

**UNION TERRITORY OF JAMMU & KASHMIR**  
**HEALTH & MEDICAL EDUCATION DEPARTMENT**  
**OFFICE OF THE PRINCIPAL GOVERNMENT MEDICAL COLLEGE KATHUA**

Email: -kathuagmc1@gmail.com

Last date 21 May 2021

**Sub: Engagement of manpower for COVID-19 under ECRP (Emergency COVID Response package).**

Ref: SHS/NHM/J&K/1700-09 Dated 07-05-2021

SHS/NHM/J&K/1905-16 Dated 10-05-2021

Application on prescribed format are invited from all eligible candidates of District Kathua for engagement against the following posts on contract/temporary basis initially for a period of three (03) Months (extendable upto 6 months) to meet out the additional manpower required for COVID-19 in Govt. Medical College Kathua under ECRP (Emergency COVID Response Package).

Interested applicants are advised to submit their application alongwith self attested copies of relevant documents by email only ([govtmedicalcollegekathua@gmail.com](mailto:govtmedicalcollegekathua@gmail.com)) by or before **21st of May 2021(11:59 pm)**.

S.No.	Category	No. of Posts	Eligibility Criteria	Monthly Remuneration	Selection Criteria	Period of Engagement
01	Data Entry Operator (DEO)	10	Graduation with one year diploma in Computer  Age: Upto 45 years	Rs. 10,500/-	1) Graduation = 80 Points (Pro- rata basis) 2) Diploma in Computer = 20 (Across the Board) In case of candidate who has done BCA or higher degree in Computer application, the marks of graduation/ higher degree in Computer Application shall be counted and 20 marks across the board shall be given to that candidate.	Initially for a period of 3 Months which may be extendable up to 6 Months
02	Helper	10	Minimum Matric and Maximum upto 12 <sup>th</sup>  Age: Upto 45 Years	Rs. 6750/-	1) Matric = 40 Points 2) 12 <sup>th</sup> = 40 Points 3) Interview = 20 Points <b>(Note: item 1 to 2 on Pro-rata basis)</b>	

**Terms & Condition**

a) All posts are purely on temporary. Engagements will be initially for a period of 89 days and further extendable upto 6 months of time subject to satisfactory performance and project requirement. However, the Engagements can be terminated at any time even before the end of the contract period due to any reason. Candidate can leave the job prematurely giving one month's notice or one month's salary in lieu of the same.

b) Candidates have to submit application in prescribed format along with self attested copies of relevant documents by email [govtmedicalcollegekathua@gmail.com](mailto:govtmedicalcollegekathua@gmail.com) by or before 21st of May 2021. Document sent on any other mail except [govtmedicalcollegekathua@gmail.com](mailto:govtmedicalcollegekathua@gmail.com) shall not be considered.

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- c) The Principal has the right to accept/ reject any application without assigning any reason thereof and no correspondence / recommendation will be entertained in this regard.
- d) Qualification and experience should be in relevant discipline / field and from a reputed institution / organization recognized by relevant authority.
- e) Submission of incorrect or false information during verification of the documents shall disqualify the candidature at any stage.
- f) No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely on temporary basis.
- g) The above posts are filled-up on purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment.
- h) During the period of the project as well as on its termination, the Govt. Medical College Kathua will have no legal liabilities relating to staff.
- i) Performance will be assessed on a regular basis.
- j) Contract can be terminated at any time based on the performance of the candidate. If found un-satisfactory, his/her service can be terminated in that stage without giving a prior notice.
- k) Candidate will have to submit an affidavit at the time of joining that they will accept all the general instructions & terms and conditions related to the post.
- l) No TA/DA will be paid, neither for appearing in the interview nor for joining the assignment and for the period of work.
- m) Canvassing and bringing outside influence in any form for short listing and employment will be treated as disqualification and the candidate will be debarred from selection process.
- n) Candidates, who fail to bring the original certificates at the time of joining, will not be allowed to join the selected post.
- o) Any application form found deficient in any respect shall be rejected without any intimation.
- p) The posts are Non-transferable. The Selected candidates shall have to work on same post/Institution for which he/she is selected.
- q) Other terms and conditions for hiring of contractual manpower under NHM shall remain same.
- r) The office shall not be responsible for inconvenience caused to anybody due to misleading/ false information made available by any other website(s) or prevailing situation arisen due to Covid-19 outbreak.
- s) The institution of GMC Kathua shall have sole right of cancellation of advertisement without any notice.
- t) The Selected candidates have to furnish an affidavit to the effect that they will not claim continuation/ regularization/ absorption in the Department against the post beyond stipulated time period.
- u) Any Addendum/ Corrigendum in respect of above vacancy notice shall be issued on websites <http://gmckathua.in/> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the website (<http://gmckathua.in/>) to keep themselves updated.

