

Detailed Description and terms & conditions of the post Mentioned in the  
Advertisement No.DPMSU-ALPY/290/OS/2014/ Dt.22.08.2014

1. Data Entry Operator

No.of Post	4 (throughout the District)
Qualification & Experience	Degree with PGDCA with Malayalam editor ISM/Thoolika with 2 year post qualified experience
Age	Maximum 36 years as on 31.07.2014
Method of Recruitment	On contract basis
Job Responsibilities	All kind of Data Entry works
Salary	Rs.9190/-
Date of Interview & Time	02.09.2014 10AM at CEO's Office ,Arogyakeralam,General Hospital Compund, Alappuzha

TERMS AND CONDITIONS

1. The maximum age limit will be 36 years as on 31.07.2014
2. The undersigned will have the power to relax age, qualifications for the post. The selected candidate should be willing to relocate anywhere in the District
3. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers.
4. Selection will be based on qualification, post qualification experience and performance in the skill test/interview
5. 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.
6. The successful candidate will have to enter into a contract with the Society
7. 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.
8. 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.
9. 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 form the selected list prepared in the process at the District Health and Family Welfare Societies.
- 10.No TA/DA will be paid for the interview/written test.
- 11.Canvassing in any form will lead to automatic disqualification.  
Candidates are advised to desist from such unholy practices.