DIRECTORATE OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

359, DMS CAMPUS,ANNASALAI,TEYNAMPET,CHENNAI-6

Notification. No: 03/MCH-1/S2/2024 Date 08.2026

VACANCY NOTIFICATION FOR CONTRACTUALPOST

Applications are invited from eligible candidates for the service of **Data Entry Operator and PMMVY IT Co-ordinator, purely on Contractual Basis** supported und Dr.MRMBS Contractual fund as detailed below:

1	**Name of the Post**	:	**Data Entry Operator – (1)**
	Age	:	upto 35 years
	Salary	:	Rs.17,500/- per
	Essential Qualification	:	Any degree Tamil typing – Senior (or) Junior English typing – Senior (or) Junior
	Desirable Qualification	:	Knowledge in computer application Minimum experience of one year
	Job Responsibilities	:	Compilation and Consolidation of scheme data and reports and any typing work assigned
	Work Location	:	The Directorate of Public Health and Preventive Medicine, 359, DMS Campus Chennai-6.
	Period of work	:	7 months (The term may be extended further as per requirement)

1	**Name of the Post**	:	**PMMVY IT Co ordian – (1)**
	Age	:	upto 35 years
	Salary	:	Rs.30,000/- per month
	Desirable Qualification	:	Knowledge in advance computer application Minimum experience of one year
	Job Responsibilities	:	1.Monitoring the transmission of data from the PICME portal to the PMMVY portal. 2.Identifying and resolving technical issues/clutches arising during data transmission. 3.Coordinating with NIC Delhi and NIC Chennai for resolution of technical issues relating to PMMVY. 4.Coordinating with IFHRMS and NIC Delhi in connection with SNA-SPARSH bills and related technical issues. 5.Undertaking day-to-day monitoring of the PMMVY portals and ensuring timely follow-up of pending technical/data-related issues. 6.Coordinating with the concerned officials and stakeholders for smooth functioning of the PMMVY IT-related activities.
	Work Location	:	The Directorate of Public Health and Preventive Medicine, 359, DMS Campus Chennai-6.
	Period of work	:	7 months (The term may be extended further as per requirement)

Instructions to Candidates:

1. The notification and the prescribed application form is available on website.
2. Candidates should submit filled-in prescribed application form and Photocopy of supporting documents for proof of date of birth, qualifications and experience (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Eg. Aadhar/PAN/Voter ID/Driving License etc.) (6) One set of self-attested photocopies of all documents. (7) Community Certificates, if applicable. (8) Candidates should produce the same during interview.
3. Incomplete applications, application not submitted in prescribed format and application without supportive documents asked for, shall be summarily rejected.
4. Experience shall be counted from the date of completion of minimum essential educational qualification.
5. Candidate should write the **Name of Post on the top of the application.**
6. Age limit and experience will be considered as on the date of the notification.
7. Candidates already in regular service under any central / state govt. / Autonomous / dept/PSU are not eligible to apply.
8. Selected candidates will be granted leave as per NHM-TN guidelines.
9. Posts are contractual for the duration offered.
10. The above posts are filled-up purely on temporary and contractual basis &the candidate will have no right to claim for any type of Permanent Employment under State Government Tamil Nadu or continuation of his/her services in any other project. If selected the candidate should submit a letter of undertaking mentioning that He /She should not claim in any preference in Government appointment.
11. Canvassingandbringinginsideoroutsideinfluenceinanyformforshortlistingand employment will treated as a disqualification and the candidate will be debarred from selection process.
12. Any Addendum / Corrigendum in respect of above vacancies, notice shall be issued on websitehttp://www.tndphpm.com.
13. List of candidates applied for the post and the interview dates will be published on the website. Hence, candidates are requested to regularly visit the websitehttp://www.tndphpm.comto keep themselves updated.
14. Me resubmission of application fulfilling the essential qualification/ experience does not guarantee selection.
15. **The Director reserves the right to increase /decrease the number of vacancies as per TT Act 1998.**
16. **The Director, has the right to accept/ reject any application without assigning any reason there of and no correspondence will be entertained in this matter.**
17. **The Director, reserves right to fill up or not to fill up the post notified on website.**

The application should reach this Office on or before 20.09.2026 5.00 PM in the prescribed application format to the following address with the superscript on the envelope mentioning **"Application for the Post of Data Entry Operator":**

Address
Directorate of Public Health and Preventive Medicine, MCH Section / PC to Joint Director (Maternal and Child Heath) 359, DMS Campus, Anna Salai, Teynampet, Chennai-600006.

Directorate of Public Health and Preventive Medicine

Affix Recent Photograph

APPLICATION FORM

Notification. No.: 06/MCH-1/S2/2025

Application for the Post of-_____

1. Name of the Applicant (in CAPITAL words):_____
2. Sex: Male ☐ Female ☐ Others ☐
3. Marital Status: Married ☐ Unmarried ☐
4. Father's Name :_____
5. Name of the Spouse :_____
7. Date of Birth :_____
8. Age as on last date of receiving application :

   As per advertisement

Days	Months	Years

9. Address for Communications :_____

   :_____

   :_____

   Mobile No:_____

   Email:_____

10. **Permanent Address** :_____

:_____

PIN_____ **Tele phone No.**_____

Mobile No :_____

11. **Nationality** :_____

12. **EducationalQualification:**(Enclosephotocopiesofdegree/diplomacertificates&marksheets)

Examination	**Subjects**	**Board/Council/University**	**% Division**	**Month &Year of Passing**
Xth (HSC)				
XIIth (HSSC)				
Diploma (please mention duration one year/two years)				
Degree				
Post-Graduation				
Others(M.Phil/Ph.D)				

13.Typing Qualification :(Enclose photocopies of Typing Certificates)

Typewriting English Senior Grade/Junior Grade			
Typewriting Tamil Senior Grade/Junior Grade			
Knowledge in Computer application			

14. Current Activities:

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15.Previous Experience :

Name of the Organization/Institution where worked and Place	Status of Organization (Central/State/ Autonomous/ PSU)	Name of the Post held	Whether permanent /contractual	Period		Scale of Pay &Gross Pay Drawn	Nature of Work
				From	To		

(Use separate sheet if space is inadequate)

15. Knowledge of computer applications, if any, please attach certificate/diploma/degree:

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16. Check List : (Please tick in the box given below as proof of enclosures.)
All Certificates must be attested and be attached in the following order:

(i) Certificate in support of age (High School Certificate)..... ☐

(ii) Degree/Diploma..... ☐

(iii) Typewriting Certificate English Junior ☐ Senior ☐

(iv) Typewriting Certificate Tamil Junior ☐ Senior ☐

(v) Computer Qualification..... ☐

(vi) Experience Certificate..... ☐

(vii) Community certificate (If any)..... ☐

DECLARATION

I,_____declare that I have read the advertisement carefully and the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated."

Place:.....
Date:.....

(Signature of the applicant)
Full Name: