

**DISTRICT AYUSH SOCIETY SIRSA  
ADVERTISEMENT**

District AYUSH Society Sirsa invites applications for recruitment against the following vacant posts under various schemes of NAM in different AYUSH institutes of District Sirsa on contract basis initially up to 31.03.2021 as per approved SAAP for 2020-21 of NAM Haryana:

Sr.	Name of Post	Programme	No. of Post	Qualification/Eligibility	Entry Level Pay/ Remuneration	Date, Time and Venue of Written Test/Type Test/Interview
1	District Programme Manager (On Contract)	NAM	1 (Unreserved)	Graduation degree in any discipline including AYUSH and MBA in Healthcare Management/ Masters in Health/ Hospital Administration/ Post Graduate 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. Age: 18-42 YEARS AS ON LAST DATE OF SUBMISSION OF APPLICATION	Rs. 30,000/- Per Month	<b>WILL BE INTIMATED ON <a href="http://sirsa.gov.in">sirsa.gov.in</a></b>  <b>Applicants are advised to visit the website regularly for any relevant updates</b>
2	Data Entry Operator (On Contract)	NAM	1 (Unreserved)	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. Minimum 1 year of experience in government. 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. Typing Speed of English (30 WPM) and Hindi (25 WPM) would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH. Age: 18-42 YEARS AS ON LAST DATE OF SUBMISSION OF APPLICATION	Rs. 16,000/- Per Month	
3	Yoga Instructor (Part Time)	NAM - AHWC	23* (Reservation as per Haryana Govt Rules)	(i) 10+2 pass with Yoga Wellness Instructor Course Certificate by Yoga Certification Board and its Equivalent/higher qualification. (ii) Age: 18-42 YEARS AS ON LAST DATE OF SUBMISSION OF APPLICATION (iii) Other than the eligibility, preference is to be given to local candidate/near village candidate/ during the recruitment	Rs. 8,000/- Per Month	

- LIST OF AHWC IS ATTACHED

**IMPORTANT INSTRUCTIONS:**

- ❖ Application form will be available on **sirsa.gov.in** from day of advertisement published in news paper and can also be had from District Ayurvedic Office Sirsa (90, MITC Colony, Mini Bye Pass, Near Satluj School) on any working day up to 5PM during office hrs. (Tel: 01666-298033)
- ❖ One Application will be considered for one post only.
- ❖ Duly completed application with all supporting documents should reach latest by **01.03.2021 up to 5 PM** in the District Ayurvedic Office Sirsa by registered post or by hand. No application will be entertained after closing date & time
- ❖ The applicants should reach the venue for Written Test/Type Test/Interview at prescribed Date and Time.
- ❖ The applicants are advised to visit the website **sirsa.gov.in** regularly for relevant updates including date and venue of examinations/interview and others.
- ❖ Knowledge of Hindi or Sanskrit up to Matric Standard is required.
- ❖ List of eligible candidates for test & interview will be displayed on website **sirsa.gov.in**
- ❖ Complete and accurate particulars along with Contact No. Email ID, Postal address with PIN CODE must be mentioned in the Application form. Two Passport size photo and attested copies of Educational Qualification, Experience Certificate, and Domicile Certificate etc should be attached with the application form.
- ❖ The Experience Certificate in prescribed format must be supported with a bank statement showing salary/Salary slip from the employer for the period of experience.
- ❖ For the post of Data Entry Operator, the type test will be conducted and the candidates having passed the type test will only be called for written test.
- ❖ Applicants for post of YOGA Instructor (PT) are required to fill maximum five choices in decreasing order of preference for place of posting, subject to selection. The candidate having higher weight age will have first right for place of posting as per his/her preference. The list of AHWC having the post of YOGA Instructor (PT) is attached below.
- ❖ Original documents in support of academic qualification and work experience shall be required to be produced at the time of interview. For residential weight age marks, Domicile Certificate, Passport, Driving License, AADHAR will be considered.
- ❖ It is responsibility of the applicant to provide accurate contact number and email id so that any relevant information could be disseminated to them.
- ❖ If the candidate had acquired 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/Other Statutory body 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 eligibility conditions should have been fulfilled before or by closing date of submission of application.

- ❖ Additional Marks for additional qualification in Computer Courses in case of applicants for YOGA Instructors will be granted only if the qualification has been acquired from Government recognised institute.
- ❖ The Selection Committee has right to reject any application if found improper or having misleading information. District AYUSH Society, Sirsa 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. If any information provided in the application is found to be 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 Distt AYUSH Society Sirsa
- ❖ Only Job related Full Time Experience after completion of Job related qualification will be considered for post of DPM and DEO.
- ❖ Experience acquired after completing job related qualification only will be considered for post of YOGA Instructor
- ❖ The Experience Certificate submitted on prescribe format attached herewith will be considered.
- ❖ Haryana Government Policies will be followed related to reservation and age. Applicant should provide valid proof in original for claiming benefit of reserved category at the time of Interview and also must provide attested copy with application form.
- ❖ All the posts are non-transferrable and the selected candidate will remain posted at the place of appointment.
- ❖ No document will be accepted after submission of application form.
- ❖ The selection criteria for all the advertised posts is also available at [sirsa.gov.in](http://sirsa.gov.in)
- ❖ Any additional work/placement under NAM can be assigned by appointing authorities. Contract may not be renewed automatically and District AYUSH Society 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 application for interview.
- ❖ This office will not be responsible for any postal delay.
- ❖ Cell phones, Bluetooth, etc electronic gadgets will not be allowed during Examination or Interview.
- ❖ **Important Notice for all Candidates – Any sort of canvassing or influencing the officers related to selection and recruitment process would result in immediate disqualification of the candidate.**

