

**DISTRICT AYUSH SOCIETY, Gurugram**  
**Advertisement**

District AYUSH Society, Gurugram invites application for filling up of DPMU staff vacant posts under schemes of NAM Programmes in District Ayurvedic office, Gurugram, purely on contract basis initially up to 31/03/2024 or as per approval received in NAM Haryana ROP 2023-24. The details of the posts are as follows:-

Sr. No	Name of Post/	Name of Programme	No. of Post	Qualification	Remuneration	Date & Time of Written Test
1	District Programme Manager (On Contract)	NAM	1	Graduation degree in any discipline including AYUSH and MBA in Healthcare Management/ Masters in Health/ Hospital administration/ Post Graduation diploma in Hospital & healthcare management (Two years) from AICTE recognized institute with minimum 3 years working experience in Public health programme. Exposure in social sector scheme/missions at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector including AYUSH.	Rs. 38,500/- Per Month	Date of Written test and interview will be intimated on District Administration website. (www.gurugram.gov.in)
2	Data Entry Operator (On Contract)	NAM	1	Graduation in Computer Application/ IT/ Business Administration / B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC- IT/ Graduation with one year diploma/ certificate course in computer science from recognized institute or University. <b>Minimum 1 year of experience in government.</b> 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. <b>Typing Speed of English (30 WPM) and Hindi (25 WPM) would be essential.</b> Preference will be given to persons who have experience of working in health sector including AYUSH.	Rs. 18,500/- per month	Date of Written test and interview will be intimated on District Administration website. (www.gurugram.gov.in)

## IMPORTANT INSTRUCTIONS :

- Application forms can be downloaded from District Administration Gurugram site i.e [www.gurugram.gov.in](http://www.gurugram.gov.in) <https://onlineforms.in>
- One Application will be considered for one post only. Application form without having the post name and category/serial number will be rejected.
- Full particulars along with contact no., email id, Postal address with PINCODE, two Passport size photo and attested copies of Educational Qualification & Experience Certificate should be attached with the application form. The authentic experience, a bank statement showing salary/ Salary slip from employer for the period of experience is mandatory from the candidate.
- Original documents in support of academic qualifications and work experience shall be required to be produced at the time of interview. If the candidate had 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 approval of his/ her degree/diploma from above mentioned authorities as the case may be. The qualification should be completed before closing date of submission of application. Knowledge of Hindi or Sanskrit up to Matric Standard is required.
- Working knowledge of Computer programme and commonly used packages like MS word, Excel, power point is desirable.
- District authorities (District Ayurvedic office, Gurugram) has right to reject any application if found improper or having misleading information. District AYUSH Society, Gurugram 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 as well as after recruitment, the contract of such candidate will be terminated without giving any further notice.
- Number of Posts can be increased or decreased by District Authorities (District Ayurvedic Office, Gurugram).
- Haryana Government Policies will be followed relates to reservation and age. Applicant should bring proof of reserved category in original and attested copy.
- All the posts are non –transferable and the selected candidate will remain posted at the place of appointment.
- Any additional work/placement under NAM can be assigned by appointing authority. Contract may not be renewed automatically and District Ayurvedic Office has the right to terminate the contract immediately if performance is found unsatisfactory.
- 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.
- No TA/DA will be paid for coming for interview and no separate information will be sent to applicant for interview.
- Last date for submitting of duly filled application form up to 05.06.2023 5:00 PM in the office of **District Ayurvedic office, HUDA Dispensary Building Opp. H.No. 817, Near Chintapurni Mata Mandir, Sec.-4 Gurugram** by hand or by registered/speed post only. Application sent through other mode will not be considered. This office will not be responsible for any postal delay.

Submitted for Approval of Committee.

1. Senior most AMO, GAD Dadawas
2. Senior most HMO, GHD Dhankot
3. Account officer O/o DC office Gurugram
4. DAO cum Member Secretary District AYUSH Society, Gurugram
5. Additional Deputy Commissioner(DC Representative) Gurugram