



**Detailed Description and terms & conditions of the post
Mentioned in the Advertisement No. Admn/2297/2011/SPMSU dated 24/10/2011**

1. Data Entry Operator

No.of Post	:	6 vacancies throughout the State.
Qualification & Experience	:	Degree with PGDCA with knowledge of Malayalam editor ISM / Thoolika with 2 years experience
Age	:	Maximum 40 years as on 01-10-2011
Method of Recruitment	:	On contract basis
Job Responsibilities	:	All kind of Data Entry works.
Salary	:	Rs. 6000 * / Month
Reporting to	:	State Mission Director, NRHM.

* likely to be revised soon.

TERMS AND CONDITIONS:

1. The applications forwarded other than through ONLINE will NOT BE CONSIDERED
2. The applications that are not complete in all respect will not be considered for short listing.
3. The maximum age limit will be 40 years as on 01/10/2011
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 on contract initially for a period of three months. The District Health & Family Welfare Society (Arogyakeralam) may at its discretion, based on the performance and integrity of the successful candidate, 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 Corporation 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. Corporation will provide necessary details to the queries raised over the email by candidates.
16. The posts are temporary in nature during the period of the operation of the Mission. The period of Mission and therefore, 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 as 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.
19. All communications, including the interview call letter, from the Society side will be only through email. Candidates are advised to browse the website www.aogyakeralam.gov.in regularly for updates/ notices and announcements.
20. The posts are temporary in nature during the period of the operation of the Mission and no claim for permanency of job or labour claims to the NRHM, DHS or the Government.
21. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
22. The last date of submission of application is 04-11-2011 and the hard copy of the application submitted ONLINE should reach this office on or before 08-11-2011

(STATE MISSION DIRECTOR)



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Mentioned in the Advertisement No. Admn/2297/2011/SPMSU dated 24.10.11.**

2. Accountant

No.of Post	:	17
Location	:	Pathanamthitta
Qualification & Experience	:	B.Com with PGDCA and knowledge of TALLY with 2 years experience
Age	:	Maximum 40 years as on 01-10-2011
Method of Recruitment	:	On contract basis
Job Responsibilities	:	Preparation of Final Accounts, Maintaining books of Accounts of the Society, E-Banking Fund Transfer, etc other works assigned by the District Programme Manager
Salary	:	Rs. 8000 * / Month
Reporting to	:	State Mission Director, NRHM / District Programme Manager Pathanamthitta

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