



**AMDA-NEPAL**  
ASSOCIATION OF MEDICAL DOCTORS OF ASIA



# **AMDA Nepal Career Portal**

## **Complete User Manual**

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4. Navigating the Applicant Dashboard
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## 1. Introduction:

This manual provides a step-by-step guide to using the **AMDA-NEPAL Career Portal**. It covers creating an account, logging in, and navigating your personal dashboard to find and apply for jobs.

## 2. Creating Your Account (Register & Verify)

This section guides you through the complete two-step process of creating and activating your account. You must complete both steps before you can log in and apply for jobs.

### 2.1) Step 1: Register Your Information

This refers to the **Register** page.

- **Purpose:** To create your initial user profile on the AMDA-NEPAL job portal.
- **Instructions:**
  1. Navigate to the portal's registration page. You will see a form titled "Register".
  2. Fill in the following fields accurately:
    - **First Name & Last Name**
    - **Email:** Enter a valid email address. This is critical as it will be used for account verification and all future communications.
    - **Password & Confirm Password:** Create a secure password for your account.
  3. Once all fields are complete, click the blue "**Register**" button.

### 2.2) Step 2: Verify Your Email Address

This refers to an email you will receive in your inbox. **Your account will not be active until you complete this step.**

- **Purpose:** To confirm that you own the email address you registered with, ensuring you receive important updates.
- **Instructions:**
  1. After clicking "Register", check the inbox of the email address you provided.
  2. Look for an email from "**AMDA NEPAL**" with a subject line similar to "**Verify Email Address for AMDA NEPAL**".
  3. Open this email.
  4. Inside the email, locate and copy the 6-digit One-Time Password (OTP). In the example image, the code is 635793.
  5. Return to the email verification page on the AMDA-NEPAL website and enter this OTP into the required field to confirm your email and complete the registration process.

### **Completion:**

Once you have clicked the verification button, your account is fully activated. You will now be able to log in to the portal using your registered email and password.



### Register

First Name

Middle Name

Last Name

Email

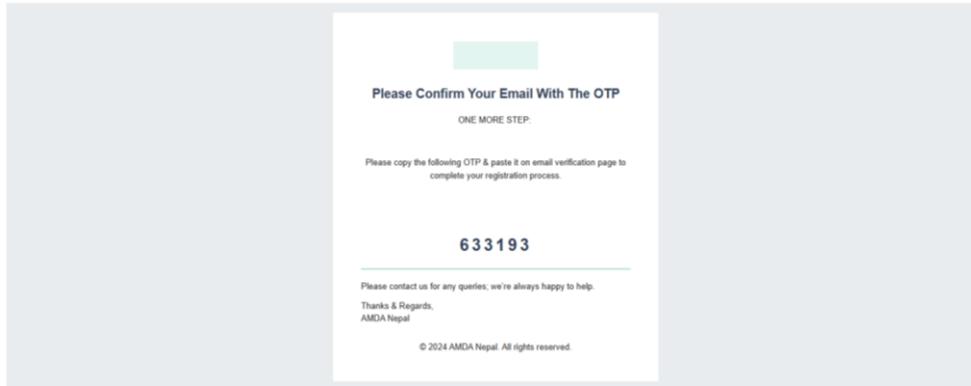
Password

Confirm Password



Email

Verification Code



### 3. Logging In to Your Account

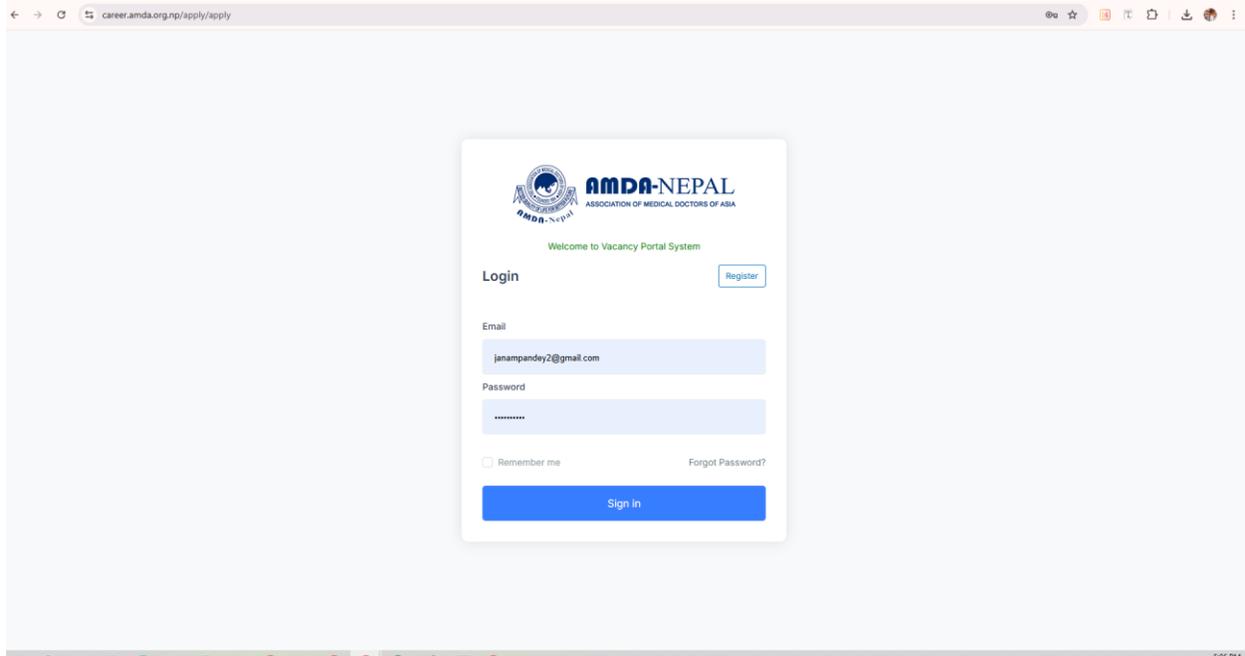
This section refers to the **Login** page. Use this page to access your account after it has been created.

