

GOVERNMENT OF ANDHRA PRADESH
DISTRICT MEDICAL & HEALTH OFFICE: KADAPA, YSR DISTRICT.
NOTIFICATION NO: 02 / 2025

**RECRUITMENT OF DATA ENTRY OPERATOR ON OUTSOURCING BASIS UNDER
NATIONAL HEALTH MISSION TO WORK AT UPHCs IN ERSTWHILE YSR DISTRICT**

INSTRUCTIONS TO CANDIDATES

Para - 01 :

Applications are invited w.e.f **23-09-2025 to 29-09-2025** from the eligible candidates for the post Data Entry Operator to work in Dr. YSR URBAN CLINICS (UPHCs) in the Erstwhile YSR District.

| Name of the Post | No. of posts | <u>Educational Qualification</u> | Remuneration per month |
|---------------------|------------------|---|------------------------|
| DATA ENTRY OPERATOR | 01 26 (O.C) | <ul style="list-style-type: none">Bachelor Degree with computers from any recognized university.PGDCA Certificate Course | Rs. 18450/- |

Para - 02 : The No. of vacancies are provisional and likely to increase or decrease as per the need of the department and subject to the Legal Provisions Governing the Recruitment Process.

The Merit List of this notification is valid for one year for the purpose of filling up of arising vacancies if any.

PARA - 03: AGE:

Upper age limit is 42 years. Age will be reckoned as on 01.07.2025 as per G.O.Ms.No.101, GA (Ser-A) Dept, dated :30-09-2022 with relaxations as applicable.

Age Relaxation is applicable to the categories as detailed below:-

- For SC, ST, BC and EWS candidates: 05 (Five) years.
- For Ex-service Men: 03 (Three) years in addition to the length of service in armed forces.
- For differently abled persons: 10 (Ten) years.

Maximum age limit is 52 years with all relaxations put together Note: Maximum age limit mentioned above is subject to issue of orders from the Government.

PARA - 04: HOW TO APPLY :-

Candidates should submit their Applications along with all relevant enclosures in person at Office of the **District Medical and Health Officer, Kadapa.**

PARA - 05: FEE:

- For OC candidates ----- Rs.500/-
- For SC/ST/BC/EWS/Physically challenged candidates ----- Rs.300/

The payment should be made through any **UPI / online payment** to the following Account

Details in favor of **DISTRICT MEDICAL AND HEALTH OFFICER, KADAPA A/c. No. 116312010001469, Bank Name : UNION BANK OF INDIA, LIC DIVISION OFFICE BRANCH, KADAPA, IFSC Code: UBIN0811637.** Receipt should be enclosed along with the application.

(Contd., P/2.)

PARA - 06: METHOD OF SELECTION:

a. 75% of marks will be allocated for aggregate of marks obtained in all the years in qualifying examination or any other equivalent qualification.

b. up to 10 marks @ 1.0 mark per completed year after acquiring requisite Qualification as mentioned in the pass certificate. Weightage will be reckoned up to the date of notification as per Govt. Memo no.4274/D1/2013, HM&FW (D1) Dept., dt.10.07.2014.

c. Weightage up to 15% will be given to the candidates working on Contract/Outsourcing/Honorarium basis including COVID-19 service as shown below subject to their Satisfactory service certified by the competent authority, as per GO Ms No. 211, HM& FW (B2) Dept., Dt: 08.05.2021, GO Rt No.573 HM&FW (B2) dept. Dt.01.11.2021 and GO Rt No.07 HM&FW (B2) dept. Dt.06.01.2022. Govt.Memo.no. 3740784/B2/2020 of HM&FW (B2) Dept., dt.14.02.2022, Circular No.03/CHFW/2022, of CHFW, AP, dated.11.02.2022. **If any individual work less than 6 months for covid, the weightage shall be 0.8 marks per completed month will be awarded.**

- Weightage to contract employment based on working area:

- (i) @ 2.5 marks per six months in Tribal Area

- (ii) @ 2.0 marks per six months in Rural Area

- (iii) @ 1.0 marks per six months in urban areas

- (iv) No weightage will be given for the services less than six months for **Non-COVID** service.

