

NOTIFICATION FOR THE POST OF CLERK Cum DATA ENTRY OPERATOR (CONTRACTUAL)  
SOCIETY FOR MEDICAL ASSISTANCE TO THE POOR, (SMAP) DIRECTORATE OF HEALTH SERVICES  
THIRUVANANTHAPURAM

No. MH 4/16166/2014/DHS

Directorate of Health Services  
Thiruvananthapuram, dated, 28/1/2016.

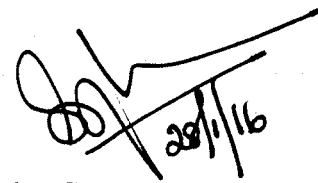
1.	No.of Post	One
2.	Qualification and Experience	Any Degree with DCA & 1 year post qualification Experience
3.	Age	Maximum 36 years as on 1.4.2016
4.	Method of recruitment	On contract basis
5.	Consolidated Pay	Rs 11,620/- per month

GENERAL TERMS AND CONDITIONS

1. The applications that are not complete in all respect will not be considered.
2. The applicant should have excellent writing skills in English and Malayalam and should be proficient in computer use. Thorough knowledge of MS Office is essential.
3. Selection will be based on qualification, experience and performance in the written test/ interview.
4. The selected candidate will be appointed on contract initially for a period of three months. The SMAP at its discretion, based on the performance and integrity of the selected candidate, may extend the period of contract.
5. Claims in respect of qualifications /experience etc. should be supported by copies of relevant documents. Candidates should produce the originals at the time of interview.
6. No TA / DA will be paid for the interview.
7. All communications including the interview call letter, from the society will be sent by speed Post.
8. The Post is purely temporary in nature and the selected candidate will have no claim for permanency of job in Health Services Dept/Govt.
9. Selected candidate will be governed by rules and regulations of SMAP in force from time to time.
10. The envelope containing application should be superscribed "Application for the post of Data entry operator, SMAP, DHS Thiruvananthapuram".
11. The last date for receipt of application is 12/02/2016 , 5.00 PM.

Address for sending the applications

The Member Secretary  
Society for Medical Assistance to the Poor  
Directorate of Health Services  
Near General Hospital,  
Thiruvananthapuram 695035.



Member Secretary  
Society for Medical assistance to the Poor  
& Additional Director of Health Services (Medical)

**APPLICATION FORM FOR THE POST OF CLERK Cum DATA ENTRY OPERATOR  
in the Society for Medical assistance to the Poor,  
Directorate of Health Services  
Thiruvananthapuram**

Recent  
Pass port size  
photo of the  
candidate  
should be  
affixed here

1. Name of Applicant ( in Capital Letters ) :
2. Age and Date of Birth :
3. Name of Father :
4. Marital Status :
5. Mobile Number & email Id :
6. Address for correspondence :
7. Academic Qualifications :  
(Copy of certificates to be enclosed)
8. Technical Qualifications :  
(Copy of certificates to be enclosed)
9. Experience :  
(Copy of certificates to be enclosed)

**DECLARATION**

I do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place :  
Date :

Signature of the applicant