#### **Purpose:**

To securely access your applicant dashboard and manage your profile and applications.

#### **Instructions:**

1. Navigate to the portal's login page.
2. You will see a form with the title "Login".
3. Enter your credentials:
  - **Email:** Enter the email address you used during registration.
  - **Password:** Enter the password you created.
4. Click the blue **"Login"** button.
5. Upon successful login, you will be taken to your personalized Applicant Dashboard.



## 4. Navigating the Applicant Dashboard

This section refers to the main **Dashboard** view, which is your central hub for all activities on the portal.

### **Purpose:**

To provide a complete overview of available jobs and your application status, and to give you access to all portal features.

The dashboard has three main components:

### **3.1) Dashboard Summary Cards**

Located at the top, these cards give you a quick, visual summary:

- **Total Vacancy (Green Card):** Shows the total number of active job openings you can apply for. In the example, there is **1** available vacancy.
- **My Application (Pink Card):** Shows the total number of applications you have submitted. In the example, you have submitted **1** application.

- **Approved Application (Red Card):** Shows the number of your applications that have been approved or have moved to the next stage. In the example, **1** application is approved.

### 3.2) Vacancy List

This is a detailed table showing current job openings.

- **SI:** Serial number.
- **Code:** The unique code for the job vacancy (e.g., Test-278101).
- **Notice No.:** The official notice number for the vacancy (e.g., Test-AMDA0345).
- **Title:** The position's title (e.g., "Test Controller").
- **Publish On:** The date the job was posted.
- **Deadline:** The last date to apply for the job.
- **Station:** The physical location of the job (e.g., "AMDA Hospital, Damak").
- **Action:** Contains a link to "**View Details**". Clicking this will take you to a page with the full job description, requirements, and the option to apply.

### 3.3) Left-Hand Navigation Menu

This dark blue sidebar is your main navigation tool.

- **Dashboard:** Click this to return to this main dashboard view at any time.
- **My Profile:** Manage your personal details, educational qualifications, work history, and upload necessary documents like your CV. **Keeping your profile complete is essential for applying.**
- **Vacancy:** View a complete list of all available job openings.
- **My Application:** Track the status of all the applications you have submitted.

## **Important - Completing Your Applicant Profile**

Before you can apply for any job vacancy, the AMDA-NEPAL portal requires you to have a complete applicant profile. If your profile is missing essential information, you will see an important notification like the one shown in the image, and you **will not be able to apply for jobs**.

### **Why You See This Page:**

This pink banner serves as a critical alert. It clearly states: *"You must provide all the details along with required documents to complete your initial profile."*

This means the system has detected that your profile is incomplete. Until this is resolved, you cannot proceed with any application.

### **Required Information to Complete Your Profile:**

As listed in the notification, you must provide the following information:

- **Personal Details:** Photo, Date of Birth (Nepali and AD), Gender, Ethnicity, Religion, Marital Status.
- **Family Details:** Father's Name, Mother's Name, Grandfather's Name.
- **Citizenship Details:** Citizenship document, Citizenship Number, Issue District, and Issue Date.
- **Contact Details:** Address Information.
- **Education:** Details of at least one Academic Qualification.

### **How to Proceed:**

1. To begin filling out this information, click the **"Complete Profile"** button.
2. This will take you to the "My Profile" section, where you will find forms to enter all the required details and upload the necessary documents.

### **Crucial Takeaway:**

Until all these required fields are filled, **you will be unable to apply for any vacancies**. The 'Apply Now' button on job detail pages will likely be disabled or will redirect you back to this profile completion page. Completing your profile is a mandatory first step after creating your account.

### **Reviewing Your Applied Job Vacancy**

Even after you have applied for a position, you can easily go back and review its details directly from your dashboard.

As you can see on the screen, a user can view the details of a job they have already applied for simply by **clicking the "View Details" link** in the "Vacancy" list.

This action takes you to the **"Vacancy Details"** page, where you can see all the original information about that specific job, including:

- The full **Job Description** and responsibilities.
- The required **Job Specifications** and qualifications.
- Key details like the **Position Title, Station,** and original **Application Deadline**.

This is useful for refreshing your memory on the role's requirements at any point during the application process.

