

**Government of India  
Ministry of AYUSH  
AYUSH Bhawan, GPO Complex,  
INA, New Delhi**

**Subject: Engagement of Contractual Staff under the "Central Sector Scheme for Promotion of International Cooperation in AYUSH"**

Applications are invited from eligible candidates for the post of one (1) Data Entry Operator in the Ministry of AYUSH to be engaged on contractual basis at consolidated remuneration @ Rs. 20,000 per month for a period of one year in terms of the Central Sector Scheme for International Cooperation in AYUSH.

**Eligibility:**

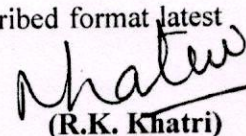
- a. Graduate in any discipline from Recognized University
- b. Should have good communication, writing ability and interpersonal skills
- c. Knowledge of computer application such as MS Word, MS Excel and Power Point.

**Age Limit:**

- a. Should not more than 30 years of age on the date of fresh engagement.
- b. Can be relaxed up to 35 years for those having minimum experience of one year with Central government or its organization
- c. Maximum 60 for those who are already working in Ministry of AYUSH and/ or are to be re- engaged by new outsourcing agency, in the Ministry of AYUSH

The format for Application is attached

Interested candidates may send their application on following address in prescribed format latest by 17 May, 2018

  
(R.K. Khatri)

Under Secretary to the Government of India

IC Section  
Ministry of AYUSH  
B- Block GPO Complex  
INA, New Delhi-110023

## Application format

Fix a passport  
size recent  
color  
Photograph

1. Name:
2. Father's Name:
3. Date of Birth and Age (on 1<sup>st</sup> June, 2018):
4. Address with Phone & Email:
5. All Educational/other professional Qualifications etc. up to matriculation (Starting from highest degree)

S. No.	Examination passed	Division/ Grade	Subjects	Year of Passing	Board/Univ./ College

6. Details of employment in chronological order.

S. No.	Office/ Institution/ organization	Post held: present/ prior to retirement	Regular/ Contract/ Ad-hoc	Total Period (in years)		Nature of duties
				From	To	

7. Date of superannuation (if applicable):
8. Any other relevant information in support of your suitability for the post:
9. Details of enclosures (self-attested):
10. Retired candidates should submit details of pension and last pay certificate.
11. Details of vigilance/ departmental proceedings (by employer) or any other civil/ criminal proceedings. (if any).

### Declaration:

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Government if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of the candidate

Name \_\_\_\_\_

Place:

Date: