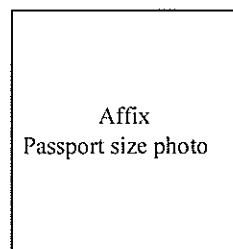


Application Form

For the post of IT Assistanat.



- 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 & Condition (T&C)

Recruitment for the Post of IT Assistant

The State Ayush Society – Tamil Nadu invites applications from eligible and qualified Candidates for engagement to the post of **IT Assistant** 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	IT Assistant
Number of Positions	Four (4)
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 Educational Qualification

The applicant shall possess any one of the following qualifications from a Government-recognized University or Institution:

- Bachelor's Degree in Computer Science / Computer Applications / Information Technology or equivalent; or
- BCA (Bachelor of Computer Applications); or
- Diploma in Computer Engineering / Information Technology with a Bachelor's Degree in any discipline.

The candidate shall possess good working knowledge of computers, office productivity software and information technology applications.

2. Desirable Qualification

Preference shall be given to candidates possessing:

- Certificate in Computer Applications or Office Automation.
 - Certification in MS Office, Data Management or Networking.
 - Knowledge of basic hardware troubleshooting.
 - Knowledge of Government e-Governance applications.
 - Knowledge of graphic design software such as Canva or Adobe Photoshop.
 - Knowledge of English and Tamil typing.
-

3. Experience

Candidates should preferably possess at least **one year of relevant experience** in one or more of the following areas:

- Data entry and database management.
- MS Office (Word, Excel, PowerPoint and Outlook).
- Digital file management and document control.
- Internet and e-mail administration.
- Office automation.
- Computer hardware and peripheral support.
- Installation and configuration of computer systems and printers.
- User support and troubleshooting.
- e-Governance applications such as eOffice, IFHRMS, PFMS, HMIS, NAM Portal and other Government portals.
- Preparation of reports, presentations and dashboards.
- Website content updating using Content Management Systems (CMS).
- Basic graphic designing and digital content preparation.

Preference shall be given to candidates having experience in Government Departments, Public Sector Undertakings, Autonomous Bodies, National Health Mission, National AYUSH Mission or other Health Sector projects.

4. Roles and Responsibilities

The selected candidate shall perform the following duties:

A. Office IT Support

- Provide first-level technical support to officers and staff.
- Install, configure and maintain desktop computers, laptops, printers and other IT peripherals.
- Troubleshoot hardware, software and network-related issues.
- Coordinate with vendors for repair and maintenance of IT equipment.

B. Data Management

- Enter, verify and maintain programme data.
- Maintain digital records and databases.
- Generate periodic reports and MIS statements.
- Ensure accuracy and timely updating of programme information.

C. e-Governance Support

- Provide operational support for Government applications including eOffice, IFHRMS, PFMS, HMIS, NAM Portal and other online systems.
- Assist officers in online submissions, data uploads and digital workflows.
- Monitor compliance with timelines for online reporting.

D. Documentation and Office Automation

- Prepare letters, reports, presentations and spreadsheets.
- Maintain electronic filing systems.
- Digitize and organize official records.
- Assist in preparation of meeting materials and presentations.

E. Website and Digital Communication Support

- Assist in updating website content under the guidance of the System Analyst.
- Assist in preparation of awareness materials, brochures, banners and presentations.
- Provide support for official social media updates as instructed by the competent authority.

F. IT Asset Management

- Maintain inventory of computers, printers, networking devices and software.
- Maintain records of Annual Maintenance Contracts (AMC), warranties and service history.
- Assist in procurement and installation of IT equipment.

G. Information Security

- Ensure proper backup of official data.
- Follow Government cyber security guidelines.
- Maintain confidentiality of official information and digital records.

H. Other Duties

- Assist the System Analyst and Programme Officers in all IT-related activities.
- Perform any other work assigned by the Director/Member Secretary or other competent authority in the interest of the Scheme.

5. 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.

6. Age Limit

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

7. Period of Contract

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

The contract may be extended based on satisfactory performance, continuation of the Scheme, administrative requirement and availability of funds.

Extension shall not be claimed as a matter of right.

8. Selection Procedure

Selection shall be made through:

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

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

9. 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 completion, discontinuation or closure of the Scheme without any separate notice.
4. Services are liable to be terminated at any time in the event of misconduct, suppression of facts, submission of false information, breach of contract, unauthorized absence or unsatisfactory performance, without prejudice to any other action deemed fit by the competent authority.
5. The selected candidate shall not undertake any other employment or consultancy during the contractual period without prior written approval.
6. Appointment shall be subject to verification of educational qualifications, experience certificates, antecedents and medical fitness.
7. No TA/DA shall be admissible for attending the interview, skill test or joining duty.
8. Mere submission of an application shall not confer any right to be called for interview or selection.

9. The competent authority reserves the right to shortlist candidates, increase or decrease the number of vacancies, modify the recruitment process or cancel the recruitment at any stage without assigning any reason.
10. All official records, databases, reports, digital documents and other work created during the engagement shall remain the exclusive property of the State AYUSH Society – Tamil Nadu.
11. The selected candidate shall maintain absolute confidentiality of Government data and comply with all IT security and administrative instructions issued from time to time.