**Important:** You must provide all the details along with required documents to complete your initial profile. Later, You may have to provide vacancy specific details and documents to apply for the position. Below are the required details to complete your initial profile:

- Photo
- Citizenship
- Nepal Dob
- Dob
- Ethnicity Id
- Religion Id
- Gender
- MaritalStatus
- FatherName
- MotherName
- GrandfatherName
- CitizenshipNo
- IssueDistrict
- IssueDate
- Address information
- At least one Academic Qualification

[Complete Profile](#)

**Dashboard**

- 1 Total Vacancy
- 0 My Application
- 0 Approved Application

**Vacancy**

Sl	Code	Notice No.	Title	Publish On	Deadline	Station	
1	Test-278101	Test-AMDA10345	Test Controller	2082-03-16	2082-03-29	AMDA Hospital, Damak	<a href="#">View Details</a>

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**Vacancy Details**

**Test Controller**

Code: Test-278101      Notice No: Test-AMDA10345

Published On: 2082-03-16      Deadline: 2082-03-29 (08:00:00)

Opening: 2      Appointment Type: other

Work Experience Required: 12      Apply By: Bachelor In

Station: AMDA Hospital, Damak      Exam Center: Central office, Kathmandu

Exam Date: 2082-03-31      Exam Time: 11:03

**Job Description**

This is for test purpose

Ref. no. 010774      Date: 2081 Falgun 02 (14 February 2025)

**Advertisement of Vacancy Announcement**  
(Notice. No.: 910774/09/2081.82)

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 and was officially registered in the government office as an NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, social organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan "Better quality of life for better future". AMDA Nepal is providing curative and preventive health services through its hospitals and projects in different parts of Nepal. AMDA Nepal also established academic health programs focusing to produce middle-level health professionals, offering various diploma level programs. This initiative reflects a commitment to evolving healthcare education and preparing skilled professionals for the future.

AMDA-Nepal invites online application for the following positions from qualified Nepalese citizen on before **2081 Falgun 08 (20 February 2025)** through the link <http://amda.org.np/vacancies.html>. Only short-listed candidates will be invited for further examination process.

Yac. No. 01/0774

Position: ABC Position

## 5. My Profiles

### Section 5.1: The "Personal" Information Tab

After clicking on "**My Profile**" from the main menu, you will land on this detailed form. The profile is organized into several tabs, starting with "**Personal**". This is the first and most fundamental tab you need to complete.

**Purpose:** To capture your core identity, family background, and national identification details. This information is essential for your application.

As you can see on the screen, the "Personal" tab is divided into several sub-sections:

- **1. Basic:**
  - **Action:** Enter your full name (First, Middle, Last), your name in Nepali script, and your Date of Birth in both Bikram Sambat (B.S.) and Anno Domini (A.D.) formats.
  - **Action:** Use the dropdown menus (Select) to choose your Ethnicity, Religion, Gender, Marital Status, and Blood Group.
- **2. Family:**
  - **Action:** Enter the full names of your Father, Mother, and Grandfather in the respective fields.
- **3. Citizenship:**
  - **Action:** Provide your Citizenship Number, the Issuing District, and the Date of Issue as it appears on your official document.
- **4. National ID:**
  - **Action:** If you have a National ID card, enter the number here.
- **5. Extra Details:**
  - **Action:** Indicate if you have any disability by selecting 'Yes' or 'No'.

- **Action:** Enter your Expected Salary in the provided field.

## Next Step:

After you have carefully filled in all the required fields on this page (often marked with a red asterisk \*), you will typically click a **"Save"** or **"Next"** button at the bottom to save this information and proceed to the next tab, which is **"Contact & Address"**.

The screenshot shows the 'My Profile' form with the following sections and fields:

- Basic:** First Name\*, Middle Name, Last Name\*, Blood, Religion, National Name (ID/IDNo), Date of Birth (B.D)\*, Date of Birth (A.D)\*, Gender, Marital Status.
- Family:** Father Name\*, Mother Name\*, Grand Father Name\*, Grand Mother Name\*.
- Citizenship:** Citizenship No.\*, Issuing District\*, Date of Issue (B.D)\*, Issuing District.
- National ID:** National ID No., National ID No.
- Extra Details:** Any Disability (Yes/No), Expected Salary.

A red arrow points to the 'Expected Salary' field, and another red arrow points to the 'Next' button at the bottom right.

## Section 5.2: The "Contact & Address" Tab

After completing your personal details, you will move to the **"Contact & Address"** tab. This section is crucial for AMDA-NEPAL to be able to communicate with you and for their official records.

**Purpose:** To provide your primary contact information, detailed permanent and present addresses, and an emergency contact.

The tab is organized into four distinct sections:

### • 1. Contact Details:

- **Action:** Enter your primary **Mobile Number** and landline **Phone** number (if any).
- The **Email Address** field is usually pre-filled with the email you used to register and may not be editable.

- **2. Permanent Details:**
  - **Action:** Provide your official permanent address, as stated on your citizenship or other legal documents.
  - Use the dropdown menus (Select) for **Province**, **District**, and **Municipality**.
  - Fill in the text fields for your **Ward No.**, **Area**, **Tole/Street**, and **Block No.**
- **3. Present Address:**
  - **Action:** This section is for the address where you currently reside.
  - **Time-Saving Tip:** If your present address is the same as your permanent address, simply tick the "**Same as Permanent Address**" checkbox. The fields below it will likely auto-fill or become disabled.
  - If you live somewhere else, leave the box unchecked and fill in your current address details in the fields provided.
- **4. For Emergency:**
  - **Action:** Enter the details of a person who can be contacted in an emergency.
  - Provide their name (**Contact Person**), your **Relation** to them, their **Mobile Number**, **Phone**, and **Email**.

### **Next Step:**

Once you have accurately filled out all the required fields in this tab, click the "**Next**" button at the bottom to save your information and move on to the "**Education**" tab.

