

DISTRICT AYUSH SOCIETY, FATEHABAD

Advertisement

District AYUSH Society Fatehabad invites application for filling up of various vacant posts under various schemes of NAM Programmes in different Health Institutions of District Fatehabad through walk-in- interview purely on contract basis initially up to 31/03/2021 or as per approval received in NAM Haryana ROP 2020-21. The number and details of various posts are as under:

Sr. No.	Name of Post/	Program me	No. of Post	Proposed Qualification	Entry Level Pay/ Remuner ation	Date and Time of Written Test/ Interview
1	District Programme Manager (On Contract)	NAM	1 (Gen.)	Graduation degree in any discipline including AYUSH and MBA in Healthcare Management/ Masters in Health/ Hospital administration/ Post Graduation diploma in Hospital & healthcare management (Two years) from AICTE recognized institute with minimum 3 years working experience in Public health programme. Exposure in social sector scheme/missions at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector including AYUSH.	Rs. 30,000/- Per Month	25.02.2021
2	Data Entry Operator (On Contract)	NAM	1 (Gen.)	Graduation in Computer Application/ IT/ Business Administration / B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC- IT/ Graduation with one year diploma/ certificate course in computer science from recognized institute or University. Minimum 1 year of experience in Government. Exposure in social sector schemes at National, State and District level and computer knowledge including MS Office, MS Word, MS Power Point. and MS Excel, MS access would be essential. Typing Speed of English (30 WPM) and Hindi (25 WPM) would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.	Rs. 16,000/- Per Month	25.02.2021

IMPORTANT INSTRUCTIONS :

- Application form and other details available on <https://sites.google.com/view/dasfatehabad/recruitment>.
- One Application will be considered for one post only. Application form without having the post name and category will be rejected.
- Applicant should reach on given dates at 10:00 am at venue for written test / Interview. Written test/Interview schedule will be uploaded on <https://sites.google.com/view/dasfatehabad/recruitment>. Keep checking website regularly.
- Written test for District Programme Manager and Data Entry Operator will be held at **Government Industrial Training Institute Bhodia Khera, I.T.I. Bhodia Khera, V.P.O. Bhodia Khera, Bhatu Road, Fatehabad.**
- If the Candidate had done his/ her Qualification diploma/Degree through Distance mode/regular mode , the University should be approved from Distance Education Council or Joint committee of DEC,UGC and AICTE as the case may be .
- The Typing Test for the post of Data Entry Operator will be held at **Government Industrial Training Institute Bhodia Khera, I.T.I. Bhodia Khera, V.P.O. Bhodia Khera, Bhatu Road, Fatehabad**
- The applicants are advised to check the website regularly.
- Candidates are advised to bring their original documents for verification at the time of interview.
- Full particulars along with contact no., email id, Postal address with PINCODE, two Passport size photo, (mention name & post applied at back of Photo) and self-attested / attested copies of Educational Qualification must be attached with application form. The Experience of Govt. Sector should be attached with the application form. The authentic experience, bank statement showing salary/ Salary slip from employer for the period of experience mentioned in form must be attached.
- Original documents in support of academic qualifications and work experience shall be required to produce at the time of interview.
- Working knowledge of Computer programme and commonly used packages like MS word, Excel, power point is desirable for all categories of posts
- District AYUSH Society has right to reject any application if found improper/incomplete or having misleading information. District AYUSH Society Fatehabad has right to cancel/Postponed the written test/interview at

any time without specifying any reasons. No claim will be entertained in this regard.

- Any information provided in the application found false or misleading at any stage of recruitment as well as after recruitment, the contract of such candidate will be terminated without giving any further notice.
- Number of Posts can be increased or decreased by District AYUSH Society, Fatehabad as per departmental directions.
- **Haryana Government Policies will be followed relates to reservation and age. Applicant should bring proof of reserved category in original and attested copy as mentioned in application form.**
- All the posts are non –transferrable and the selected candidate will remain posted at the place of appointment and maintain the Head Quarter.
- Any additional work/placement under NAM can be assigned by appointing authority. Contract may not be renewed automatically and District AYUSH Society has the right to terminate the contract immediately if performance is found unsatisfactorily.
- Selected candidate shall not have any claim for regularization of his/her services based on the duties performed under this contract, as he/ she has been engaged for project financed by Government of India having specific tenure.
- No TA/DA will be paid for coming for interview/written test and no separate information will be sent to applicants. All the information for interview/written test will be available on website.
- District AYUSH Society Fatehabad will not be responsible for any postal delay of application form.
- All the candidate are advised to follow the Guideline of COVID-19 (such as wear mask etc.) at the time of written test and interview.

District Ayurvedic Officer- cum-
Member Secretary
District AYUSH Society, Fatehabad



DIRECTORATE OF AYUSH, HARYANA

(Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathic)
AYUSH BHAWAN, NEAR YOUTH HOSTEL, SECTOR-3, PANCHKULA
E-mail Address: dgayushhry@gmail.com, Phone No 0172-2570909, 0172-2570919



Job Profile of DPMU Staff under NAM

District Programme Manager (DPM)

- To provide support for planning and implementation of National AYUSH Mission including AYUSH Health & Wellness Centres in the District.
- Preparation and finalization of District Annual Action Plans of NAM in coordination with relevant program divisions.
- Pursue with the District Authorities and different implementing agencies to roll out the approved activities of State Annual Action Plan.
- Furnishing relevant documents related to SAAP to the State/Ministry well within time.
- Maintenance of district wise profile of AYUSH.
- Maintenance and submission after cross-verification of the financial sanctions, expenditure as well as utilisation certificates submitted to State/ with the support of Data Entry Operator working under PMU.
- Data validation of all the information uploaded on the National AYUSH Mission website with the support of Data Entry Operator.
- Time to time field visits to monitor different activities approved under NAM.
- To provide relevant information time to time to State/Govt. of India as per the requirement regarding Parliament Questions, Parliament assurances, Parliament Standing committee etc..
- To maintain and share with State/Govt a database of all the officers/officials dealing with NAM scheme.
- To liaison with Officers and State Programme management unit Manpower of NAM division as required.
- To facilitate 3rd party evaluation team/ central monitoring team etc as and when required.
- To maintain and look after the accounting & finance work related to National AYUSH Mission.
- Any other work assigned by officers of the State Govt. time to time.


9/11/20

Director AYUSH,
Haryana, Panchkula.



DIRECTORATE OF AYUSH, HARYANA

(Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathic)
AYUSH BHAWAN, NEAR YOUTH HOSTEL, SECTOR-3, PANCHKULA
E-mail Address: dgayushhry@gmail.com, Phone No 0172-2570909, 0172-2570919



Data Entry Operator (DEO)

- To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.
- To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sector time to time.
- To enter data and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission.
- To assist the District Program Manager and State Finance Manager in Preparation of all the financial data/MIS related to sanction - wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilisation certificate submitted to Govt of India.
- Close Coordination with PMU (AYUSH & NHM), District/ State Health & Family Welfare institute and State Health System Resource Centre to get and provide data regarding AYUSH sector.
- On line communication and Coordination among the different District agencies/State/ UT Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.
- Any other work assigned by officers time to time.

9/11/20
Director AYUSH,
Haryana, Panchkula.