

Advertisement

District AYUSH Society, District- Panipat.

District AYUSH Society, District Panipat invites application from the eligible candidates for filling up of the following post in the District Panipat, Haryana under National AYUSH Mission purely **on contract basis** with details as mentioned below:-

Sr. No.	Name of Post	No. of Post
1	Data Entry Operator	1

- The interested candidates are advised to visit the website **panipat.gov.in** for details of posts & download the application form. Application forms may also be collected from O/o District Ayurvedic Officer, Panipat Room No-31, Ayush Wing Civil Hospital Panipat .
- Last date for submitting of duly filled application form is 26.02.2021 up to 05:00 PM in the office of District Ayurvedic Office, Panipat by hand or by post only. **No application form will be accepted after last date & time by hand or by post.**
- List of eligible candidates will be displayed on the website **panipat.gov.in** before written Exam Date.
- Date of Typing Speed Test for the post of Data Entry Operator will be on **04.03-2021** at ITI near Anaj Mandi GT Road Panipat. Time slot will be displayed **on website panipat.gov.in**
- Information regarding place of written Test and date and place of interview for all posts will also be displayed on same website.
- Applicants are advised to check the above mentioned website for any change/ information regularly.
- For any query you can contact on No. 0180-2638783.

**District Ayurvedic Officer-
cum -Member Secretary,
District AYUSH Society, Panipat**

Advertisement

Sr. No.	Name of Post	Program me	No. of Post	Essential Qualification	Remuneratio n
1	Data Entry Operator (On Contract) Age (18-42)	NAM	1	Graduation in Computer Application/IT/ Business Administration / B.Tech (C.S) or (IT)/ 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

**District Ayurvedic Officer-cum -
Member Secretary,
District AYUSH Society, Panipat**

IMPORTANT INSTRUCTIONS :-

1. Application form will also be available on website **panipat.gov.in** and may be collected from O/o District Ayurvedic Officer, Panipat, Room No 31, Civil Hospital, behind ESI Panipat from day of advertisement published in news Paper till 26.02.2021 in any working day between office hrs.
2. One Application will be considered for one post only. Application form without having the post name and category will be rejected.
3. Full particulars along with mobile contact No., Email Id, Postal address with Pin code , two Passport size photo and self attested copies of Educational Qualification as mentioned in essential Qualification/eligibility criteria . For Data Entry Operator one year experience in Govt. is mandatory. Documents of experience should be attached with the application form. For authentic experience a bank Statement showing salary/ Salary slip from employer for the period of experience is required from the candidate and copy of same should be attached with the application form.
4. Original documents in support of academic qualification and work experience shall be required to be produced at the time of interview.
5. If the candidate has done his /her qualification Diploma/Degree through distance mode/regular mode then the university should be approved from Distance Education Council or Joint Committee of DEC, UGC and AICTE as the case may be. It will be responsibility of the applicant to produce the proof of an approval of his/her degree/ diploma by above mentioned authorities as the case may be. The qualification should be completed before closing date of submitting of application form. Knowledge of Hindi or Sanskrit up to Matric Standard is required.
6. Working knowledge of Computer Programme and commonly used packages like MS Word, Excel, Power point is mandatory for DEO post.
7. District AYUSH Society, Panipat has right to reject any application if found improper or having misleading information. District AYUSH Society, Panipat has right to cancel any post/written test /interview at any time without specifying any reason and no claim will be entertained in this regard. Any information provided in the application found false or misleading at any stage of recruitment, the contract of such candidate will be terminated without giving any further notice.
8. Haryana Govt. Policies will be followed related to reservation and age relaxation. Applicant should bring proof of reserved category in original at time of Interview for verification.
9. Any additional work/placement under NAM can be assigned by appointing authority, Contract may not be renewed automatically and District AYUSH Society, Panipat has the right to terminate the contract immediately if performance is found unsatisfactorily.
10. 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.
11. No TA/DA will be paid for coming for Test/interview and no separate information will be sent to applicant for Test/interview. For Test /Interview/ any change of Schedule, applicants are advised to check the website regularly.
12. This office will not be responsible for any postal delay while accepting application form for all mentioned posts.
13. Last Dated for submitting application forms for DEO will be 26-02-2021 upto 5 PM by hand or through post. No form will be accepted after last date. Office will not be responsible for postal delay.
14. Any litigation will be entertained at local jurisdiction level.

**City Magistrate, Panipat
(Representative of D.C. Panipat)**

**District Ayurvedic Officer -Cum - Member
Secretary,
District AYUSH Society , Panipat**

Application For Data Entry Operator NATIONAL AYUSH MISSION , HARYANA(PANIPAT)

1. Application for the post of :- _____
2. Name of the Candidate :- _____
3. Father's/Husband Name :- _____
4. Sex :- _____
5. Date of Birth :- _____
(DD/MM/YYYY) :- _____
6. Age as on 01-01-2021 :- Years____Months____Days_____
7. Category to which belongs:- _____
(Proof to be attached)
8. Mobile No. :- _____
9. E-mail Id- :- _____
10. Permanent Address :- _____
(Attach any two:Ration Card,
Domicile certificate, Aadhar card): _____ PIN CODE

Paste Passport
Size Photo
Here

11. Correspondence Address: _____

- PIN CODE

12. Educational/Professional Qualifications:

Examination Passed	Board/Universit	Year of Passing	Maximum Marks	Marks Obtained	% age of marks	Division	Subject
10 th							
10+2							
Graduation Degree/Diploma as per essential qualification mentioned							

13. Total Experience (if any) : Year(s)____Month(s)____Day(s)_____

Name of Institution/ Organization	Designation	From	To	Pay/Salary/ Honorarium Per Month	Total Period

14. Self attested copies of S.No. 12&13 to be attached here with otherwise form will be treated as incomplete and rejected.

15. Details of Documents Attached Total No. of Pages :-

- | | |
|------|-------|
| I. | VI. |
| II. | VII. |
| III. | VIII. |
| IV. | IX. |
| V. | X. |

16. Declaration : I hereby declare that:-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection/appointment, my candidature may be cancelled and action can be taken against me by the appropriate authority.

2. I have read the provisions in advertisement carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

3. I have never been convicted by any criminal court.

Date: _____

Place: _____

Signature of the Candidate