

## **Note on Selection Process for NHA Vacancies**

1. Candidates must fill and submit the Online Application Form (OAF) available on SAMS website, by or before midnight of August 16, 2020.
2. Candidates must go through detailed Vacancy Announcement available on SAMS website and ensure eligibility in terms of essential Qualifications and Experience, before filling up the OAF.
3. SAMS shall review OAFs submitted by candidates and confirm that they possess the essential Qualifications and Experience prescribed for the concerned position.
4. Candidates not meeting with essential Qualifications and Experience prescribed for the position shall be disqualified.
5. Compliance with prescribed Qualifications and Experience, shall be by reference to documents uploaded by the candidate in support of the same. Candidates failing to upload documents in the relevant sections of OAF, shall be disqualified.
6. SAMS shall assess and score Skills/ Competencies of eligible candidates in prescribed areas of specialisation, based on relevant experience reported by them in OAF.
7. SAMS shall award scores for Qualifications, Experience and Skills/ Competencies to all eligible applicants and generate a merit list of the same. For the purposes of identifying the top 20 eligible applicants to be invited for online written tests, scores may also be awarded to desirable qualifications and experience.
8. SAMS shall invite 20 high-scoring applicants per vacancy to an online Written Test to confirm possession of in-depth subject matter knowledge in key areas of work for the position they have applied for. In the event there are less than 20 eligible applicants, all of them shall be invited to the online Written Test.
9. Overall scores/ weightage of different stages of the assessment process is as follows:

<b><u>Stage of Assessment</u></b>	<b><u>Scores/ Weightage</u></b>
(1) Online Written Test	30%
(2) Personal Interview	70%

10. Eligible candidates must aggregate a minimum score of 50% in both Stages of Assessment (Online Written Test and Personal Interview) to be included in the Merit List for final selection.
11. The online Written Test administered to invited candidates shall be in Multiple Choice Question (MCQ) format.
12. Online Written Tests shall be subject to online invigilation and oversight. Candidates found cheating or violating processes prescribed for the Written Test, shall be disqualified.
13. The 10 highest-scoring eligible applicants in Written Tests, shall be invited for Personal Interview for each vacancy. In the event less than 10 candidates qualify for Personal Interview based on eligibility for Written Test and performance in the same, personal Interview shall be carried out with the available number of qualified candidates.

14. Personal Interviews of candidates shortlisted as above shall be conducted by a Panel of NHA Officials/ Experts.

15. Conduct of Personal Interview shall be preceded by Verification of Credentials, comprising scrutiny of certificates and testimonials submitted online by the candidate in support of her/his Qualifications and Experience. Insofar as possible, scrutiny shall be carried out of hard copies of certificates and testimonials in support of Qualifications and Experience, at the time of registration for Personal Interview. In the event scrutiny of hard copies is not possible, an alternate system for Verification of Credentials shall be established in consultation with NHA.

16. Split-up of the different parameters considered in the personal interview process, shall be as follows:

- (1) Communication skills (25%)
- (2) Relevant Experience and Education levels (25%) and
- (3) Analytical Abilities (10%).
- (4) Provision of two Professional References (10%)

Please note that applicants called for interview shall be required to bring details of two professional references, with feedback from each on why s/he should be considered for the post.

17. Suitability of eligible candidates for appointment shall be determined by the NHA Panel, based on the performance of candidates during Personal Interview. Recommendations of the NHA Panel on selection and waitlisting of interviewed candidates shall be final.

18. NHA Panel is empowered to disqualify candidates who fail to appear for Personal Interview.

19. Reference Checking and Verification of Credentials shall be carried out in respect of selected and waitlisted candidates recommended by the NHA Panel.

20. Results shall be declared on the NHA and SAMS websites

21. NHA shall proceed to make offer and appoint candidates who have successfully cleared Reference Checking.