

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES
GREATER NOIDA**

***SOP ON ADMISSION & DOCUMENT VERIFICATION*
CERTIFICATE COURSE IN COMMUNITY HEALTH FOR NURSES**

General Instructions for provisionally shortlisted Candidates:-

1. Candidate is being advised to take print out of Admit Card/submitted NHM application Form OR Score Card and issued Offer letter and report at allocated Program Study Centre for completing DVP process.
2. Candidate is being directed to report from dated 14.11.2022 to dated 24.11.2022 to Program In-charge (Superintendent in Chief/Chief Medical Superintendent/Principal RHFWTCS/ Medical Colleges/ Nursing College/School) at the allocated Program Study Centre (PSC) with required original documents along with one set of self-attested photocopy of following documents for Document Verification Process (DVP):-
 - a) Copy of High School mark sheet and Pass Certificate.
 - b) Copy of Intermediate mark sheet and Pass Certificate.
 - c) Copy of mark sheet of GNM/Post Basic B.Sc. Nursing/ B.Sc. Nursing Degree/Certificate from recognized Institute/ University.
 - d) Copy of valid Certificate of Registration as Nurses and Midwives from UP Nurses & Midwives Council obtained on or before dated 09.08.2022.
 - e) Covid Experience Certificate issued by concern District, if applicable and availed.
 - f) Copy of Category Certificate uploaded on Portal by candidate (if applicable).

- g) Copy of ID proof, Permanent /Mailing Address proof.
- h) Two passport size latest colour photographs.
- i) Copy of Admit Card/submitted NHM application Form OR Score Card and issued Offer letter.
- j) Applicable Surety Bond for CCHN Training on Non Judicial stamp paper of Rs. 100/.
- k) Medical Certificate of Health from Govt. Hospital covering the following aspects: -
- I. General fitness. II. Report of Chest X-ray. III. Report of Eye Specialist on vision
3. If the candidate does not report at allocated Program Study Centre on or before dated 24.11.2022, it will be presumed that they are not interested for this CCHN Training and his / her candidature will stand automatically cancelled.
4. Candidates Selection/appointment for the contractual position of CHO is purely provisional, unless verification of documents and genuineness of the candidature is verified. In case of any incorrect/falsification/tempered/fabrication found, selection/appointment will be liable to be cancelled forthwith and appropriate Legal action may be taken against the candidate.
5. After successful in DVP, candidate may be allowed to join and participate in CCHN training at allocated Program Study Centre from dated 14.11.2022 to 24.11.2022. Unsuccessful candidates in DVP shall not be allowed to join the said training.
6. Candidate has to undergo Certificate in Community Health for Nurses (CCHN) training at the foresaid allocated program study centre.
7. During the training period the candidate shall be offered Rs/- 10, 000/- (Rupees Ten Thousand) only per month as stipend as approved by GOI,

