

STEP - UP

(Sustained Training & Education Project - Upgrading Physician Skills)

APPLICANT CHECKLIST

All the mentioned documents in the table below are required for processing prospective candidate's application for the fellowship programme. A brief description of all the required documents is also mentioned for better clarity.

S.No.	Checklist for Application
1	Cover letter addressed to CEO, DakshamA Health
2	Application form complete in all respect
3	Acceptance letter from the guide- Format
4	2 Reference letters
5	Statement of purpose
6	Training details
7	Resume
8	Certificates- MBBS, M.S., M.D.,
9	Indian citizen resident in India

1. Cover Letter

A cover letter should convey your enthusiasm for the fellowship, demonstrate your knowledge, and provide details that supplement the information a hiring manager will find on your resume. Crafting a well-written cover letter can help you stand out from the competition. An example of cover letter has been exhibited in this document which can be used and altered according to your experience and educational background.

Note: This cover letter should be addressed to the CEO of Dakshayani & Amaravati Health and Education.

2. Application form

All fields in the application form must be completed with accurate information and should be submitted along with required proof of certificates and any other documents which can be uploaded in the form itself. [Apply here](#)

3. Acceptance letter from the guide

The guide who has nominated the candidate for the fellowship program has to write an acceptance letter stating that he/she backs the applicant for the candidature of the fellowship program. An example of Acceptance letter has been exhibited in this document which can be used and altered according to the information.

Note: The letter needs to be printed and stamped on the Hospital's official letterhead.

4. Letter of Reference

Two letters of references are to be provided by the referee addressing to the Steering Committee formed by **Dakshayani & Amaravati Health and Education giving a** written confirmation of candidate's character and credentials.

Note: The referee needs to be a direct supervisor or HOD of the candidate's present place of employment.

5. Statement of Purpose

A SOP (an essay) will be written by the applicant to the Steering Committee and the essay would talk about your career path, interests, professional contributions, goals, and the driving force behind pursuing this fellowship program.

6. Training Details

A comprehensive document stating all the past medical training details with organisations should be provided by the applicant.

7. Resume

The applicant should provide an updated resume stating employment history, educational details with marks/percentage achieved, research papers written (if any), any fellowships pursued etc. with contact details.

8. Certificates

In the application form there is a provision to upload all your educational certificates.

Note: The applicant is required to upload his/her MBBS, MS/MD certificates in JPG or PDF format.

9. Residency/Citizenship proof

The applicants are required to upload their residency proof in the online application form. Proof required for the fellowship is Passport with minimum validity of 6 months before expiry/ Aadhaar Card/ Voted ID.

Note: The applicant is required to upload the proofs in JPG or PDF format



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FORMAT – Cover Letter

*You may use this sample format for writing a cover letter addressed to the CEO of Dakshayani & Amaravati Health and Education. Editing needs to be done in the space and words coloured in blue.

To,

__ Month, 202__

The Chief Executive Officer

Dakshayani & Amaravati Health and Education

Dear Ma'am,

I'd like to express my interest in [name of fellowship] and feel my educational background and experience makes me a strong candidate for it. I graduated from [name of university] with a MBBS/ MD/MS. My guide [name of guide] recommended I apply for this position.

I believe earning the [fellowship name] would allow me to use my skills in [provide details about your background]. After completing research in [provide details about research] I'm prepared to extend my knowledge and contributions to the field. This fellowship aligns with my goals to [provide details here] and I look forward to using this opportunity to gain experience and make an impact in the healthcare industry.

As a skilled [name of field], I'm ready to [state goals here]. My attached application pack provides further details about my background and experience. Thank you for your consideration, and I look forward to hearing more about [name of fellowship].

Sincerely,

Signature

Dr. [Name]



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FORMAT - Acceptance Letter from the guide

*You may use this format for the giving acceptance letter to the candidate. Editing only needs to be done in the words coloured in blue.

HOSPITAL'S LETTERHEAD

Department's name

__ Month, 202__

Hospital address

Subject: Acceptance Letter from the guide for the candidature of Dr. [candidate's name].

Dear Dr. [candidate's name],

This is to inform you that, as an applicant for a fellowship under the agreement established by, **Dakshayani & Amaravati Health and Education** and **[Hospital Name]**, I would like to accept your candidature for the fellowship programme for the duration of ___ months in [field of specialization] at [Hospital Name]

You should begin with your fellowship in the month of _____, 202_ and expect to conclude by _____, 202_.

Your application pack for the fellowship will be screened by a Steering Committee, once it's approved by the committee, a formal acceptance letter will be issued by [Hospital Name].

I wish you all the best for the future endeavours.

Yours sincerely,

Signature

Guide's Name and Designation

Hospital Stamp