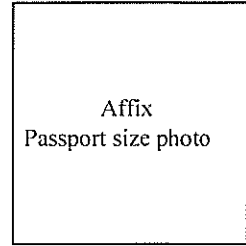


Application Form

For the post of Programme Manager.

- 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 Programme Manager

The State Ayush Society – Tamil Nadu invites applications from eligible and qualified Candidates for engagement to the post of **Programme Manager** 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	Programme Manager
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 degree in any discipline including AYUSH and MBA in Healthcare Management/Human Resource (HR)/ Masters in health/hospital administration/Post Graduation diploma in Hospital & healthcare management (Two years) from AICTE recognized institute with minimum 5 years working experience in Public health programmes in Government / PSU or reputed private sector organizations. Exposure in social sector schemes/Govt. missions at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference may be given to persons having experience of working in Health sector including AYUSH.

2.Responsibilities:

The Programme manager shall be the overall in charge in administering /supervising the work & monitoring performance of manpower of SPMU and DPMUs of state and shall work as a team leader. The main responsibilities shall be:

- i. To provide support for planning, implementation, monitoring and evaluation of activities of National AYUSH Mission including AYUSH

Health & Wellness Centres as well as AYUSH Public Health Programs in the entire State.

- ii. To play a lead role in Preparation and finalization of State Annual Action Plans (SAAP) in coordination with relevant program divisions /Field functionaries, it's vetting from state NAM head / State AYUSH Society and timely submission to Ministry.
- iii. To assist and coordinate at various levels for timely communication with field functionaries for taking implementation of Plan activities, release of funds, monitoring of expenditure, timely reporting of Physical /financial returns on monthly / quarterly basis to state and Central ministry.
- iv. Maintenance of profile of AYUSH sector for the State as an annual document.
- v. Maintenance and submission of the financial sanctions, expenditure statement as well as utilization certificates to Govt. of India with the assistance of finance manager and accounts manager.
- vi. Data validation of the information before uploading on the National AYUSH Mission website with the support of HMIS Manager and other PMU Manpower.
- vii. Periodical field visits to monitor and evaluate different activities approved under NAM.
- viii. To provide relevant information time to time to Govt. of India as per the requirement regarding Parliament Questions, Parliament assurances, Parliament Standing committee, etc.
- ix. To assist in planning and organizing IEC activities in various parts of State.
- x. To facilitate 3rd party evaluation team/ central monitoring team etc. as and when required.
- xi. To maintain regular liaison with manpower of Central Programme Management Unit of NAM division for close coordinated working.
- xii. Any other work assigned by officers of the State Govt.

3. Remuneration

The selected candidate shall be paid a consolidated remuneration of **Rs. 60,000/- (Rupees Sixty 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.

