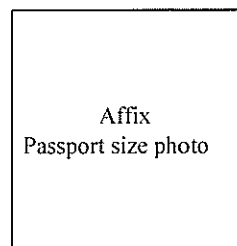


Application Form

For the post of Data Entry Operator.



- 1) Name of the Applicant :
(as per the certificate)
- 2) Gender(Male/Female) :
- 3) Father / Husband Name :
- 4) Aadhar Number :
- 5) Date of Birth/ Age :
- 6) Educational Qualification :
- 7) Desirable qualification (As eligibility para) :
- 8) Experience :

Name of the Organisation	Position Held	No.of Years

- 9) Community :
- 10) Nationality :
- 11) Religion :
- 12) Native Place :
- 13) Marital Status :
- 14) Address :
- 15) Email Id :
- 16) Contact Number :
- 17) Details of enclosures:
 - i) Educational Certificates.
 - ii) Community certificate
 - iii) Proof of address.
 - iv) Aadhar card.
 - v) Experience Certificate

Declaration: I hereby declare that all the information and facts stated in the application form are true, correct, and complete to the best of my knowledge and belief

Place:
Date:

Signature of the Candidate

National AYUSH Mission
State AYUSH Society – Tamil Nadu
Terms & Conditions (T&C)

Recruitment for the Post of Data Entry Operator

The State Ayush Society – Tamil Nadu invites applications from eligible and qualified Candidates for engagement to the post of **Data Entry Operator** on a purely temporary and contractual basis under the National AYUSH Mission (NAM).

Name of the Organization	State AYUSH Society - Tamil Nadu
Location	Chennai, Tamil Nadu
Name of the Position	Data Entry Operator
Number of Positions	One (1)
Place of Posting	Chennai, Tamil Nadu
Reporting Authority	Director/Member Secretary, State Ayush Society - Tamil Nadu.
Administrative Control	The Member Secretary, State Ayush Society - Tamil Nadu.

1. Essential Qualification and Experience:

Graduation in Computer Application/ IT/ Business Administration/ B. Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ Graduation with one year diploma/ certificate course in computer science from recognized institute or University. Minimum 1 – 2 years of experience in government. Exposure in social sector schemes at National, State and District level and computer knowledge including MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Typing Speed of English would be essential. Preference will be given to persons who have knowledge in Artificial Intelligence and experience of working in health sector including AYUSH.

2. Responsibilities:

- i. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.
- ii. To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sectors from time to time.
- iii. To enter and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission including work of Health & Wellness centres.
- iv. Close Coordination with PMU (AYUSH & NHM), National/ State Health & Family Welfare institute and National State Health System Resource Centre to get and provide data regarding AYUSH sector.

- v. On line communication and Coordination among the State Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.
 - vi. Any related work assigned by officers from time to time.
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3. Remuneration

The selected candidate shall be paid a consolidated remuneration of **Rs.20,000/- (Rupees Twenty Thousand only) per month.**

An annual enhancement may be considered based on satisfactory performance, availability of funds and approval of the competent authority.

No other allowances shall be admissible

4. Age Limit

The maximum age shall be **50 years** as on the date of notification.

5. Period of Contract

The engagement shall initially be for **eleven (11) months.**

The contract may be extended from time to time based on:

- satisfactory performance,
- continuation of the Scheme,
- administrative requirement, and
- availability of funds.

Extension shall not be claimed as a matter of right.

6. Selection Procedure

Selection shall be made through:

- Scrutiny of applications.
- Shortlisting of eligible candidates.
- Personal Interview.
- Practical Test/Skill Test, if considered necessary by the Selection Committee.

The decision of the Selection Committee shall be final and binding.

7. General Terms and Conditions

1. The appointment is purely temporary and contractual under the National AYUSH Mission.
2. The engagement shall not confer any right for regular appointment, absorption or permanent employment under the Government of Tamil Nadu or the State AYUSH Society.
3. The engagement shall automatically cease upon discontinuation or closure of the Scheme without any separate notice.
4. The services of the contractual employee are liable to be terminated at any time in the event of misconduct, suppression of facts, submission of false information, breach of contract, violation of confidentiality, unauthorized absence or unsatisfactory performance, without prejudice to any other action deemed fit by the competent authority.
5. The selected candidate shall devote full time to the duties assigned and shall not undertake any other employment, consultancy or private assignment during the contractual period without prior written approval of the competent authority.
6. All original educational qualifications, experience certificates and other testimonials shall be verified before appointment.
7. Appointment shall be subject to verification of antecedents and medical fitness wherever applicable.
8. No TA/DA shall be paid for attending the interview, skill test or joining duty.
9. Mere submission of an application shall not confer any right to be called for interview or selection.
10. The competent authority reserves the right to shortlist candidates based on higher qualifications, additional experience or any other objective criteria.

11. The competent authority reserves the right to increase or decrease the number of vacancies, modify the recruitment process or cancel the recruitment at any stage without assigning any reason.
 12. All software, websites, databases, photographs, videos, graphics, reports, digital content and other intellectual property created during the period of engagement shall remain the exclusive property of the State AYUSH Society – Tamil Nadu.
 13. The selected candidate shall maintain absolute confidentiality of all official records, Government data and digital information both during and after completion of the contractual engagement.
 14. The candidate shall comply with all Government rules, IT security policies and instructions issued by the competent authority from time to time.
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