The screenshot shows the 'My Profile' page on the ECHO Nepal website. The page is divided into several sections: Contact Details, Permanent Address, Present Address, and For Emergency. Each section contains various input fields for personal information.

- Contact Details:** Fields for Mobile Number, Phone Number, and Email Address.
- Permanent Address:** Fields for Province, District, Municipality, Ward No., Area, and Block No.
- Present Address:** Fields for Province, District, Municipality, Ward No., Area, and Block No.
- For Emergency:** Fields for Contact Person, Contact person, Mobile Number, Phone Number, and Email.

## Section 5.3: The "Education" Tab

After providing your contact details, the next step is the **"Education"** tab. This tab is where you will build a detailed record of your academic history.

**Purpose:** To list all your formal academic qualifications, which helps recruiters assess your educational background against the job requirements.

### How to Add Your Qualifications:

This page allows you to add each of your academic qualifications one by one, starting with your most recent.

1. Click the blue **"+ Add New Academic Qualification"** button. This will likely open a new row or a pop-up form for you to enter the details of one specific degree or certificate.
2. Fill in the details for that single qualification in the provided fields:
  - **Institute Provider:** The name of the university, college, or school.
  - **Degree/Diploma Obtained:** Select the qualification level from the dropdown menu (e.g., Master's Degree, Bachelor's Degree, PCL/Diploma, High School).

- **Passed Year:** The year you graduated or completed the course.
- **Course Duration (Years):** The length of the academic program.
- **Main Course Of Study:** Your major or specialization (e.g., "Business Administration," "Nursing," "Computer Science").
- **Obtained Mark/Grade:** Enter your final academic score. You can typically provide either the **Percentage** or the final **Grade/GPA**.

3. After filling in all the details, click a "Save" or "Add" button to add this record to your profile.

### Important Note:

Pay close attention to the instruction in the orange banner: **"Note: List your most recent education at the top."** This means you should add your highest/latest degree first (e.g., Master's), then your Bachelor's, and so on.

### Adding Multiple Qualifications:

After saving your first entry, you can click the **"+ Add New Academic Qualification"** button again to add your next qualification. Repeat this process until your entire academic history is listed on the page.

### Next Step:

Once you have added all your relevant academic qualifications, click the blue **"Next"** button at the bottom to save your progress and move on to the **"Experience"** tab.

The screenshot shows the 'My Profile' page with the 'Academic Qualification' section. An orange banner at the top of the form area reads: "Note: List your most recent education at the top." Below this is a form with the following fields:

Institute/Provider	Degree/Diploma Obtained	Passed Year	Course Duration (Years)	Main Course Of Study	Percentage	Obtained Mark/Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A blue "Next" button is located at the bottom right of the form.

## Section 5.4: The "Experience" Tab

After detailing your education, the **"Experience"** tab is where you document your professional work history. This is a critical section for recruiters to understand your practical skills and career progression.

**Purpose:** To create a detailed, chronological list of your previous employment, which is essential for almost all job applications.

### How to Add Your Work Experience:

This page is designed for you to add each job you've held, one by one.

1. To begin, click the blue **" + Add More Work Experience"** button. This will activate a form or a new row for you to enter the details of a single job.
2. Carefully fill in all the required information for that position:
  - **Organization Name:** The name of the company or employer.
  - **Organization Address:** The physical address of the organization.
  - **Job Position:** Your title in that role (e.g., "Staff Nurse," "Accountant," "Project Officer").
  - **From (Year) / To (Year):** The start and end dates of your employment. Use the calendar icons to select the dates easily.
  - **Supervisor Name:** The name of your direct manager or supervisor.
  - **Supervisor Contact:** The contact number or email for your supervisor.
3. Once the details are entered, click the corresponding "Save" or "Add" button (this may appear after you click "Add More Work Experience") to log this experience to your profile.

### Important Note:

As instructed in the orange banner, always **"List your most recent**

**work experience at the top."** This is standard practice. Start with your current or last job and work your way backward chronologically.

### **Adding Multiple Experiences:**

To add another job from your past, simply click the **" + Add More Work Experience"** button again and repeat the process. Continue until all relevant jobs are listed.

### **Next Step:**

After you have listed all of your relevant work experiences, click the blue **"Next"** button at the bottom right corner to save and proceed to the **"Training & Other"** tab.

Organization Name	Organization Address	Job Position	From (Year)	To (Year)	Supervisor Name	Supervisor Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/dd/yyyy	mm/dd/yyyy	<input type="text"/>	<input type="text"/>

## **Section 5.5: The "Training & Other" Tab**

After you have documented your work experience, you will proceed to the **"Training & Other"** tab by clicking the "Next" button. This section is for listing any additional professional development, certifications, or skills that supplement your formal education and work history.

**Purpose:** To showcase your commitment to continuous learning and to list specific skills or certifications that may be relevant to the job you are applying for.

### **What to Include in This Section:**

This tab typically allows you to add details about:

- **Professional Training:** Any workshops, seminars, or professional development courses you have attended.

- **Certifications:** Official certifications you have earned (e.g., PMP, CPR, specific software certifications).
- **Licenses:** Any professional licenses you hold.
- **Other Skills:** This may also be a place to list skills like language proficiency if it's not covered elsewhere.

### **How to Add Your Training Details:**

The process will be very similar to the "Education" and "Experience" tabs:

1. You will likely see a button such as **" + Add New Training"** or **" + Add New"**.
2. Click this button to open a form.
3. Fill in the details for each training or certification, which may include:
  - **Training Title:** The name of the course or certification.
  - **Institution:** The organization that provided the training.
  - **Duration:** The length of the training.
  - **Completion Date:** The date you finished the course.
4. Save each entry and repeat the process to add all your relevant training and certifications.

