



Trained Nurses' Association of India



## **Wanted**

### **Assistant Secretary for TNAI State Branches**

**(Karnataka, Kerala, Maharashtra, Madhya Pradesh, Punjab, Tamil Nadu, Telangana, West Bengal)**

**(Full time salaried post)**

The Trained Nurses' Association of India (TNAI) requires a dynamic and mature person for a regular post as an Assistant Secretary to work at TNAI State Branch Office for a salary of Rs. 40, 000/- per month.

### **Essential Qualifications**

1. Registered Nurse and Registered Midwife
2. MSc Nursing in any specialty with five years of experience in Education/ Clinical/ Public Health/ Administration.
3. Member of the Trained Nurses' Association of India (Minimum 5years).
4. Applicants shall hold the TNAI Membership of the respective state branch where they wish to apply.

### **Preference**

Candidates with at least 5 years of experience and active participation in the TNAI activities at National/State level will be given preference.

### **Other Requirements**

- Proficiency in written and spoken English language.
- Proficiency in computer skills (MS Office and other online submissions).
- Upper age limit is 30 years, relaxable upto 35 years if the candidate is found otherwise well suitable.
- Name and addresses of 3 referees not related to the candidate, one of whom should be the present employer if in service-otherwise last employer.
- One referee shall be preferably from TNAI State level office bearers/ executives.

### **Job Requirement**

- She/he shall co- ordinate with the National office of TNAI by acting in liaison with Secretary General, Dy. Secretary General and Assistant Secretary General to implement the programmes and activities (pertaining to the State) assigned by the management of TNAI.

- She/he shall co-ordinate with the State Branch President and Secretary to implement TNAI's programmes and welfare activities.
- She/he shall be responsible for such other works and duties in the TNAI State Branch Office as assigned by the state office bearers including state level publication and research activities.
- Her/his scope of duties will include planning and implementation of various activities in the state branch (TNAI and SNAI) in consensus with TNAI Hqrs / State President / Secretary.
- She / he shall prepare, keep all necessary records, reports & minutes of every meeting related to state branch functioning.
- She/he shall co-ordinate with state SNA Advisors.
- She/he should establish/activate/rejuvenate SNA Units in educational institution of branches.
- She/he should encourage and motivate the nurses and nursing students to become life members of TNAI.
- She/he shall assist in organizing state SNAI/ TNAI Conferences in the respective state branch with the guidance of the state branch executives.
- She/he shall assess and identify the continuous professional development needs of all categories of nursing personnel.
- She/he shall assist in organising the continuous professional development programmes in their respective state branches.
- She / he shall visit the Institution/Hospital to conduct orientation programme of TNAI/SNAI.
- She / he shall initiate the SNAI/ TNAI membership drive in the respective branches.

The last date for receiving the application via post/email on **16<sup>th</sup> August, 2024.**

The filled applications with relevant documents shall be sent to the Secretary General, L-17, Florence Nightingale Lane, Green Park Main, New Delhi-110016  
**OR** sent the application with the relevant documents to ***secgen@tnaionline.org***.

**PS:** All claims for educational, professional and TNAI activities shall be supported by attaching the copies of the relevant certificates.

**Application form for the post of Assistant Secretary for the TNAI State Branches**

<b>Name</b>			
<b>TNAI Number</b>			
<b>Address with Pincode</b>			
<b>Applying for (Tick the state you are applying for).</b>	Karnataka	Kerala	Maharashtra
	Madhya Pradesh	Punjab	Tamil Nadu
	Telangana	West Bengal	
<b>Email ID</b>			
<b>Mobile Number</b>			
<b>Professional Qualification</b>			
<b>Experience</b>	<b>Years</b>	<b>Months</b>	
A. Clinical			
B. Teaching			
C. Public Health			
D. Administration			
<b>Post held in TNAI with year and duration</b>	1. 2. 3.		
<b>TNAI programme attended</b>  1. National/State level Conference 2. TNAI- House of Delegates meeting 3. Any other programmes			
<b>Reference 1</b>			
Name of the Referee			
Address with Pincode			
<b>Signature</b>			
<b>Reference 2</b>			
Name of the Referee			
Address with Pincode			
<b>Signature</b>			
<b>Reference 3</b>			
Name of the Referee			
Address with Pincode			
<b>Signature</b>			
<b>Self-declaration</b>			
I hereby declare that the above mentioned details are true to my best of knowledge and faith.			
Signature of the Applicant: _____ Date: _____			