

**Instructions for the candidates for the Counselling to be held on 8<sup>th</sup> December 2020 for posting as MO(MBBS) 1 Year Compulsory Rural Posting Doctors**

**Instructions:**

1. **The Counselling will be conducted though Zoom.** None of the candidates need to come to the Office of the Mission Director, NHM, Assam for physical attendance for the Counselling.
2. Zoom Meeting Link will be sent to the registered Mobile Number for each Batch (Morning Batch 1-80 and Afternoon Batch 81-155) through SMS / WhatsApp **One hour prior** to the counselling for each batch.
3. Only the candidates as per Rank and allotted Batch Timings shall attend in respective Batch.
4. The candidate must login with the following ID format for attending the Zoom Counselling –

***[Candidate Rank\_Candidate Name].***

5. All candidates shall login in to the Zoom meeting 15 minutes prior to 10:00 AM (for Batch 1) and 1:30 PM (for Batch 2) respectively without fail.
6. In case of any candidate not logging in within the stipulated time and he/she may not be able to choose the place of posting as per the Rank.
7. If any candidate can not attend in the online counselling due to unavoidable reasons, in that case he/she may authorize any other person in writing along with relevant documents and the decision/selection of place of posting of the authorized person will be treated as decision/selection of the candidate. (Sample authorization letter will be available in the NHM website: <https://nhm.assam.gov.in>). The authorized person shall attend the counselling accordingly with login as per format.
8. During the counselling, candidates will be called as per merit list and he/she will have to opt the place of posting from the list. The selection of place of posting shall be completed within 1 ½ minutes.
9. Once a candidate selects and accepts a place of posting, he/she will not be allowed to alter the place of posting
10. Dashboard Link of the Online Counselling will be available in the NHM Assam Website during the Counselling to enable the candidates view the live status of available vacant positions and allotted postings will be displayed on a screen continuously.

**Submission of Documents:**

1. The candidates shall email the clear scanned copies of the following documents to the email ID [nhmassamrecruitment2020@gmail.com](mailto:nhmassamrecruitment2020@gmail.com) prior to the counselling.
  - a. All MBBS Markcards [1<sup>st</sup> MBBS + 2<sup>nd</sup> MBBS + Final MBBS (Part1+Part 2)]
  - b. MBBS Pass Certificate
  - c. MCI / AMC Registration
  - d. Identity & Address Proof (Passport / Drivers' License / Voter Card/ etc)
  - e. HLSC Certificate / Any DOB proof
2. Any discrepancy detected later in the documents may lead to the disqualification and forfeiting of the candidature, followed by legal proceedings against any such misdeed.

**Issue of Engagement Letters:**

1. The candidates upon counselling will be emailed ACCEPTANCE LETTER on the registered email ID. The candidate shall take a print out and fill up the Acceptance Letter with Signature.
2. They shall scan the completed & signed ACCEPTANCE LETTER and email back as reply within 48 hours of issue of email.
3. On satisfactory verification of submitted Documents and receipt of duly filled Acceptance Letter, the Engagement Letters will be issued and emailed to the candidates within next 48 hours.
4. After receipt of the Engagement Letter, the candidates shall accordingly report for joining at their respective places of posting within 7 days.

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