



## DETAILS OF WALK-IN-INTERVIEW

(Advt. No. 06./2019)

### I. APPLICATION PROCESS:

The candidate should bring the duly filled in application form (Refer Annexure 1) along with the originals and self - attested photocopies of following documents at the time of walk in interview:

- a) Two recent passport size photograph.
- b) Two copies of self attested resume.
- c) Filled up application form (Refer Annexure 1 for the application format).
- d) Photo identity proof (Aadhar/ Driving License/ Passport/ Voter ID Card).
- e) Permanent/ Temporary Address proof.
- f) **Proof of Date of Birth** - Copy of Marks sheet of Xth class or School Leaving Certificate.
- g) All educational qualification from Xth onwards (mark sheet and certificates) till the last qualification. Candidate needs to ensure that he carries marks sheet and certificate for the required essential qualification for the applied post.
- h) The applicants claiming for reservation under SC/ST category shall have to submit Caste Certificate and Domicile certificate (In case of unmarried/ married female candidates Caste certificate & Domicile Certificate needs to be issued in the name and permanent address of her father) issued under the signature and seal of the Circle Officer, otherwise they will not get the benefit of reservation.
- i) In BC & MBC category Caste certificate issued by the competent authority as per the Government of Bihar format needs to be submitted along with Non- Creamy Layer certificate and Domicile certificate (In case of unmarried/ married female candidates Caste certificate & Domicile certificate needs to be issued in the name and permanent address of her father) by the applicants in order to avail benefit of reservation.
- j) Experience certificates as evidence of post qualification experience from the concerned employer. (In the absence of work experience certificate, candidates may submit the joining letter and relieving letter/ order and in case of serving current employer the candidate needs to submit latest salary slip/ certificate).
- k) NOC from the competent authority is required if the candidate is working in any Govt. or Govt. PSU organization.

### II. NO OBJECTION CERTIFICATE:

Those who are working in Govt. or Govt. PSU organization have to submit "No Objection Certificate" from their respective organization along with their application.

### III. ANNEXURES:

Attested photocopies of Degrees, Certificates, Marks sheets, Age proof, in case of claiming reservation domicile certificate, Caste certificates, non-creamy layer certificate etc. (as per list mentioned in point number "I") may be annexed to the hard copy of the application and the same shall be produced in original along with photocopy for verification at the time of interview.



#### **IV. AGE:**

- Minimum age to apply is 21 years.
- Maximum Age :
  - ✓ Unreserved / EWS – 37
  - ✓ Unreserved / EWS (Female) – 40
  - ✓ BC / MBC (Male & Female) - 40
  - ✓ SC / ST (Male & Female) – 42
- 10 years relaxation in age will be admissible to Divine Body applicant.

*(UR-Unreserved, MBC-Most Backward Class, BC-Backward Class, SC-Scheduled Caste, ST- Scheduled Tribe, EWS- Economically Weaker Section, WBC-Women of backward classes, F-Female, M-Male )*

#### **V. EDUCATION QUALIFICATION & EXPERIENCE:**

##### **Essential**

- All educational qualification from Xth onwards (marks sheet and certificates) till the last qualification. Candidate needs to ensure that he carries marksheet and certificate for the required essential qualification for the applied post.
- Experience certificates as evidence of post qualification experience from the concerned employer. (In the absence of work experience certificate, candidates may submit the joining letter and relieving letter/ order and in case of serving current employer the candidate needs to submit latest salary slip/ certificate).

#### **VI. SELECTION PROCEDURE:**

- a. All the candidates who will come for Walk In interview will be registered at the Registration Desk and would be provided with a registration number.
- b. After the registration process, Document Verification Team will screen the application and documents received from the candidates as per the published TOR.
- c. During document verification if any discrepancy is found by the Document Verification Team, then an exception report shall be submitted by them on which decision regarding the candidate's eligibility will be taken by the appointing authority.
- d. Document Verification Team will then shortlist the application who are meeting the eligibility criteria.
- e. Only the candidates whose application gets shortlisted will participate in the Group Discussion and Personal Interview.
- f. Candidates shortlisted after qualifying personal interview will be part of the list of final selected candidates.
- g. Total marks allocated to Group Discussion is 30 and total marks allocated to Interview is 20.
- h. After filling available posts, candidates shall be kept in the waiting list.
- i. Any vacancy arising because of non-joining by selected candidates in this Walk In Interview, the post will be offered to the candidates from the waiting list according to the merit. Waiting list will be valid for 1 year.
- j. All candidates must provide phone numbers and email id, for faster communication about such vacancies.

- k. Experience/Age/etc. will be counted as on date of 1st August, 2019.

## **VII. TERMS & CONDITIONS:**

- a. Candidates are not entitled for any TA/DA for attending the walk-in interview.
- b. Reservation benefits can only be availed by Candidates who are domiciled of Bihar State. For this candidate must produce original and self attested copy of domicile certificate issued from the competent authority. In case of any wrong entry in the caste category in the application form, the candidature will be rejected.
- c. Candidates from the State of Bihar who are claiming reservation in their respective reserved category (ST/SC/BC/MBC/EWS) must submit the Caste/ Section certificate along with permanent residential proof in the prescribed format issued by the competent authority. Candidates having domicile of other states will be treated under the Un-reserved category.
- d. Candidates cannot claim for employment regularization in any case.
- e. The appointments are on contractual basis, initially for 11 months which may be extended up to 3 years or more subject to candidate's satisfactory performance evaluated by the appointing authority, continued requirement of the position by the Society, approval of the position by the Government of India in ROP of National Health Mission and availability of fund for the concerned position.
- f. The selected candidate once s/he joins shall remain on probation period for the first three months after the agreement starting date. If the services of the contractual employee is not found satisfactory as per the desired expectations set up by the concerned authority in the probation period, the agreement may be terminated by the Society after expiry of probation period by assigning reasons thereof without giving any notice.
- g. Any claim for regularization of employment shall not be entertained in future.
- h. The candidate should not have been convicted by any Court of Law.
- i. Canvassing of any kind will lead to disqualification.
- j. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
- k. S/he is expected to conform to the rules of conduct and discipline as applicable to the SHSB employees.
- l. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate .
- m. The appointee is entitled for all the benefits which are applicable to NHM contractual employees.
- n. 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 if the candidate has will-fully suppressed any material information relevant to this appointment, his/her candidature will be cancelled. In case such candidate gets appointed, he/she will be liable to be removed from the service and any other action will be taken as deemed fit by the appointing authority.



- o. Applications which are incomplete in detail, not legible or without all the required enclosures will be rejected. Incomplete applications in any aspect will be summarily rejected.
- p. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- q. Any important information including corrigendum/ changes/ updates and information/ general instructions during the course of recruitment process and on selected candidates shall be made available either through the website or on the email ID provided by the candidates. Therefore, candidates must provide a valid email ID and simultaneously track the website for updates.
- r. The Email ID and Mobile number should be kept active till the completion of this recruitment process. Email ID and Mobile number once given cannot be changed by the applicant under any circumstances.
- s. The State Health Society, Bihar reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- t. Court of jurisdiction for any dispute will be restricted to Patna only.

**Executive Director**  
**State Health Society, Bihar**