

Date: 14.07.2015.

No. Admn1/ 4205 /2015/SPMSU

Name of Post: Data Entry Operator

No. of Post	:	1
Qualification & Experience	:	Any Degree with DCA & 1 Year Post Qualification Experience.
Age	:	Maximum 36 years as on 01.07.15
Method of Recruitment	:	On contract basis
Salary	:	Rs. 9,190 /- per month.

GENERAL 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 36 years as on 01.07.2015.
- 4 Examination Fee - Rs. 250/- (Rupees Two Hundred and fifty only). The amount should be deposited in the bank in Account no: 626201086917 with ICICI bank in the name of "State Programme Manager(Admn&Training). The Receipt/Counter foil should be attached in the application when you are applying job in online portal.
- 5 The selected candidate should be willing to relocate anywhere in the State.
- 6 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.
- 7 Selection will be based on qualification, experience and performance in the interview.
- 8 The successful candidates will be appointed 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.
- 9 Opportunities for advanced training will be available.
- 10 Candidate should be willing to work in any District of Kerala as decided by the Society.
- 11 The successful candidate will have to enter into a contract with the Society as per format annexed as Annexure-I uploaded in [www.arogyakeralam.gov.in](http://www.arogyakeralam.gov.in)
- 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 organization(s).

