

INSTRUCTIONS

(for the notice of all concerned candidates who have applied for the position of
District Data Manager under National Health Mission, Assam
vide Advertisement No. NHM-31013(11)/68/2019-HRD-NHM/ 2217-2224 Dated 05/05/2020)

CANDIDATES ARE HEREBY INFORMED TO CHECK THEIR REGISTERED EMAIL ID FOR DETAILED INSTRUCTIONS.

Important Dates:

Last Date of submission of scanned testimonials	: 8 th June 2020 by 2:00 PM
Date of Publication of Schedule for Screening Web Interview	: 8 th June 2020
Web Interview (<i>as per the number of candidates</i>)	: 9 th June & 10 th June 2020
Date of publication of final shortlist for Personal Interview	: 10 th June 2020
Final Personal Interview at NHM State HQ, Guwahati	: 12 th June 2020 (<i>tentative</i>)

Stage-I:

- Candidates shall send the scanned copies of relevant testimonials as mentioned below for verification of the information and shortlisting for screening interview for the position.
- The Screening interview schedule (with Skype / Zoom / Google Duo Time Slot) will be communicated through email to your registered email id.
- Only confirmed candidates will be issued time slots after verification of the submitted documents.

Email Subject shall be:

<Online Application ID> - DOCUMENTS for the position of DATA MANAGER, NHM, Assam

*[Candidates shall invariably mention their **Online Application ID** in the subject of the email]*

Scanned Documents to be submitted in Single Email: (by 2 PM of 8th June 2020)

1. Photo Identity Proof (like Passport/Aadhar/Driving License) with Scanned Photo
2. Age Proof (10th Certificate/ HSLC admit card)
3. Educational Qualification Certificates & Markscards
4. Additional qualification certificates, if any.
5. Experience Certificate(s)
6. Additional information to be submitted in the mail for confirmation
 - WhatsApp Number
 - Skype ID
 - Zoom ID
 - Google Duo Number

Stage-II

The final shortlisted candidates (In 1:3 ratio) after screening interview shall attend the personal interview before the Selection Committee at State HQ, NHM, Assam for final selection