

File. No. 80542/SBHI-II/S3/2013 dated 14/07/2014

Application Form

**Department of Public Health and Preventive Medicine,
Government of Tamil Nadu.**

**Recruitment to the post of Data Processing Assistant on contractual
appointment in the O/o. The Deputy Director of Health Services at the
Revenue District Head Quarters and at the State Head Quarters.**

1	Name of the post	Data Processing Assistant
2	Indicate place of preference (District)	1. _____ 2. _____ 3. _____
3	Name & address of the candidate (in capital letters) (enclose proof of residence) e-mail address and Ph No.	
4	Date of Birth & Age, as on 01-07-2014 (enclose proof)	
5	Nationality:	
6	Religion: Tick the religion	Hindu/ Muslim/ Christian / Sikhs / others
7	Community:	
8	Specify : Tick the status	OC/ BC / MBC / SC / ST

		Name	Year	Percentage	Class
9	Educational Qualification (Enclose attested copy)	UG:			
		PG :			
10	Additional Qualification (indicate) (Enclose attested copy)				
11	Experience in the related field (Enclose evidence)				
12	Other experiences (Enclose evidence)				

***for Sl.No. 3 to 12 enclose Xerox copy of proof of evidence.**

Encl:

Signature :

Date :

Past a recently taken
passport size photo
and sign without
defacing

Sd/- K.Kolandaswamy
Director of Public Health and
Preventive Medicine and Chief Registrar of
Births and Deaths, Tamilnadu, Chennai – 6.

For Website

File.No. 80542/SBHI-II/S3/2013 dated 14/07/2014

O/o. The Director of Public Health and Preventive Medicine and Chief Registrar of Births and Deaths, Tamil Nadu, Chennai -6.

Notification

Applications are invited by the under signed for contractual recruitment as Data Processing Assistants in the Department of Public Health and Preventive Medicine, Government of Tamil Nadu.

Number of vacancy is 34.

The place of posting is at the O/o. The Deputy Director of Health Services in Revenue District Head Quarters and at State Head Quarters.

Posting, Tenure & Conditions:

1. The age limit is 20-30 years as on 1.7.2014.
2. Good Command and Excellent Communication skill in Tamil and English (**Read, Write & Speak**) is essential.
3. The Posts are temporary, contractual and consolidated salary of Rs. 15,000/- P.M for a contract period up to **ONE YEAR**. Further extension is based on the performance & Project requirement and co-terminated with the Project.
4. 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
5. One Year Past experience in the related field with data collection, compilation and data entry etc., would be a preference. Experiences will be counted, after the requisite qualification is satisfied.
6. The candidates applying for the posts of Data Processing Assistant should submit the application in the prescribed format in an envelope superscribed as "Data Processing Assistant – CRS – SBHI" and

send the same along with the required document (in the application format published in the website) to the Joint Director (SBHI) O/o. the Director of Public Health and Preventive Medicine, No. 359, Anna Salai, DMS Compound, Teynampet, Chennai - 6 in a prescribed format available in the website (www.tnhealth.org.in & www.tn.gov.in). **No e- mail application is accepted.**

7. The qualification should be in the sequence of, degree and Masters degree. Experience would be counted after the required qualification.
8. Any person who had been dismissed from State and Central Government Service is not eligible to apply for the post advertised.
9. The short listed candidates will be called for Certificate verification, written test (if necessary) & Interview.
10. Qualification and other parameters being equal, preference will be given to candidates with experience.

All the eligible and interested candidates may send their applications, so as to reach on or before **31/07/2014 by 5 PM.** along with a self addressed duly stamped envelope.

Sd/K.Kolandaswamy
Director of Public Health and
Preventive Medicine and Chief Registrar of
Births and Deaths, Tamilnadu, Chennai – 6.