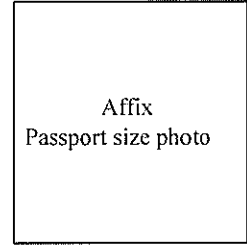


Application Form

For the post of System Analyst.



- 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

State AYUSH Society – Tamil Nadu
Terms & Condition (T&C)

Recruitment for the Post of System Analyst (Information Technology & Digital Communication)

The State Ayush Society – Tamil Nadu invites applications from eligible and qualified Candidates for engagement to the post **Post of System Analyst (Information Technology & Digital Communication)** 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	System Analyst (Information Technology & Digital Communication)
Number of Position	Two (2)
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:

- B.E./B.Tech. in Computer Science Engineering / Information Technology / Information Science or equivalent; or
- Master of Computer Applications (MCA); or
- M.Sc. in Computer Science / Information Technology or equivalent qualification.

The candidate should possess sound knowledge of computer systems, web technologies, networking, digital communication platforms and information technology applications.

2. Desirable Qualification

Preference will be given to candidates possessing one or more of the following:

- Certification in Web Development, UI/UX, Graphic Design or Digital Media.
- Certification in Networking, Cyber Security or Database Administration.
- Certification in Video Editing, Digital Marketing or Social Media Management.
- Experience in Government e-Governance applications.

3. Experience

The candidate should possess relevant experience in one or more of the following fields:

- Website development, administration and maintenance.
- Content Management Systems (CMS).
- Graphic designing using Adobe Photoshop, CorelDRAW, Adobe Illustrator, Canva or equivalent software.
- Video editing using Adobe Premiere Pro, DaVinci Resolve, Filmora or equivalent software.
- Photography and videography.
- Social media management and digital communication.
- Development of digital awareness campaigns.
- Database management and basic networking.
- Server administration and IT infrastructure support.
- Cybersecurity practices, data backup and information security.
- Coordination with Government e-Governance applications including eOffice, IFHRMS, PFMS, HMIS and other Government portals.

A minimum of **one year of relevant experience** is desirable.

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, among others, the following duties:

A. Website Administration

- Maintain and administer the official website.
- Regular updating of website content.
- Manage Content Management Systems (CMS).
- Coordinate with hosting agencies and technical service providers.
- Ensure website accessibility, security and regular backup.

B. Digital Content Development

- Design brochures, banners, posters, infographics and awareness materials.
- Develop promotional content for various programmes.
- Prepare presentation materials for official meetings.
- Develop multimedia communication materials.

C. Multimedia Management

- Photography and videography during official programmes.
- Video production and editing.
- Live streaming of Government events whenever required.

- Preparation of documentary and promotional videos.

D. Social Media Management

- Manage official social media platforms including YouTube, Facebook, Instagram, X and other approved digital platforms.
- Create and schedule digital content.
- Monitor social media engagement and analytics.
- Ensure timely dissemination of Government communications.

E. Information Technology Support

- Database administration.
- Networking support.
- Server monitoring.
- Data backup and restoration.
- Cybersecurity compliance.
- Technical troubleshooting.

F. e-Governance Coordination

Provide technical support for implementation and maintenance of Government applications including:

- eOffice
- IFHRMS
- PFMS
- HMIS
- NAM Portal
- Other applications introduced by Government from time to time.

G. Other Responsibilities

- Assist in preparation of reports and digital documentation.
- Maintain confidentiality of official data.

Perform any other duties 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.40,000/- (Rupees Forty 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

The 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 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.

8. 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.

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 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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