उ०प्र० आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा (उ०प्र०) – 206130

Uttar Pradesh University of Medical Sciences

Saifai, Etawah – 206130

Phone: (05688) 276089; e-mail: paramedical@upums.ac.in

Website: www.upums.ac.in

HOW TO APPLY

Candidates applying for the Post of Staff Nurse in Uttar Pradesh University of Medical Sciences, Saifai, Etawah are required to apply online ONLY through the official website: https://www.upums.ac.in

Before filling up Online Application, the Candidate must be ready with following documents:

a) A valid **E-mail id**
b) A valid **Mobile Number**
c) Scanned image of Recent Colored Photograph of candidate (File size to be 50KB - 200 KB in JPEG format only)
d) Scanned Signature of candidate (File size of 50KB - 200 KB in JPEG format only).
e) Scanned Left thumb Impression (File size of 50KB - 200 KB in JPEG format only).
f) Scanned Image of 10th, 12th Marks sheet & Certificates (File size to be 200KB - 1MB).
g) Scanned Image of Graduation/Diploma and other qualification certificates as per advertisement (File size to be 200KB - 1MB).
h) Scanned Image of Caste & Domicile certificates if required (File size to be 200KB - 1MB)
i) Scanned Image of sub-category certificate if required (File size to be 200KB - 1MB)

A valid **E-mail id** and **Mobile Number** is mandatory for the submission of your Online Application. **This E-Mail id and Mobile number should be active until recruitment process is completed.** Uttar Pradesh University of Medical Sciences, Saifai, Etawah will send important information about your application and examination on this registered E- Mail / Mobile number.

Please note that after submission, the particulars mentioned in the Online Application in each stage including Name of the Candidate, Caste Category, Date of Birth, Address, Email-ID and Mobile Number etc. will be considered as Final, details entered in Registration page cannot be changed. However other details can be changed before the final submission of application form. Once the application form is submitted finally, no details can be changed.

Applications received without appropriate Application Fee, required documents & information as per advertisement are liable to be rejected. However, **Uttar Pradesh University of Medical Sciences, Saifai, Etawah** has the right to change any of the Examination City, Center and/or add some other cities/centers depending upon the response, administrative feasibility, or any force-majeure conditions etc.

Hence, candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained at later stage.

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STEPS TO BE FOLLOWED TO FILL UP THE ONLINE APPLICATION

Please read following Instructions carefully to fill up the Application Form.

Step 1: Candidates are required to visit website: https://www.upums.ac.in first. Then click on **"STAFF NURSE RECRUITMENT"** and go through the following documents:

- Advertisement
- How to Apply.
- Frequently Asked Questions. (FAQ)
- Helpdesk

Step 2: For registration of online application form click on "Click here for new Registration"
(Candidates are required to register with Name of the Applicant, Date of Birth, Email ID, and Mobile Number)

Step 3: After successful Registration, Candidate will receive the User ID & Password on his/her registered mobile number and Email ID.

Step 4: Application Form => Candidate can **logout** or **fill up application form by click on "Click here to login for Registered User" with allotted user ID and password"**
Following details need to be completed during filling up of application form.

(a) Personal Details (Communication details, Category, and other required personal details)
(b) Qualification Details
(c) Declaration and Documents Upload (photo and signature)
(d) Fee payment.

Mandatory Documents:

a) Scanned image of Recent Colored Photograph of candidate (File size to be 50KB - 200 KB in JPEG format only).
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f) Scanned Image of Caste & Domicile certificates if required (File size to be 200KB - 1MB).
g) Scanned Image of subcategory certificate if required (File size to be 200KB - 1MB).

Step 5: Deposit the requisite Application fees through online mode via payment gateway. Candidate may be advised to make the payment at the earliest to avoid last minute rush.

Step 6: On successful submission of the Application Form & deposit of application fee, you will be able to view the complete Application Form submitted by you, including your Photo along with the message of Successful submission by clicking on track your application form. Please take a printout of this application form for future correspondence & **Application Sequence Number** printed on it.

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Payment Mode: (For detail with snapshot please check the Fee deposit procedure)

ONLINE MODE PAYMENT: Debit Card / Credit Card / Net banking

Please fill up all details very carefully.

After submission of the application form, candidate will not be able to edit /delete any field. However, candidate can edit and preview the Application Form before clicking on Submit button. If the entered information's are correct, candidates may finally click on submit button and pay the Application fee.

Note: After successful submission, candidate will get SMS on registered mobile/ Email. Please save your Application Number Sequence Number for future references.

Please preserve your Application Sequence Number and Password since you will require this information to login for downloading your hall ticket / admit card / CBT result / schedule for other related activities / result etc.

IMPORTANT NOTES:

1.   Please fill up all your details in the application form very carefully.
2.   Take care to upload the right document at right place as mentioned in the application form.
3.   Only latest colored photograph to be uploaded.
4.   On "Staff Nurse Recruitment" on the home page of UPUMS official website: https://www.upums.ac.in/ Make a note of important, dates. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.
5.   OBC/SC/ST **Caste certificate/ Subcategory Certificates** should have been issued within the time limit as mentioned in Advertisement in the prescribed format as per latest guidelines of Government of Uttar Pradesh.
6.   Candidates should keep same Photograph in reserve for future use, which they have uploaded in the application form.
7.   Court of jurisdiction for any dispute will be as per discretion of UPUMS.
8.   Candidates, who are not able to download Admit Cards for any reason, should get in touch with helpdesk email id: upums.recruitment@gmail.com well before due date for written examination.
9.   Uttar Pradesh University of Medical Sciences, Saifai reserves rights to modify/rectify/correct the error that might have inadvertently crept in. However, Uttar Pradesh University of Medical Sciences, Saifai does not owe any responsibility for error committed by candidate.
10. Canvassing in any form will disqualify the candidate.

N.B.: In case of any discrepancy in print media or website, the records with **Uttar Pradesh University of Medical Sciences, Saifai** will be treated as final.