ANDAMAN & NICOBAR UNION TERRITORY HEALTH MISSION
Vacancy Notice

Sl. No.	Name of the Post	Educational Qualification	No. of Post	Salary	Last date of receipt of application
1.	Data Entry Operator (On contract)	**Essential Qualification:** 1. XII pass 2. Diploma/certificate (6months or more duration course) in computer application from a recognized institute. 3. Should have good knowledge office Applications such as MSWord, Excel, Power Point, Access and other database applications such as Oracle /RDBMS. 4. Data entry speed of minimum 8000 key depressions per hour Desirable Qualifications: • At least 01 year experience in the relevant field.	04	Rs.16000/-	21/01/2011 4.30 PM

APPLICATION FORM

Post Applied for:	Self Attested Photograph

1. Name of the Applicant:

2. Father's Name:

3. Date of Birth: 4. Sex:

5. Present Contact Address with Telephone No.:

6. Permanent Contact Address with Telephone No.:

7. Languages spoken/written:

8. Education: High school onwards, please list all your qualifications

S.No	Educational Qualification	Institute/ Board & Location	Year	Marks		%	Full/Part Time/ Distance Learning
				Full Mark	Marks Secured		
1.							

9. Employment Reg. No.:

Years of experience:

10 A. Current Employment:

From (Month / Year)	To (Month / Year)	Designation

Location of Employment:

Description of your duties:

10 B. Previous Employment:

From Month / Year	To Month / Year	Designation

Location of Employment:

Description of your duties:

The above information furnished by me is correct and true to the best of my knowledge.

<div align="right">Signature of the Applicant</div>

Documents to be enclosed with the application:

Attested photocopies of Mark Sheets, Certificates in support of Educational Qualifications, e.g. Degree, Post-graduation, Professional Qualifications etc. (as the case may be)

Experience certificate(s) specifying **NATURE & PERIOD** of experience should be enclosed.

Application should be sent in a cover superscripted "APPLICATION FOR THE POST OF DATA ENTRY OPERATOR" and should be addressed to: A & N Union Territory Health Mission, 1st Floor AYUSH Hospital, Atlanta Point, Port Blair-744103, Telefax: 03192-234965, 239465.

GENERAL INFORMATION

i) The appointment will be made purely on merit basis.

ii) Interested candidates fulfilling the eligibility are requested to apply in the prescribed format in A4 size paper.

iii) While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respects and suppression of information would lead to disqualification at any stage.

iv) Incomplete/defective applications, applications without photograph of the candidates shall be summarily rejected.

v) The engagement will be as per the guidelines of under State Health Society (A&N Island s) on contract basis for a period of 11 months from the day you sign the contract within the stipulated period as per the offer of appointment letter. Any extension or renewal of your appointment beyond this duration, if any, will be subject to a review on your performance and contribution in your work and an agreement on terms that must be mutually greed upon. However this would not be construed in any manner a promise for the regular appointment under State Health Society (A&N Islands).

vi) No individual call letters will be issued for appearing in the trade test/interview. Eligible candidates who have submitted application are required to attend the trade test and interview. The date of trade test and interview will be published in the daily telegrams in due course.

vii) No TA/DA shall be payable for appearing in the trade test and interview.

<div align="right">Mission Director
UT Health Mission</div>

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