



## Odisha State Health Family Welfare Society Department of H & FW, Govt. of Odisha

### How to Apply

#### **For New Applicants**

Click on Application Form. This will redirect to the online Application Form, where the candidate needs to fill his/her Personal details, Educational details, Qualification Details and Declaration.

#### **Personal Details**

1. Choose the Post you want to Apply.
2. Choose the State/District where you wish to apply (As per Level of Post)
3. Enter your full name (as in 10<sup>th</sup> Certificate)
4. Enter your Father's Name (as in 10<sup>th</sup> Certificate)
5. Enter the Date of Birth (As in 10<sup>th</sup> Certificate)
6. Enter your valid mobile No, in which all SMS correspondences will be sent.
7. Enter your valid e-mail ID, in which all mail correspondences will be made
8. Enter e-Mail Address (Your Appl ID and Password will be sent to this e-Mail ID)
9. Choose Your Gender
10. Your age will be calculated automatically at Sl. No-8 and age criteria of Advertisement.
11. Choose your category (SC/ST/UR/ SEBC)
12. Choose whether you belong to Physically Challenged category (Yes/no)
13. Choose your District of Domicile
14. Enter Your Present Address
15. Click the check box below Sl. No- 10, if the permanent Address is same as present address, else enter the permanent address.

#### **Qualification Details**

- I. Choose the examination passed from the first column of Qualification Details
- II. Enter the Board / University from which you have passed the examination in the next column.
- III. Choose the year of passing of the examination.
- IV. Choose the month of passing of the examination



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V. Enter the full Marks and marks obtained in the examination and the percentage will be calculated automatically. If the evaluation pattern is grade based, convert the grading system into percentage as per the conversion formula adopted by the passing board/university and enter the full Marks and marks obtained accordingly. (E.g- If your CGPA is 7.0 and the conversion formula is  $(CGPA-0.5)*10$ , then you need to enter 10 in the full mark and 6.5 in the marks obtained.

VI. Click **“Add”** button to add data for the examination (Please remember that without adding, the data entered at various fields of qualification details will not be recorded).

VII. **Repeat from step-I to VI for entering different degrees/diplomas/ examinations.**

(Note: Usually we ask for the highest/essential qualifications for entering in the application form. Proof of qualifications pertaining to rest of the degrees are to be sent in hard copy along with the application form)

### Experience Details

- I. Enter the name of the employer at the first column of Experience details (organization in which you are/were working).
- II. Enter the post (designation) held in the organization mentioned.
- III. Enter **“from the date”**, from which you are/were working in the post mentioned.
- IV. Enter **“to the date”** of which you are working in the post mentioned. (If you are working in an organization till date, put the date of submission of this online application)
- V. Enter the Salary/Remuneration drawn monthly.
- VI. Choose if it a post under the contract of OSH&FWS.
- VII. Enter brief job descriptions within 200 characters for the post mentioned.
- VIII. Click on **“Add”** button to record the experience detail. (Please remember that without adding, the data entered at various field of qualification details will not be recorded)
- IX. **Repeat from step-I to VIII to enter multiple experience details.** The Total Experience will be calculated automatically after adding all experiences.
- X. The total experience of OSH&FWS will be calculated separately..



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### Declaration

- I. Read the declaration carefully
- II. Click the "Accept" checkbox at the end of declaration statement and Enter the Captcha.

### Submission of Application

- I. Click on Preview Button. If anything is left out, it will appear in the application form with the word "Required" against that field. If the Application form is filled, the preview of form will appear. You can edit the form in case anything is missing or to be corrected.
- II. Click on Submit button to submit the Application form.
- III. After submitting, an Application ID and a password will be generated along with the Application form (in Downloadable PDF file). You should note the Application ID and Password for all future references.
- IV. Please download the Application form and send it to the concerned authority (as mentioned in the advertisement) with all necessary enclosures.

### Forgot Password

In case you forget the Application ID or Password, please follow the following steps to retrieve.

- I. Click on Forgot Password at the Candidate Login Box.
- II. Enter your name as you filled in the Application form.
- III. Enter your Father's Name as you filled in the Application form
- IV. Enter your Date of Birth
- V. Choose the post you have applied for.
- VI. Click on Submit. If your entries match with the entries made at the time of filling up of Application form, the Application ID and password will be displayed, which can be used for Logging in.

### Login Section

- I. After successful login, a candidate can 1-Download his/her Application form, 2-Edit Application form (Till the last date of Online Apply), 3-Submit Objection on the Shortlisted/Rejected candidates and 4-Download Admit Card for examination.