

Government of Jammu and Kashmir  
**Directorate of Ayush, J&K**  
**(National AYUSH Mission)**  
 (Bemina Srinagar/Indira Chowk Jammu)

Tele/Fax:  
 0194-2490443, 2490455 (May-Oct)  
 0191-2543988, 2543955 (Nov-Apr)

**Subject: Hiring of Contractual Staff for District Programme Management Units under National Ayush Mission.**

**Ref (i): Approval conveyed by the Ministry of Ayush, Govt. of India vide communication No. S.16012/3/2020-NAM Part-I Dated 26-03-2021 & S.16012/3/2021-NAM (Part) Dated 20-09-2021.**

Applications are invited from eligible candidates for hiring of contractual staff for District Programme Management Units under National Ayush Mission, J&K as per the details given below. Application forms complete in all respects can be submitted in the Directorate of Ayush, J&K Indira Chowk Jammu / Bemina Srinagar **by or before 31-12-2021 (5 PM)** except Saturday(s) & Sunday(s).

S.No.	Post	No. of Posts / Remuneration	Eligibility Criteria	Selection Criteria
1	District Accounts Manager	<b>20</b> (10 posts for Jammu Division & 10 posts for Kashmir Division)  <b>Monthly Consolidated Remuneration Rs. 20,000/-</b>	B.Com from recognized University having Computer Proficiency in MS Office Package & Experience of working in Tally Software / Public Financial Management System. <b>Experience: Minimum Two Years Post Qualification work experience in the relevant field.</b>  <b>Age: Upto 45 Years</b>	A. B.Com= 60 Points on pro-rata basis B. Experience= 20 Points (04 Points for each year after fulfilling the requisite eligibility criteria ) C. Skill Assessment & Viva-voce= 20 Points  <i>Selection of the candidates will be made on the basis of Divisional Merit and option regarding preference of District(s) made by the candidate. However, in case of non-availability of candidate(s) within the Division, candidate(s) from other Division will be considered).</i>  <i>Note: Possession of merit alone will not confer any right of the candidate(s) for final selection against the post as Merit + Option regarding preference of the District will</i>

*(Signature)*

*(Signature)*

				<i>decide the final selection of the candidate(s) for the Post of District Accounts Manager.</i>
2	Data Entry Operator	<p><b>20</b> (10 Posts for Jammu Division &amp; 10 Posts for Kashmir Division)</p> <p><b>Monthly Consolidated Remuneration Rs. 12,000/-</b></p>	<p>A. Graduation in Computer Applications / Information Technology / Business Administration / B.Tech-Computer Science or Information Technology / Electronics &amp; Communication from a recognized University. "OR" Graduation from a recognized university with One Year Diploma or Certificate Course in Computer Applications from any recognized Institute.</p> <p>B. Candidate should have typing speed of not less than 35 words per minute.</p> <p>C. Computer Knowledge including MS Office Package would be essential.</p> <p>Experience of working in Ayush / Health Sector / Centrally Sponsored Scheme(s) / Central Sector Scheme(s) / Public Health Programmes will be preferred.</p> <p><b>Age: Upto 45 Years</b></p>	<p>A. Graduation= 60 Points on pro-rata basis B. Typing Test= 20 Points C. Skill Assessment = 20 Points</p> <p><i>Selection of the candidates will be made on the basis of Divisional Merit and option regarding preference of District(s) made by the candidate. However, in case of non-availability of candidate(s) within the Division, candidate(s) from other Division will be considered).</i></p> <p><i>Note: Possession of merit alone will not confer any right of the candidate(s) for final selection against the post as Merit + Option regarding preference of the District will decide the final selection of the candidate(s) for the Post of Data Entry Operator.</i></p>


### Terms & Conditions:

1. The candidate should be domicile of Union Territory of Jammu & Kashmir.
2. The engagement will be purely on **contractual** basis. Initial contract for hiring shall be upto **31-03-2022** and further extension will be on year-to-year basis subject to satisfactory performance of the contractual employee which will be evaluated by Director Ayush J&K (Mission Director National Ayush Mission J&K) & approval of the post by Ministry of Ayush, Government of India.



