

## **Note on Selection Process for NHA (Young Professionals, 25 vacancies)**

1. Candidates must fill and submit the Online Application Form (OAF) available on SAMS website, by or before midnight of April 28, 2022.
2. Candidates must go through the detailed Vacancy Announcements available on SAMS website and ensure their eligibility in terms of complying with essential Qualifications and Experience, before submitting their OAFs.
3. SAMS shall review OAFs submitted by candidates and confirm that they possess the essential Qualifications for the concerned positions.
4. Candidates not meeting with essential Qualifications prescribed for the positions shall be disqualified.
5. Compliance with prescribed Qualifications, shall be determined with reference to documents uploaded by the candidate in support of the same.
6. SAMS shall assess and score the Skills/ Competencies of eligible candidates in prescribed areas of specialization, based on relevant qualification and Skills/ Competencies reported by them in OAF. Candidates must ensure OAF is filled in adequate detail to demonstrate Skills/ Competencies. SAMS may make reference to CV uploaded by candidate to fill information gaps in OAF, if necessary.
7. SAMS shall award scores for Qualifications, and Skills/ Competencies to all eligible applicants and generate a merit list ranking eligible applicants, to enable the identification of high-scoring candidates to be called for Online Personal Interview Process (OPIP). For, the purposes of generating the merit list, SAMS shall consider scores awarded to both, essential and desirable qualifications.
8. NHA shall review the merit list and identify suitable, high-scoring applicants, who shall be invited for OPIP, for the purposes of final selection and appointment. (NHA shall endeavour to identify and invite suitable, high-scoring applicants in the ratio of 4:1 per vacancy. However, NHA is at liberty to reduce this number in case it is not able to identify an adequate number of suitable applicants).
9. NHA reserves the right to make changes to the number of vacancies advertised, and select and appoint more or less candidates, as necessary, based on the current staffing needs of the Authority.
10. OPIP of shortlisted candidates shall be conducted by a Selection Panel of NHA Officials/ Experts. Approx. 50% of Candidates found suitable in OPIP by the Selection Panel of NHA Officials/ Experts, shall be invited for the second and final round of the Personal Interview Process, which might be conducted in person or online.
11. Suitability of candidates for appointment shall be determined by the Selection Panel of NHA Officials/ Experts, based on the performance of candidates during OPIP and Final Round of the Personal Interview Process. Recommendations of the Selection Panel of NHA Officials/ Experts on the selection and waitlisting of candidates assessed through OPIP and Final Round of the Personal Interview Process shall be final.
12. Selection Panel of NHA Officials/ Experts is empowered to disqualify candidates who fail to appear for OPIP and/or Final Round of the Personal Interview Process.

13. Reference Checking shall be carried out in respect of the selected and waitlisted candidate(s) recommended by the Selection Panel of NHA Officials/ Experts.

14. Results of OPIP and Final Round of the Personal Interview Process shall be declared on NHA and SAMS websites.

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