### **Next Step:**

Once you have added all your supplementary training and skills, you will click the **"Next"** button to proceed to the final data entry section: the **"Documents"** tab.

The screenshot shows the 'My Profile' page in the RBCS-CEPMS system. The page is a form with various sections for data entry. The 'Documents' tab is highlighted in orange. The sections include:

- Training:** Fields for Institute Name, Name Of Training, Email, and No.
- Language Proficiency:** Fields for Language, Read, Write, and Speak.
- Additional Qualifications/Skills (Compares Driving...):** A section for listing additional qualifications.
- Membership Of Professional Council:** Fields for Council/Association Name, Issuing Country, Membership Number, and Membership Status.
- References:** Fields for Ref Name, Full Address including Email Address And Telephone Number, and Name Of Organization And Occupation.

## Section 5.6: The "Documents" Tab

The "**Documents**" tab is the final data entry section of your profile. Here, you must upload digital copies of all your required supporting documents. A complete set of documents is essential for a valid application.

**Purpose:** To provide verifiable proof of the information you have entered in the previous tabs, such as your identity, education, and experience.

### How to Upload Your Documents:

The page presents a clear list of all the potential documents you might need to provide.

1. For each document type listed (e.g., "Citizenship," "Bachelor Certificate"), click the corresponding "**Choose File**" button.
2. A file explorer window will open on your computer. Navigate to and select the correct scanned document (e.g., the PDF of your citizenship).
3. After you select the file, its name will appear next to the "Choose File" button.
4. Repeat this process for every required document.

## Important Information to Note:

- **Required Documents:** Look for fields marked with a red asterisk (\*), such as "**Photo**" and "**Citizenship**". These are **mandatory** documents. Your profile will be considered incomplete, and you will not be able to apply for jobs until these are uploaded.
- **File Requirements:** Pay attention to any instructions on the page regarding file types and sizes. In the top-right corner of the screenshot, it specifies "**Allowed file types: jpg, jpeg, png, pdf. Max size: 1024KB.**" This means each file must be in one of those formats and cannot be larger than 1MB. Ensure your files meet these requirements before uploading.

## List of Documents You Can Upload:

The page includes placeholders for a comprehensive set of documents:

- **Personal:** Photo, Citizenship, Voucher (for application fees, if applicable).
- **Academic Certificates:** From Ph.D. down to Below SEE/SLC. Upload the certificates for the qualifications you listed in the "Education" tab.
- **Professional:** Work Experience letters, Council Certificates (e.g., from the Nepal Medical Council), Computer Skill/Training certificates, and Medical Certificates.

## Next Step:

After you have successfully selected all the necessary files for upload, click the "**Next**" button at the bottom. This will save your uploads and take you to the final "**Preview**" tab, where you can review your entire profile.



## Section 5.7: The "Preview" and "Finalize" Step

This is the final and most important stage of completing your profile. The **"Preview"** tab allows you to review all the information you have entered before you lock it in.

**Purpose:** To give you one last chance to review every detail for accuracy and completeness before submitting your profile.

As seen in the screenshots, this final step has two main parts:

### Part 1: The Profile Summary (First Screenshot)

#### What you are seeing:

This is the "Complete Profile Preview" screen. It acts as a dashboard for your profile, showing the status of each section.

- It lists all the main categories: Personal Information, Academic Qualifications, Work Experience, etc.
- Crucially, it provides quick-action buttons like **"Edit,"** **"Manage,"** or **"Add"** next to each section.

#### Action Required:

- **Review each section.** If you notice a mistake or realize you forgot something, you don't need to go back through all the tabs. Simply click the button next to the relevant section

(e.g., click "Edit" for Personal Information) to jump directly to that page and make your corrections.

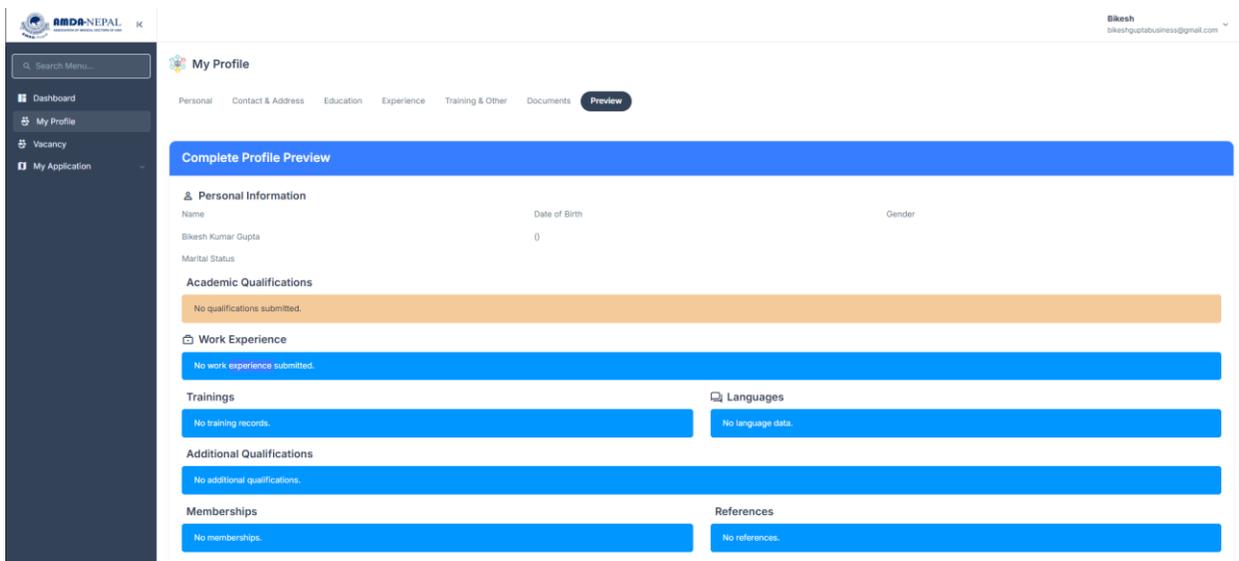
## Part 2: The Final Submission (Second Screenshot)

