

Advst. No: AIDS/PKL/2023/ 34

Dated: 25/10/2023

**HARYANA STATE AIDS CONTROL SOCIETY**  
O/o CIVIL SURGEON, A- BLOCK, 5th FLOOR,  
SECTOR 6 PANCHKULA, HARYANA- 134109  
PH. No. 0172-2573907

Applications are invited from eligible candidates to fill up the one post of Data Manager in OST Centre Panchkula under Haryana State AIDS Control Society (HSACS). Post is purely on contract basis; initially upto 31.03.2024 (extendable, subject to further Administrative approval and performance). **Candidates are advised to read the important instructions carefully before applying for the post. Ineligible candidates not need to apply.**

Sr. No.	Name of the post & Category	No. of Post	Eligibility Criteria	Consolidated Salary (per month)	Age
1.	Data Manager (UR-1)	1	<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>Graduate in any discipline with Diploma/Certificate in Computer Application (from a recognized institute or university)</li></ul>	Rs.21,000/-	As per Haryana Govt. Policy (18-42 years)

**Important Instructions for candidates:-**

1. Application form as per Annexure-A completed in all respects along with photocopies of essential qualification certificates and other relevant documents (attested/self attested) must be submitted through Registered post/By hand to "District Health and Family Welfare Society, O/o, Civil Surgeon, A- Block, 5th Floor, Sector-06, Panchkula" before the closing date i.e. **03<sup>rd</sup> November 2023 by 04:00 P.M.** After that, no application forms/documents will be accepted and no separate correspondence in this regard will be entertained by this office. This office will not be responsible for any postal delay. Incomplete application forms shall be rejected and no correspondence in this regard shall be entertained.

*[Handwritten Signature]*

*M. Kumar*  
23/10/23

2. Haryana State Aids Control Society, Panchkula Selection criteria issued vide memo no. HSACS/Estt./2023/511-532 dated 21.09.2023 shall be followed for recruitment of above said post.

**Selection Criteria**

i. Marks for Written Test	=	60 Marks
ii. Essential Qualification	=	25 Marks
iii. Higher Qualification in relevant subject	=	5 Marks
iv. Experience Marks after completion of Qualification and required experience: One Mark for one year Maximum Marks for Experience	=	5 Marks
v. Resident of the District	=	5 Marks
Total Marks	=	100 Marks

3. The Applicant must be permanent resident of Haryana (Bonafide domicile certificate from executive magistrate should be furnished).
4. Applicant should have passed Hindi/Sanskrit up to Matric.
5. All the eligible candidates will be called for written test. List of provisionally eligible candidates for written test will be uploaded only on Health Department, Haryana web site i.e. <https://haryanahealth.gov.in> and <https://www.haryanasacs.in/> after scrutiny of applications. The application shall be subjected to subsequent scrutiny and can be rejected at any point of time if found incomplete/wrong/not fulfilling the eligibility criteria etc. No correspondence in this regard shall be entertained.
6. Candidates are also instructed to visit the official website of Health Department, Haryana i.e. [haryanahealth.nic.in](http://haryanahealth.nic.in); and <https://www.haryanasacs.in/> regularly for any corrigendum/notice/updation etc. regarding this advertisement as no separate communication will be sent for this.
7. Two latest passport size colored photographs
8. The candidates should:
- (1) Mark page numbers on the top at right hand side corner of each page and mention the total number of pages in the Application Form.
9. The candidates are required to bring their all original documents/certificates on the schedule date of Written Test for document verification.

*Sanjay Kumar*

*M. Kumar*  
*23/10/23*

10. The remuneration is consolidated and no other allowance is admissible.
11. Any instructions issued by Haryana State AIDS Control Society, Haryana from time to time will be followed.
12. The first three months of appointment will be the probation period during which the work and conduct will be assessed and in case of unsatisfactory performance, the contract shall be terminated by the appointing authority without assigning any reason.
13. The service conditions shall be governed according to National AIDS Control Organization (NACO), MOHFW, Govt. of India Guidelines issued from time to time.
14. Post is district specific and non-transferable.
15. Candidates applying for the post must ensure that they fulfill all the eligibility conditions as on the previous day of closing date of advertisement.
16. No TA/DA shall be paid for appearing in the Written Test.
17. Number of posts can be increased or decreased.
18. Civil Surgeon can assign duty at any other place besides place of posting within the district in public interest.
19. The selection is subject to the candidates proving their medical fitness and verification of their character and antecedents.
20. A candidate must be in good mental and physical health and free from any physical defect, which is likely to interfere with the efficient performance of the duties required for the post. The appointment shall be subjected to their being declared medically fit as per medical fitness standards followed by the Health Department.
21. 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 Govt. of India having specific tenure.
22. No person, who has been dismissed from any State or at National level or from the service of the Government of India or any State Government or a local authority, a corporation or institute, shall be eligible for appointment to any post.
23. No court case/Police enquiry/FIR etc. should be pending against the applicant and he/she should not be convicted by any court. "Selected Candidates shall submit the declaration regarding the same on legal stamp paper duly notarized".

*[Handwritten Signature]*

*m kumar*  
23/10/23

24. Documents verification of shortlisted candidates will be done by this office. If any candidate is found with false documents at the time of appointment or later stage, his/her appointment/recruitment will be cancelled/terminated immediately without serving any notice and suitable action shall be taken against him/her as per rules/laws.
25. The candidature shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence, it is necessary that applicants should furnish accurate, full and correct information in the application form.

**This office reserves the right to cancel the whole recruitment process at any time at any stage without assigning the reason to candidate.**

*m/kuma*  
*23/10/23*  
Chairman, Executive Committee  
District Health and Family Welfare Society,  
Panchkula

Application for the post of \_\_\_\_\_

1. Name of the candidate : \_\_\_\_\_
2. Father's/Husband Name : \_\_\_\_\_
3. Sex : Male / Female
4. Date of Birth : \_\_\_\_\_  
(DD/MM/YYYY)
5. Category to which belong : \_\_\_\_\_
6. Telephone / Mobile No. : \_\_\_\_\_
7. E-mail : \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN CODE \_\_\_\_\_
9. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN CODE \_\_\_\_\_

Paste Passport Size  
Photo Here

10. Educational / Professional Qualifications :

Examination Passed	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	%age of marks	Division	Subject
10th							
10+2 / Vocational / Intermediate							
Graduation							
Post Graduation							
Any other Course / Diploma etc							

11. Internship / Training (if any): Year(s)      Month(s)      Day(s)

Name of Institution / Organization	Designation	From	To	Total period

12. Total Experience: Year(s)      Month(s)      Day(s)

Name of Institution / Organization	Designation	From	To	Pay/Salary / Honorarium p.m.	Total period

13. Detail of document attached : \_\_\_\_\_

14. Declaration : I hereby declare that

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection/appointment, my candidature may be cancelled and action can be taken against me by the commission.
2. I have read the provisions in advertisement of the omission carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by criminal court.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signatures of the Candidate