- The COVID-19 weightage shall be applicable only to the persons who have rendered their services for COVID-19 on Contract/Outsourcing/ Honorarium basis and are appointed by the District Collector or any other competent authority based on orders issued by Government from time to time and certified by the controlling officers (DMHO / DCHS/Principal of GMC/Superintendent of GGH) to that effect.

(Note: Certificates taken earlier are valid. If additional period of service is there, fresh certificate to that effect shall be obtained and enclosed).

- The candidates claiming service weightage shall submit original contract/Outsourcing/ Honorarium service certificate in the enclosed proforma issued by competent authority along with copy of appointment orders. Applications without the service certificates as prescribed above will not be considered for service weightage.

(Note: Certificates taken earlier are valid. If additional period of service is there, fresh certificate to that effect shall be obtained and enclosed)

- Contract service will be reckoned up to the date of notification as per Govt. Memo no.4274/D1/2013, HM&FW (D1) Dept., dt.10.07.2014.

PARA - 07:

A. Caste & Community:

- a. Community Certificate issued by the competent authority in terms of G.O.Ms.No. 58 SW(J) Dept., dt: 12-05-1997 (Candidates belonging to BC, SC & ST of other States are not entitled for reservations)
- b. The General Rule 22 of Special representation shall apply to the appointments of these posts subject to various provisions in the relevant Service rules, except in the case of physically handicapped persons.

The reservation to Women will apply as per General rule 22-A (G.O.Ms.No. 41, WD&CW, (Estt)Dept., dt: 01-08-1996.).

The Rule of Reservation to local candidates is applicable:

Zonal/Local : In terms of Para 8 of the G.O., A.P. Public Employment (Organization of local cadres) and regularization of Director Recruitment order 1975 (G.O.Ms.No. 674; G.A.(SPF.A)DEPARTMENT, DT: 29-10-1975) G.O.P No.763;G.A.(SPF.A)Dept., dt:15/11/1975), read with G.O.Ms.No.124, G.A.(SPF.A) Department , dt; 7/3/2002.Reservation to the local candidates is applicable as provided in the Rules and as amended from time to time as in force on the date of notification. The candidates claiming reservation as local candidates should enclose the required study certificates (from IV class to SSC) or Residence Certificate as the case may be. Subsequent production of the certificates will not be entertained under any circumstances.

Definition of local candidate:

- i. "Local Candidate" means a candidate for direct recruitment to any a post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for SSC or its equivalent examination. If however, he/she has not studied in any educational Institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her local area during the above said period.
- ii. In case the candidate does not fall within the scope of the above, it will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for the maximum period out of the said period of seven years and where the period of his/her study in two or more local areas are equal such local area where he/she has studied last (in such local areas) will be taken for determination of the local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she resided last.
- iii. If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 years period. If, however, it is based on residence, a certificate should be submitted which is obtained from an Officer of the Revenue Department not below the rank of Mandal Revenue Officer, in independent charge of a Mandal.
- iv. If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be separate Certificate from the Mandal Revenue Officers, exercising jurisdiction have to be obtained in respect of different areas.
NOTE: A Single certificate, whether of study or residence would suffice for enabling the candidate to apply a "LOCAL CANDIDATE".

B) Residence certificate will not be accepted, if a candidate has studied in any Educational institutions up to S.S.C. or equivalent examination, such candidates have to produce study certificates invariably.

The candidates claiming reservation as Local candidates should enclose the required certificates issued by the concerned authorities. Subsequent production of the certificate will NOT be entertained under any circumstances.

The Department is empowered to conduct the recruitment for appointments to the posts notified herein duly following the principles of order of Merit and ensuring that the whole recruitment and selection process is carried out with utmost regard to maintain secrecy and confidentially, so to ensure that the principle of merit is scrupulously followed.

PARA - 08: INSTRUCTIONS TO CANDIDATES :-

- 1) The above appointments are purely on contract basis and can be terminated without assigning any reasons.
- 2) The selected and appointed candidates should stay at their bonafide Headquarters only.
- 3) Selected candidates shall be liable to serve in any part of district.
- 4) The selected candidates under NHM shall work atleast 06 months period and shall give 02 months prior notice for resignation / discontinuation of service. If notice is not given, the individual service period will not be calculated and it will be considered as a case of removal from service.
- 5) Tenure of appointment and important conditions:

The tenure for the contract/outsourcing posts is initially one year from the date of joining in the post and may be extended for further period as per the instructions issued by the Government from time to time. The District Selection Committee reserves all the rights to terminate the contract / outsourcing services of any candidate / candidates at any time with one month notice or as per directions of the Government from time to time.