G

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Subs

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v) List of Documents to be attached with the application form:

- 1) Essential qualification certificate pre requisite for each post
- 2) 10<sup>th</sup> Mark sheet
- 3) 12<sup>th</sup> mark sheet
- 4) Degree /Diploma in relevant course form the recognized University/ Institution.
- 5) Copy of Marks sheets of all years/ semesters of required qualification for the post applied for.
- 6) Domicile Certificate

For any query the candidates may contact on given contact details:

- Mobile No: 9596615976

This is without any prejudice to any writ petition pending before any Hon'ble Court of law

  
(Dr Anjali Nadir Bhat)  
Principal  
Govt. Medical College  
Kathua

Dated:-12/05-2021

No:GMCK/Estt/2021-22/390-91

Copy to:

- 1) Financial Commissioner, Health & Medical Education Department, Civil Secretariat J&K, Jammu for favour of information please.
- 2) Mission Director, NHM J&K for information.
- 3) Director (Coordination), New Medical Colleges, Jammu
- 4) Joint Director, Information Department, Jammu Division, Jammu with a request to publish the Advertisement Notice in leading newspapers of Jammu Division.
- 5) Medical Superintendent Associate Hospital GMC Kathua for information
- 6) Chief Accounts Officer, Govt. Medical College Kathua for Information.
- 7) Administrative Officer, Govt. Medical College Kathua for Information.
- 8) I/C website for updating of said advertisement on college website
- 9) Office Copy

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**APPLICATION FORM**

Post Applied for \_\_\_\_\_  
 Advt. No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Name of the Candidate \_\_\_\_\_  
 Parentage \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Permanent Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 Email Id \_\_\_\_\_

Space for  
Photograph

**Academic Qualification**

Examination	Subject	Year of Passing	Maximum Marks	Obtained Marks	Percentage of Marks	Board / Institute / University
10 <sup>th</sup>						
12 <sup>th</sup>						

**Technical / Professional Qualification**

Degree/Diploma	Subjects	Year of Passing	Maximum Marks	Obtained Marks	Percentage of Marks	Board / Institute / University

**Experience**

S.No	Designation	Name of the institution	From	To	Total Experience

\_\_\_\_\_

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Documents Attached

- (a) \_\_\_\_\_
- (c) \_\_\_\_\_
- (e) \_\_\_\_\_
- (g) \_\_\_\_\_

- (b) \_\_\_\_\_
- (d) \_\_\_\_\_
- (f) \_\_\_\_\_

**DECLARATION**

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
R/o \_\_\_\_\_ Tehsil \_\_\_\_\_ Dist \_\_\_\_\_  
do hereby affirm and declare that the entries made here in  
above are true and correct to the best of my knowledge and belief and nothing has been  
concealed therein. I have never been debarred from appearing in any examination /  
interview. I have never been arrested / prosecuted or involved in any criminal case  
registered by the police or convicted by the criminal court. I also undertake that if any of  
the information noted above at any stage is found fake or false, I shall be liable for the  
action as warranted under rules, including disqualification/termination and criminal  
procedures.

Signature of candidate \_\_\_\_\_