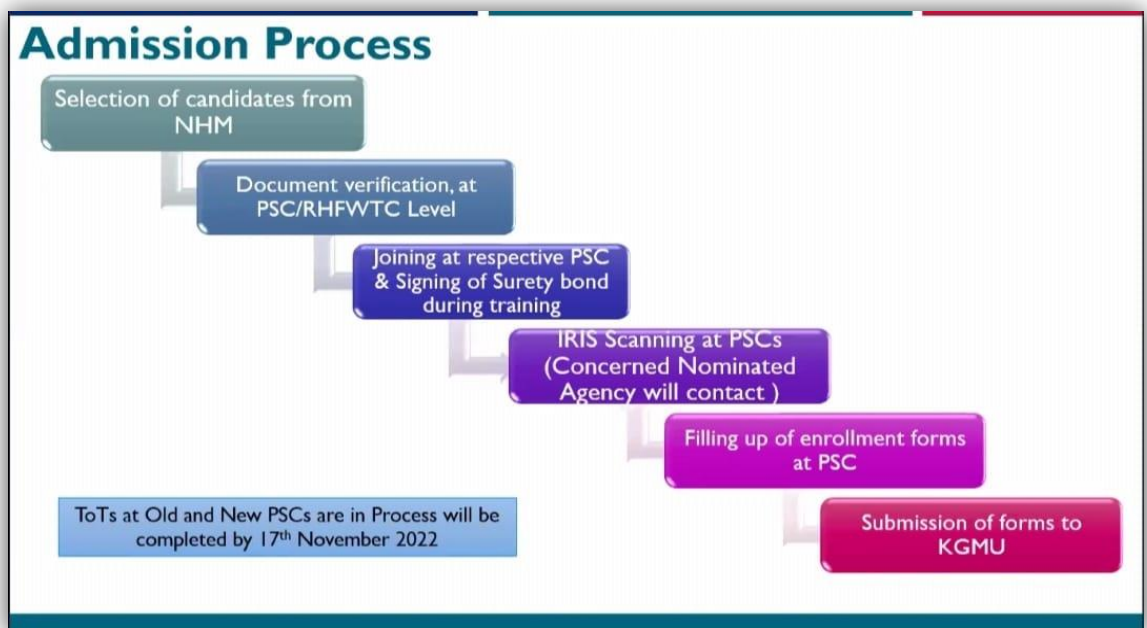
8. Candidate shall be entitled for stipend as approved by date of joining at PSC and after completing surety bond and other formalities at the allocated program study centre (PSC)

DVP:

1. DVP of candidates shall be done jointly by PSC officials & CMO nominated officials
2. Candidates may be directed to execute the prescribed surety bond and fill service agreement with District health Society (DHS) of allocated district as CHO.

INSTRUCTIONS TO PSC

1. Concerned program study in charge shall share the DVP Status of aforesaid candidates as per attached format duly signed by PIC / Principal to [psc dvp cho 2022@gmail.com](mailto:pscdvpcho2022@gmail.com) latest by 5: 00 pm on date 27/11/2022.
2. No correspondence regarding change in DVP status after conduct of DVP process shall be entertained.



3. Some important Points to be taken in consideration for Document Verification Process at Program StudyCenter (PSC) for 5505 CHO-CCHN Recruitment drive under NHM, UP.

S. NO.	Head	Yes/No	Recommendation (Eligible/Not Eligible)	Remark	Detailed Advertisement 5505 CHO-CCHN dated 19.07.2022
1	Whether OBC (NCL) and EWS Certificate obtained before 01.04.2022 OR after 09.08.2022	Yes	Not Eligible	Considered as Un-reserved Candidate and detail sent to State by PSC	Clause 2 of Note
		No	Eligible		
2	Valid Registration Certificate from UP Nurses & Midwives Council issued on or before dated 09.08.2022	Yes	Eligible		Clause 3 of Point (1)
		No	Not Eligible	Rejected for CCHN Training	
3	Whether Female candidate have the valid Caste certificate issued from father side.	Yes	Eligible		Clause xix of Point (5) -Important Instructions
		No	Not Eligible	Rejected for CCHN Training	
4	Whether Female Candidate found Pregnant	Yes	Eligible	Required Medical Documents may be taken from Candidate and send detail to State by PSC.	
5	Whether Candidate submitted EWS/OBC(NCL)/SC/ST Certificate of Other State and shortlisted under that Category	Yes	Not Eligible	Rejected for CCHN Training	Clause xx of Point (5) -Important Instructions
6	Whether Caste Category mentioned by Candidate at the time of Online submission of Application is different from Certificate produced at the time of DVP (Candidates of Uttar Pradesh)	Yes	Not Eligible	Rejected for CCHN Training	Clause xx of Point (5) -Important Instructions
7	Whether Candidate submitted incomplete Original Documents at the time of DVP	Yes	Eligible	Considered for CCHN Training, subject to submission of required Original Documents within seven working days from the date of DVP at PSC	