



**Detailed Description and terms & conditions of the post
Mentioned in the Advertisement No. Admn/2297/2012-13/SPMSU dated 10.04.2013.**

1. Data Entry Operator

No.of Post	:	10 through out the State.
Qualification & Experience	:	Degree with DCA with Malayalam editor ISM / Thoolika with 2 years experience
Age	:	Maximum 36 years as on 31.03.13
Method of Recruitment	:	On contract basis
Job Responsibilities	:	All kind of Data Entry works.
Salary	:	Rs. 9,190/-

TERMS AND CONDITIONS:

1. The applications should be forwarded through ONLINE only.
2. The applications that are not complete in all respect will not be considered for short listing.
3. The maximum age limit will be 36 years as on 31.03.2013.
4. The undersigned will have the power to relax age, qualifications for the post. The selected candidate should be willing to relocate anywhere in the State.
5. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
6. Selection will be based on qualification, post qualification experience and performance in the interview/written test.
7. The successful candidates will be appointed on contract basis initially for a period of three months. The District Health & Family Welfare Society (Arogyakeralam) may at its discretion, based on the performance, may extend the period of contract.
8. Opportunities for advanced training will be available.
9. The location for posting mentioned above is only tentative. Candidate should be willing to work in any District of Kerala as decided by the Society.
10. The successful candidate will have to enter into a contract with the Society as per format annexed as Annexure-I.
11. Candidates who have attended regular classes in colleges under recognized Universities need only apply.
12. The posts are for immediate requirement and the Society may prioritize the interview for different category of posts, on the basis of its requirement. The Society may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
13. Claims in respect of qualifications/ experience etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview.

14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organisation(s).
15. Candidates are also advised to desist from contacting the head office over phone for clearing doubts/ seeking more information, as far as possible. The Society will provide necessary details to the queries raised through the email by candidates.
16. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of Government of India/Government of Kerala in the matter and no claim for permanency of job or labour claims to the NRHM, DHS or the Government.
17. The total number of positions stated as above are the requirements as on date and it is likely that more number of candidates may be taken on contract from the selected list prepared in the process either at the State Mission Office or at the District Health and Family Welfare Societies.
18. No TA/DA will be paid for the interview/written test.
19. All communications, including the interview call letter, from the Society side will be only through e-mail/post. Candidates are advised to browse the website www.arogyakeralam.gov.in regularly for updates/ notices and announcements.
20. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
21. The last date of submission of **ONLINE application is 24.04.2013 till 5 PM** and last date for Submission of **Copy of Online Application is on 27.04.2013 till 5PM**.
22. **Hard / Print copy of ONLINE application** should be forwarded to NRHM office without fail. The envelope containing application **should be super scribed** “Application for the Post of.....” should reach ‘The State Mission Director, National Rural Health Mission, General Hospital Junction, Trivandrum-695035’. Those who failed to send the Hard / Print copy of ONLINE application, their application will be rejected.

Sd/-

STATE MISSION DIRECTOR (NRHM)