certificate
(v) Essential Qualification Documents
(vi) Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
(vii) Domicile Certificate (if required)
(viii) Caste Certificate (if required)
(ix) PH Certificate (if applicable/ required)
(x) Other Required/ mandatory documents (As per the requirement of the position which is mentioned in the online form)

Note- The required/ mandatory documents should be uploaded in .jpeg, .jpg, .pdf or .png format in the relevant sections of the online application form. The maximum size of the file/photo/ documents should not exceed 1 MB.

STEP-4: After successful registration, the applicant can log in to apply for the position. After login "**JOB DASHBOARD**" will be opened. The applicants can view position name, no. of vacancy, etc. "**JOB DASHBOARD**" section. (*Applicants are requested to read and understand the eligibility criteria 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.

Personal	Qualification	Experience	Image & Documents	Submit Application
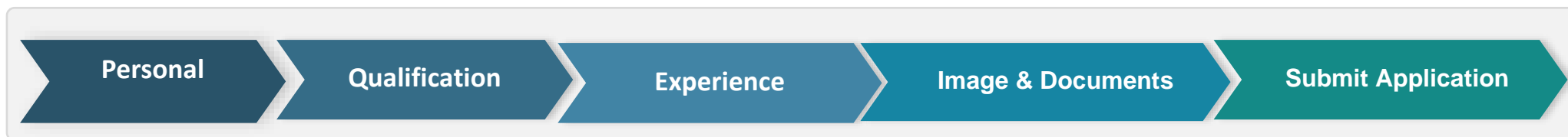
STEP-7: Please complete the **PERSONAL SECTION** and click on the "**SUBMIT & PROCEED TO NEXT**" button.

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 upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the "**SUBMIT & PROCEED TO NEXT**" button.

 FINAL STEP:

- After filling in 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 the 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 the 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 Number) 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 on or before the closing date (**January 12, 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 considered rejected;

(6) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.