



Department of Public Health and Preventive Medicine

DIRECTORATE OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

359 DMS CAMPUS,ANNASALAI TEYNAMPET,CHENNAI-6

website : <https://www.tnhealth.tn.gov.in>

Notification. No: 3/SBHI-I/S2/2022

Date: 13.07.2022

VACANCY NOTIFICATION FOR CONTRACTUAL POST

Directorate of Public Health and Preventive Medicine will conduct walk-in-interview / written tests on the below mentioned purely contractual posts, for the period 11 months. Candidates possessing required essential qualifications, experience and age criteria **may attend walk-in-interview/Skill test** at Directorate of Public Health and Preventive Medicine,359 DMS CAMPUS, ANNASALAI TEYNAMPET,CHENNAI-6 on the date **as indicated below** along with the filled-in prescribed application form and supporting documents for proof of qualifications and experience.

S.No	Name of the post	No. of Post	Salary in Rs.	Essential / Desirable qualification and Experience
1.	Data Entry Operator	2	Rs.12000/-	<u>Essential Qualification:</u> 1. Computer Graduate or any Graduate with diploma in Computer Applications from a recognized University. 2. Age not exceeding 35 years at the time of appointment. 3. Pass in at least in lower Grade in Typewriting English / Tamil.
2.	Data Manager	1	Rs.15000/-	<u>Essential Qualification:</u> 1. Diploma in Electronics and Communications/ Information Technology/ Computer Science / B.Sc. Computer Science / BCA or equivalent degree in Electronics and Communications/ Computer Science (OR) 2. Diploma in IT/ Computers from an institution recognized by the Director of Technical Education with Network certification and two years Experience. 3. Age not exceeding 35 years at the time of appointment.

S.No	Name of the post	No. of Post	Salary in Rs.	Essential / Desirable qualification and Experience
3.	Data Processing Assistant	1	Rs.15000/-	<p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> 1. B.Sc (Computer Science) / BCA or a graduate degree from any recognized University with a PGDCA / Certificate in Computer Application / Information Technology for a minimum duration of one year. Should be well conversant with typing on Computers. 2. Age not exceeding 35 years at the time of appointment.
4.	State Co-Ordinator	1	Rs.20000/-	<p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> 1. Bachelor of Engineering in Computer Science / Electronics and Communication 2. Age not exceeding 35 years at the time of appointment.

SCHEDULE FOR WALK-IN- INTERVIEW/SKILL TEST

S.No	Post	Date and time of registration and verification of document	Address
1	State Coordinator & Data Processing Assistant	On 04.08.2022 at 11.00 A.M	Directorate of Public Health and Preventive Medicine, 359, DMS CAMPUS, ANNA SALAI
2	Data Manager & Data Entry Operator	On 05.08.2022 at 11.00 A.M	TEYNAMPET, CHENNAI-600006

Note:

Interview will be held on the same day after registration and verification of documents.

No candidate will be allowed to enter after scheduled date and time.

Terms and Conditions:

1. Interested and eligible candidates possessing the essential qualification and experience can appear for walk-in-interview on the dates mentioned against the post along with the duly filled in, prescribed application form (attached).
2. Incomplete applications, application not submitted in prescribed format and application without supportive documents asked for, shall be summarily rejected.
3. Experience shall be counted from the date of completion of minimum essential educational qualification.
4. Submission of incorrect or false information during the process of walk-in-interview/personal discussion shall disqualify the candidature at any stage.
5. **The Director, has the right to accept/ reject any application without assigning any reason thereof and no correspondence will be entertained in this matter.**
6. **The Director, reserves right to fill up or not to fill up the post notified on website.**
7. Candidate should write the **Name of Post on the top of the application.**
8. The Educational Qualification and experience will be considered as on the date of walk-in- interview.
9. No TA/DA will be paid for attending the walk-in-interview/ /written test.
10. Mere fulfilling the essential qualification/ experience does not guarantee selection.
11. Selected candidates will be granted Leave as per existing guidelines.
12. Posts are contractual for the duration offered.
13. The above posts are filled-up purely on temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under State Government Tamil Nadu or continuation of his/her services in any other project.
14. Canvassing and bringing inside or outside influence in any form for short listing and employment will be treated as a disqualification and the candidate will be debarred from selection process.

15. Those appearing for Walk-in-Interview, he/she must bring all original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (6) One set of self-attested photocopies of all documents. (7) Community Certificates, if applicable. (8) Candidates should produce all certifications/testimonials in original for verification at the time of walk in interview
16. Candidates reporting after the scheduled date/time will not be allowed to appear in interview / or personal discussion.
17. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on Websites <https://www.tnhealth.tn.gov.in/> / and no separate notification shall be issue in the press. Applicants are requested to regularly visit the website <https://www.tnhealth.tn.gov.in/> to keep themselves updated.
18. The notification and the prescribed application form is available on website

Note: The following Preventive measures are to be adhered strictly by the candidates appearing for walk-in-interview, to contain the spread of Novel Corona Virus (COVID-19) inside the premises and during recruitment process:

- (a) Wearing of face cover is compulsory.
- (b) Spitting in public & work place shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT local authority.
- (c) Social distancing shall be followed by all persons in public places and in transport.
- (d) Provision for thermal screening, hand wash and sanitizer shall be made at all entry and exit points and common areas.
- (e) Use of Arogya Setu App is mandatory.
- (f) Large physical gathering at one place should be avoided.
- (g) As much as possible candidates should avoid using other's phones, desk, or work tools and equipment. Clean and disinfect them before and after use.
- (h) Loitering and crowding in corridors should be avoided and candidates should maintain social distancing.

Director

Posted on <https://www.tnhealth.tn.gov.in> website on 14.7.2022