

**OFFICE OF THE STATE TUBERCULOSIS OFFICER
DIRECTORATE OF HEALTH SERVICES JAMMU**

ADVERTISEMENT NOTICE

Applications are invited from the permanent residents of Jammu Division for the post of Data Entry Operator on contractual basis for a period of one year in the State TB Control Society Directorate of Health Services Jammu.

The contractual appointment is purely temporary and does not carry any promise for Government job.

Category/ Job Title	No. of post	Essential Qualification	Preferential Qualification	Contractual Salary per Month
Data Entry Operator	1 (One)	1. 10+2 with Diploma/Certificate (6 Months or more duration's course) in computer application from a reputed institute. 2. Typing speed of 40 w.p.m in English and local language. 3. Data Entry Speed minimum 8000 key depressions. 4. Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.	At least one year experience in related field	7000/-

Eligibilities: -

1. The age of candidate should not be below 18 years and not above 37 years & 62 years for retired Govt. servants.

Note: -

1. The Application form can be taken from State TB Society Directorate of Health Services (Opposite MLA Hostel) Jammu during the office hours within 2 weeks after publication of this notice in the newspaper.
2. The application form found incomplete in any manner will be rejected without assigning any reason to the applicant, only eligible candidates with experience will be called for interview on the merit basis.
3. Attested photocopies of all the certificates/ diploma/ degree are to be attached with the application form.

Application on prescribed format should be submitted in the office of the State TB Officer, Directorate of Health Services, Jammu upto 2 weeks from the date of publication of this notice.

The date of interview will be published in the leading Local three Newspapers through information Deptt.

No: STO/J/688-90

Dated: - 16-12-09

sd/-

**Member Secretary
State TB Officer (Jammu Division)
Directorate of Health Services
Jammu**

Copy to

1. Commissioner/ Secretary of Govt. Health and Medical Education Deptt. Civil Secretariat Jammu for information.
2. Director Health Services Jammu for information.
3. Joint Director Information Deptt. Jammu and requested to publication in three leading local News Papers.