### What you are seeing:

After you are satisfied with the preview, you will proceed to the final submission action. This might be at the bottom of the preview page. The screenshot shows a final checklist of documents and a submission button.

### Action Required: The Final Step

1. Do a final check of all your information.
2. Once you are 100% sure everything is correct, click the **"Finalize/Submit Profile"** button.



The screenshot displays the 'Uploaded Documents' section of a user's profile on the AMDA-Nepal website. The user's name is 'Bikesh' and their email is 'bikeshguptabusiness@gmail.com'. The dashboard includes a search menu and navigation options for Dashboard, My Profile, Vacancy, and My Application. The document list is as follows:

Document Category	Status
Photo	Document not uploaded
Citizenship	Document not uploaded
Voucher	Document not uploaded
Ph.D Certificate	Document not uploaded
Master Certificate	Document not uploaded
Bachelor Certificate	Document not uploaded
Intermediate Certificate	Document not uploaded
SEE/SLC	Document not uploaded
Below SEE/SLC	Document not uploaded
Work Experience	Document not uploaded
Council Certificate	Document not uploaded
Computer Skill/Training	Document not uploaded
Medical Certificate	Document not uploaded

At the bottom of the document list, there is a button labeled 'Download Profile as PDF'. The footer of the page contains the copyright information: '© AMDA Nepal. Copyright © 2025. Association of Medical Doctors of Asia-Nepal (AMDA Nepal). All Rights Reserved.' and a 'Dashboard' link.

## 6. Vacancy

### Section 6.1: The Full Application Process: From Vacancy to Submission

Once your profile is fully complete and finalized, you are ready to apply for jobs. This section will guide you through the entire process, from finding a vacancy to submitting your application.

## **Step 1: Finding and Selecting a Vacancy**

### **What you are seeing:**

This is the "**Vacancy**" page, which you can access from the main menu. It lists all currently available job openings at AMDA-NEPAL.

### **Action Required:**

1. Browse the list of available positions.
2. When you find a job that interests you, click the "**View Details**" link in the "Action" column on the right (indicated by the red arrow).

---

## **Step 2: Critical Prerequisite - A Complete Profile**

### **What you are seeing:**

This is the **incomplete profile warning** that will appear if you try to apply before finalizing your profile.

### **IMPORTANT:**

If you see this pink banner, it means **you cannot apply for any job yet**. The system requires a complete and finalized profile. You must go back to the "My Profile" section and complete all the required steps (Personal, Education, Documents, etc.) and click the "Finalize/Submit Profile" button.

---

## **Step 3: Reviewing the Job and Completing the Application Form**

## What you are seeing:

Assuming your profile is complete, clicking "View Details" will take you to the full vacancy description page. After the job details, at the bottom of the page, you will find the actual application form.

AMDA-NEPAL

Search Menu...

Dashboard  
My Profile  
Vacancy  
My Application

Vacancies List

Search by title

SI	Code	Notice No.	Title	Publish On	Deadline	Station	Action
1	Test-278101	Test-AMDA10345	Test Controller	2082-03-16	2082-03-29	AMDA Hospital, Damak	<a href="#">View Details</a>

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Dashboard

AMDA-NEPAL

Search Menu...

Dashboard  
My Profile  
Vacancy  
My Application

Vacancy Details

You must upload all the required remaining documents for this vacancy.

- Nepal Dob
- DOB
- Ethnicity Id
- Religion Id
- Gender
- Maritalstatus
- FatherName
- MotherName
- SpouseName
- CitizenshipNo
- IssueDistrict
- IssueDate
- Address Information
- At least one Academic Qualification
- At least one valid Work Experience (with name) is required
- At least one valid Council Membership (with name) is required
- At least one valid Reference (with name) is required
- Photo
- Citizenship
- Bachelor Certificate
- Work Experience
- Council Certificate
- Computer Skill/Training
- Medical Certificate
- Photo
- Citizenship
- Bachelor Certificate
- Work Experience
- Council Certificate
- Computer Skill/Training
- Medical Certificate
- Photo
- Citizenship
- Bachelor Certificate
- Work Experience
- Council Certificate
- Computer Skill/Training
- Medical Certificate

Complete Profile

- Dashboard
- My Profile
- Vacancy
- My Application

### Test Controller

**Code:** Test-278101

**Notice No:** Test-AMDA10345

**Published On:** 2082-03-16

**Deadline:** 2082-03-29 (08:00:00)

**Opening:** 2

**Appointment Type:** other

**Work Experience Required:** 12

**Apply By:** Bachelor In

**Station:** AMDA Hospital, Damak

**Exam Center:** Central office, Kathmandu

**Exam Date:** 2082-03-31

**Exam Time:** 11:03

### Job Description

**This is for test purpose**

Ref. no 010774

Date: 2081 Falgun 02  
(14 February 2025)

#### Advertisement of Vacancy Announcement

(Notice No: 010774/09/2081.82)

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 and was officially registered in the government office as an NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, social organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan "Better quality of life for better future". AMDA-Nepal is providing curative and preventive health services through its hospitals and projects in different parts of Nepal. AMDA-Nepal also established academic health programs focusing to produce middle-level health professionals, offering various diploma level programs. This initiative reflects a commitment to evolving healthcare education and preparing skilled professionals for the future.