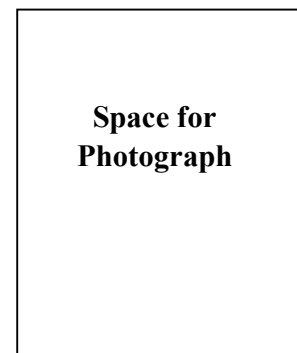
3. In case of poor performance, services of the candidate(s) is/are liable to be terminated with one month's prior notice.
4. The Selection of the candidate(s) will be made on the basis of Divisional Merit and option regarding preference of District(s) by the candidate(s). However, in case of non-availability of candidate(s) within the Division, candidate(s) from other Division will be considered. **Possession of merit alone will not confer any right of the candidate(s) for final selection against the post as Merit + Option regarding preference of the District will decide the final selection of the candidate(s) for the Post of District Accounts Manager / Data Entry Operator.**
5. Application form is available on the official website of Directorate of Ayush, J&K ([www.jkdism.in](http://www.jkdism.in)) which is the only and authentic source of information with respect to Directorate of Ayush, J&K. This office shall not be responsible for inconvenience caused to anybody due to misleading / false information made available by any other website(s) and purportedly claimed to be associated with Directorate of Ayush, J&K, in any manner whatsoever.
6. The number of vacancies are only indicative and may increase or decrease.
7. The Candidate(s) who have obtained degree(s) through Distance Education Mode from the universities recognized by the UGC as mentioned in Govt. Order No. 252-HE of 2012 Dated 30-05-2012 issued by the Higher Education Department, Civil Secretariat J&K after 2005 shall have to submit a certificate from the concerned University along with application form stating that candidate had undergone the degree from their university head-quarters and not from the off-campus which have been established by these Universities beyond their territorial jurisdiction. **Application shall not be accepted in absence of this Certificate.**
8. **List of the self-attested documents to be attached with the application form:**
  - (i). Date of Birth Certificate.
  - (ii). Domicile Certificate.
  - (iii). Qualification Certificate / Marks Sheet (as per Eligibility Criteria).
  - (iv). Diploma in Computer Applications (as per Eligibility Criteria).
  - (v). Experience certificate (as per Eligibility Criteria).
  - (vi). Certificate for condition No. 07 (Degree through Distance Education Mode), if applicable.
9. Applications not falling in the prescribed eligibility / selection criteria or without aforesaid documents shall be rejected outrightly.
10. Any further information including short-listing of candidate(s), date of interview / Test, etc. shall be uploaded on the official website of Directorate of Ayush, J&K ([www.jkdism.in](http://www.jkdism.in)). Candidates are advised to keep themselves updated through the website. No individual communication to the candidate(s) shall be made in this regard.

No: Dir-Ayush/NAM/11176  
Dated: 15-12-2021

  
(Dr. Mohan Singh)  
Director Ayush/  
Mission Director NAM  
J&K, Jammu

## APPLICATION FORM (District Accounts Manager / Data Entry Operator)

1. Post applied for \_\_\_\_\_
2. Advt. Notice No. & Date \_\_\_\_\_
3. Name of Candidate \_\_\_\_\_
4. Parentage \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Address \_\_\_\_\_  
Division \_\_\_\_\_ District \_\_\_\_\_
7. Option regarding Preference of District:
  - A. -----(Preference-1)
  - B. -----(Preference-2)
  - C. -----(Preference-3)
8. E-mail / Contact No. \_\_\_\_\_
9. Details of Qualifications:



Examination Passed	Examining Body/ Board/University	Year of passing	Marks obtained	Total marks	%age

10. Post Qualification Experience:  
Duration \_\_\_\_\_ years \_\_\_\_\_ Months
11. Documents enclosed:
  - a) \_\_\_\_\_ b) \_\_\_\_\_
  - c) \_\_\_\_\_ d) \_\_\_\_\_
12. I do hereby declare that:
  - a) The Statements in this application are true to the best of my knowledge and belief.
  - b) I have never been debarred from appearing in any examination/interview.
  - c) I have never been arrested / prosecuted or involved in any criminal case registered by the police or convicted by the criminal court.
  - d) I have undergone the degree from University head-quarters and not from the off-campus which have been established by these Universities beyond their territorial jurisdiction (In case of Distance Mode).
  - e) I undertake that any willful concealment of the facts shall result in the cancellation of my candidature and the Department may also debar me from applying for future selection.

I shall accept the selection made by the selection committee which will be binding on me.

Signature of applicant.

**Note: The candidates need to attach documentary evidence along with the application form, which supports the statements made in the form.**