

**VACANCY FOR EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME (ECHS) POLYCLINICS UNDER
STATION HEADQUARTERS THIRUVANANTHAPURAM**

Phone : 04712355171 & 8891721828, e-mail : shqtrivandrum@echhs.gov.in

1. Applications are invited for short listing suitable candidates for contractual hiring for 12 months duration short notice as on a required basis for vacancies occurring in ECHS Polyclinics during 2024 – 25 as noted against each:-

Ser No	Category	Name of Polyclinic	No of Vac	Age for selection	Basic Qualification	Contractual fees (per month)	Reserved for
5.	Data Entry Operator / Clerk	Thiruvananthapuram	02	53 Yrs	Graduate / Class I Clerical trade (Armed Forces). Minimum five years experience in clerical field. Computer qualification experience of more than 10 years	Rs 22,500/-	ESM only except Tuticorin
		Mavelikara	02				
		Kollam	02				
		Pathanamthitta	02				
		Kottarakara	01				
		Thiruvananthapuram Medical College	01				
		Kilimannoor	01				
		Changanacherry	01				
		Ranni	01				
		Nagercoil	01				
		Tuticorin	01				

2. Tax will be deducted at source as applicable.


3. All candidates are required to download the application form attached which is in **editable PDF format**, type the data and forward a printed copy (passport size photographs duly affixed) by **14 Dec 2024** to Station Headquarters (ECHS), Pangode, Thirumala - PO, Thiruvananthapuram - 695 006. Applications in **editable PDF format** uploaded in the ECHS website duly typed will only be accepted. **Manuscript applications/other than the uploaded editable PDF format will not be entertained.**

4. Attested copy of the under mentioned documents be forwarded alongwith the application:-

- Bio-data.
- Educational certificates (including 10th/12th and Final exam passed certificate)
- Experience certificates for counting total experience period applied for the post (To be attached as per seniority)
- Mark sheets
- Any other certificate required for the post applied for only
- Copy of full Discharge book (Armed Forces candidates only)
- Pension Payment Order (PPO) (Armed Forces candidates only)
- Latest medical fitness cert showing fit to perform the duties of post applied for from a Medical Officer.
- Copy of Aadhar Card
- Copy of PAN Card

5. Applications received by post after 14 Dec 2024 will not be considered.

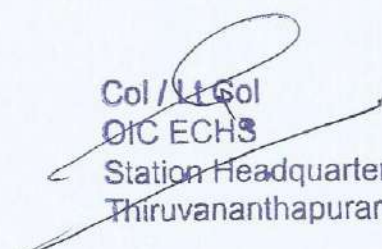
6. Short listed candidates will only be called for Interview.


Col/Lt Col
OIC ECHS
Station Headquarters
Thiruvananthapuram

7. After scrutiny of the applications, received by ECHS Cell Station Headquarters Thiruvananthapuram on or before **14 Dec 2024**, eligible candidates will only be informed telephonically/through e-mail to attend the written test and interview. **Appointing authority reserves the right to reject/cancel applications based on incomplete applications/certificates/mandated qualifications/experience/without assigning reasons.**

Notes.

- (a) Candidates are permitted to apply for a vacancy in two ECHS Polyclinics locations (Name of Polyclinic applied for) only. Only one application will be forwarded by a candidate. Candidate can apply for one post only.
- (b) Candidates earlier selected in last one year but declined to join duty need not to apply.
- (c) Employment of all individuals will be at the discretion of the appointing authority. Change in terms and condition of employment arising out of unforeseen circumstances at any stage of employment without any prejudice would be without compensation at the discretion of the appointing authority.
- (d) Changes to this NOTICE if any will be posted on this web site only.
- (e) Termination of Service. Contract can be terminated by either side by giving one month notice
- (f) All those candidates who have worked in Empanelled Hospitals will have a clear gap of one year between the appointments.
- (g) Written test would be conducted if necessary for all categories at the time of interview. Hence, candidates are requested to bring writing materials like, **Pen/pencil, eraser, writing board etc.** In case written exams are scheduled on a prior date the same would be notified to eligible candidates through email/SMS separately.
- (h) Hiring duration of the vacancy reserved for ESM/Civilian is 12 months. Civilian selected in lieu of Ex Servicemen vacancy will be for a period of 11 months only.
- (j) All ESMs/dependent who are applying for the posts must register their names with AWPO and the Registration No must be quoted in the application.
- (k) Nobody will be appointed for more than two consecutive tenures until and unless the situation warrants so.


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