AMDA-Nepal invites online application for the following positions from qualified Nepalese citizen on before **2081 Falgun 08 (20 February 2025)** through the link <http://amda.org.np/vacancies.html>. Only short-listed candidates will be invited for further examination process.

Vac. No. 01/10774

Position: ABC Position

- Dashboard
- My Profile
- Vacancy
- My Application

Position: ABC Position

Duty Station: AMDA Nepal Central Office, Kathmandu

Minimum Qualification:

- Must have master degree in business management specialization in accounting finance or related subject or passed Chartered Accountancy course and have prior 2 years professional experience in the senior position of related section.

Preferences:

- Must possess basic computer skills including knowledge of accounting software
- Excellent language proficiency in English and Nepali

Type of appointment:

Special Service Contract (Time base employment) initially for six months (can be renewable)

Total vacant position: One

Remuneration: Gross NRs. 73,000 (Seventy-three thousand)/month or negotiable for deserving candidate

Only shortlisted candidates will be contacted for the further selection process. No telephone inquiries will be entertained, and any inappropriate recommendation might automatically disqualify the candidate from further processing. AMDA respects child rights and strictly follows the child safeguarding policy of the organization. AMDA is an equal opportunities employer and strictly follows merit-based selection. Qualified women, person with disabilities candidates and/or from underprivileged communities and local people with appropriate qualifications and competencies are strongly encouraged to apply.

*AMDA Nepal reserves the right to qualify/ill-qualify applications in any case.*

AMDA Nepal

Gotkarneshwar -6, Jorpati, Kathmandu

[www.amda.org.np](http://www.amda.org.np)

### Required Documents for this vacancy

Photo
Citizenship
Bachelor Certificate



## 7. My Application

### ➤ Approved Application

#### Tracking Your Progress - My Application > Approved Application

This section of the portal is dedicated to helping you see which of your applications have successfully moved forward in the recruitment process.

**Purpose:** To provide a clear, separate list of only those applications that have been reviewed and **approved** by the AMDA-NEPAL recruitment team. "Approved" can mean you have been shortlisted for an interview, passed a screening stage, or have been selected.

#### How to Access This Page:

1. In the left-hand navigation menu, click on **"My Application"**.

2. A sub-menu will drop down. Click on "**Approved Application**" (as indicated by the red arrow).

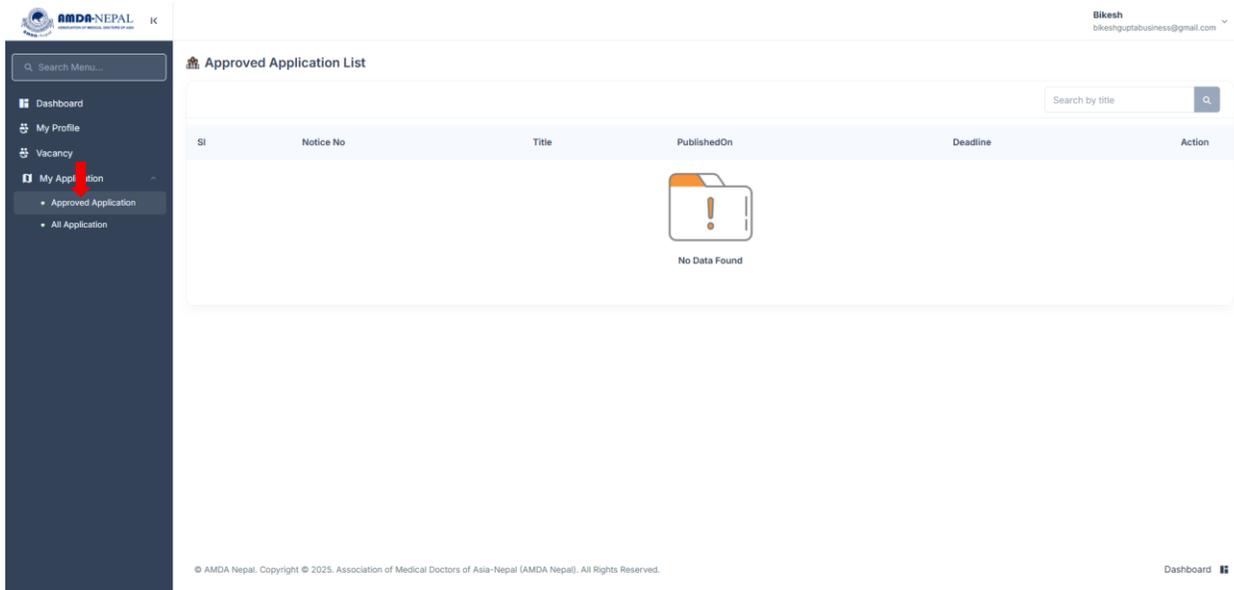
### **Understanding the "Approved Application List" Page:**

- This page will display a table containing all your applications that have reached an "approved" status.
- The table will show key details like the Job Title, Notice No., and other relevant information.