\*LIST OF AHWC of SIRSA Distt WHERE YOGA INSTRUCTORS (PT) ARE PROPOSED TO BE POSTED AT

Sr	NAME OF AHWC	BLOCK	NUMBER OF POSTS OF YOGA INSTRUCTOR (PT)
1	Abubshahr	Dabwali	1
2	Alikan	Baragura	1
3	Anandgarh	Odhan	1
4	Bupp	Baragura	1
5	Bharokhan	Sirsa	1
6	Bhadolianwali	Rania	1
7	Dholpalia	Ellenabad	1
8	Dhukra	Nathusari Chopta	1
9	Fatehpur Vedwala	Sirsa	1
10	Gadli Rajputana	Nathusari Chopta	1
11	Jamal	Nathusari Chopta	1
12	Jandwala Bishnoi	Dabwali	1
13	Jodhkan	Nathusari Chopta	1
14	Kagdana	Nathusari Chopta	1
15	Kewal	Odhan	1
16	Mangala	Sirsa	1
17	Mithi Sureran	Ellenabad	1
18	Modia Khera	Nathusari Chopta	1
19	Narel Khera	Sirsa	1
20	Phulkan	Sirsa	1
21	Sahuwala II	Nathusari Chopta	1
22	Shekhupuria	Baragura	1
23	Sikanderpur	Sirsa	1

Sr.	Name of Post	Selection Criteria			
		Sr. No	Particulars	Weight-age	Marking Pattern
1.	District Programme Manager at Distt. Ayurvedic Office	1.	Maximum Marks of basic Educational Qualification	20	<u>20xPercentage</u> 100
		2.	Additional regular Degree/Diploma related to basic Qualification <b>Subject to maximum to 5 Marks</b>	5	1. Degree : 5 marks 2. Diploma :3 marks
		3.	Marks of Work experience (Over & above basic required experience for the post) <b>Subject to maximum to 10 Marks</b>	10	02 marks for each completed year.
		4.	Written Test	40	(Objective Type multiple choice questions- Mental ability & subject /post related)
		5.	Basic Computer Knowledge like MS Office, Tally etc.	15	15- Multiple choice questions related to MS Office and General Computer
		6.	Interview	10	
		<b>Total</b>		<b>100</b>	
2.	Data Entry Operator at Distt. Ayurvedic Office	Sr. No	Particulars	Weightage	Marking Pattern
		1.	Maximum Marks of basic Educational Qualification	20	<u>20xPercentage</u> 100
		2.	Additional regular Degree/Diploma related to basic Qualification <b>Subject to maximum to 5 Marks</b>	5	3. Degree - 5 marks 4. Diploma -3 marks
		3.	Marks of Work experience (Over & above basic required	10	02 marks for each completed year.

			experience for the post) <b>Subject to maximum to 10 Marks</b>		
		4.	Written Test	40	(Objective Type multiple choice questions- Mental ability & subject /post related)
		5.	Basic Computer Knowledge like MS Office, Tally etc.	15	15 Multiple choice questions related to MS Office and General Computer
		6.	Interview	10	
		<b>Total</b>		<b>100</b>	
<b>3.</b>	<b>Yoga Instructor (Part-Time) one each per AHWC</b>	Sr. No	Particulars	Weight-age	Marking Pattern
		1.	Maximum Marks of required Educational Qualification	20	<u>20xPercentage</u> 100
		2.	Additional higher regular Ph.D/PG Degree/PG Diploma related to basic Qualification <b>(Subject to maximum of 15 marks)</b>	15	1. Ph.D.: 15 marks 2. PG Degree:10 Marks 3. PG Diploma:5 Marks.
		3.	Marks of work experience <b>(Subject to maximum of 15 Marks)</b>	15	03 Marks for each completed year.
		4.	Computer Knowledge (Word, Excel, Power Point, Internet etc.)	15	1. 01 year course - 15 Marks. 2. 06 months- 10 Marks.
		5.	Residence Weight-age (preference will be given to local Candidate or nearby location candidate)	10	Within Block - 10 marks Within District - 07 Marks. Within State - 05 marks. Otherwise - 00
		6.	Interview	25	
			<b>Total</b>		<b>100</b>

(Specimen of Experience Certificate)

Letter Head of the Institution

(.....)

(Name, Address, Telephone No. and other Contact Details of the Institution/Organization/Department)

TO WHOM IT MAY CONCERN

No. ....

Date: .....

It is certified that Sh/Ms.....S/o D/o W/o Sh..... Resident of .....

has/had been working in this organization on Regular/Contract from..... to ..... on the post of

..... on Full time/Part time basis. His/her job profile

is/was.....

Thus total experience gained by the said employee works out to be ..... years..... Months ..... Days. He/she is/was

drawing the salary of Rs..... Per Month.

It is certified that the above facts and figures are true and based on service record available

Date.....

Name and Signature of the Issuing authority with Seal