### **Interpreting the "No Data Found" Message:**

As you can see in the screenshot, the list is currently empty and shows a message saying "**No Data Found**".

- This is perfectly normal, especially if you have recently applied.
- It simply means that at this moment, none of your submitted applications have been reviewed and moved to an "approved" stage yet.
- As soon as a recruiter approves one of your applications for the next step, it will automatically appear on this list. Keep checking this page for updates on your most successful applications.



## ➤ All Application My Application > All Application

This is your primary page for tracking the history and status of every job you apply for on the AMDA-NEPAL portal.

**Purpose:** To provide a complete, centralized list of all your submitted applications, regardless of their current status (e.g., Submitted, Under Review, on **"All Application"**).

### Understanding the "Application List" Page:

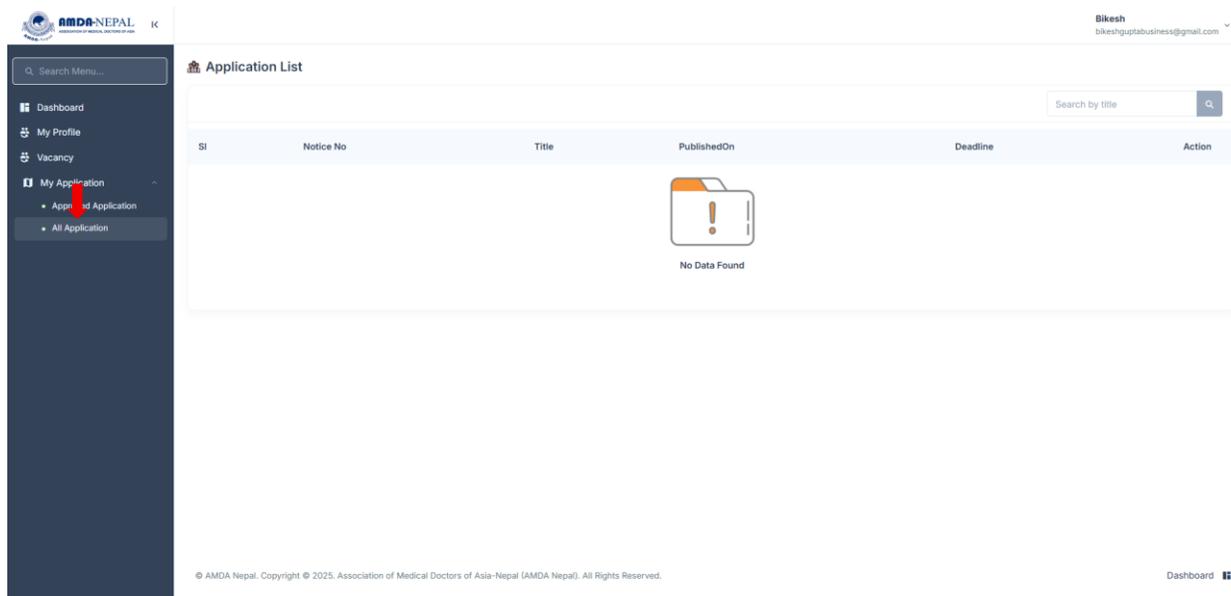
- This page will display a table containing a record for every single job application you have submitted.
- The table will provide key information such as the **Job Title**, **Notice No.**, **Publish date**, and **Deadline**. Most importantly, it will have a **Status** column to show you the current stage of each application.

- You can also use the **"Search by Title"** box to quickly find a specific application if your list becomes long.

## Interpreting the "No Data Found" Message:

The screenshot currently shows an empty list with the message **"No Data Found"**.

- This simply means that you have not yet submitted any applications through the portal.
- As soon as you apply for your first job, it will appear here in this list. This page will then become your central hub for monitoring the progress of all your job-seeking efforts with AMDA-NEPAL.



## 8. Change Password

For security reasons, it is recommended to change your password from time to time. This section guides you on how to update your login password for the AMDA-NEPAL portal.

**Purpose:** To allow you to securely update your account password whenever you need to.

### **How to Access the Change Password Page:**

As indicated by the red arrows in the screenshot:

1. In the top-right corner of the portal, click on your name (**Bikash** in the example) to open the user account dropdown menu.
2. From the options that appear, click on "**Change password**".

### **How to Change Your Password:**

This will take you to the "Change Password" page, which contains a simple form:

1. **New Password:** In the first field, type the new password you wish to use. The portal requires the password to be at least 6 characters long.
2. **Confirm Password:** In the second field, re-type the exact same new password. This is to ensure that you have not made any spelling mistakes.
3. **Save the Changes:** Click the blue "**Save**" button.

Your password will be updated immediately. You must use this new password the next time you log in to the portal.

**AMDA NEPAL**

Search Menu...

- Dashboard
- My Profile
- Vacancy
- My Application

### Change Password

Password

#### Change Your Password

New Password ⓘ Password length 6+

Confirm Password Password length 6+

Save

Bikesh

- Bikesh bikesh
- Change password
- Sign out

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Dashboard

**End of Document**

**Thanks !**