PARA - 09 : DEBARMENT

1. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility in all respects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from recruitment conducted by the department and summarily rejection of their candidature for this recruitment & future recruitments.
2. The department is vested with duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by any one causing or likely to cause breach of this duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Department will be sufficient cause for rendering such questionable means ground for department.

PARA- 10 : DEPARTMENT'S DECISION TO BE FINAL:

The decision of the department pertaining to the application and its acceptance or rejection as the case may be conduct of counseling and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned under the powers vested with it. The department also reserves its right and modify regarding time and conditions laid down in the notification for conducting the various stages upto selection duly intimating details thereof to all concerned as warranted by any unforeseen circumstances arising during the course of this process.

PARA - 11 : ENCLOSURES:

Attested copies of the following certificates to be submitted with the application :

- a. SSC or equivalent certificate (for Date of Birth)
- b. Intermediate or equivalent certificate
- c. Marks list of General/Technical qualification certificates obtained in qualifying examination .
- d. Certificate of Registration in A.P. Para Medical Board/ concerned councils l for the candidates applied for the relevant posts. (Registration must be done as on date of Recruitment Notification)
- e. Study Certificates from class IV to X from the school where the candidate studied. If SSC or its equivalent done by private study, without attending any school, residence certificate from MRO for previous 7 years. (in prescribed proforma). In the absence of the above certificate the candidate will be considered as non- local.
- f. PH Certificate (SADERAM) in respect of candidates claiming reservation under PH Quota.
- g. Sports certificate in respect of candidates claiming under Sports Quota and relevant Certificate in respect of candidates claiming Ex-Service man Quota.
- h. Application Process Fee paid of Rs 500/- (Rupees five hundreds only) as mentioned at Para No. 04.
- i. Copy of the latest Caste Certificate in case of SC/ST/BC (with categorization if any) and EWS valid for the year 2023-2024 issued by Tahsildar concerned. In the absence of proper certificates the candidate will be considered as OC only.
- j. Any other certificates as relevant and applicable.

Note:- Candidates must submit clear, visible documents (a to j of para.11), failing which application will be summarily rejected. Applications without the above documents will also be summarily rejected.

SD/- XXXXX
DISTRICT COLLECTOR & CHAIRMAN,
DISTRICT SELECTION COMMITTEE,
YSR DISTRICT.

SD/- XXXXX
DISTRICT MEDICAL & HEALTH OFFICER,
MEMBER & CONVENOR,
DISTRICT SELECTION COMMITTEE,
YSR DISTRICT.

GOVERNMENT OF ANDHRA PRADESH
DISTRICT MEDICAL & HEALTH OFFICE:: KADAPA, YSR DISTRICT.
NOTIFICATION NO. 02 / 2025.

APPLICATION FORM

| | |
|------------------------------|--|
| APPLICATION NO: | |
| (TO BE FILLED BY THE OFFICE) | |

AFFIX PHOTOGRAPH
HERE

APPLICATION FOR THE POST OF **DATA ENTRY OPERATOR**

| | | |
|----|---|--|
| 1. | Name of the candidate: | |
| 2. | Name of the Father | |
| 3. | Mobile No. | |
| 4. | Gender (Male/Female) | |
| 5. | Date of Birth | |
| 6. | Social Status (OC/SC/ST/ BC-A,B,C,D,E/ EWS-valid for F.Y 2023-2024) | |
| 7. | Status (Local/Non Local) | |
| 8. | Whether belongs to PH category, If yes, Specify details. (VH / HH / OH) | Yes / No |
| 9. | Whether belongs sports category, if yes(details of Sports) | |
| 10 | Whether belongs to Ex Service man/woman | |
| 11 | Whether working on Contract / Out Sourcing Basis in Medical and Health Dept. (If yes enclose Service Certificate from the Concerned Authority) | Number of years of Service working in government institution (M & H) |
| 12 | Having any other Preferential Qualification - if yes mention details. | |

13. **APPLICATION PROCESSING FEE:** Rs. 500/- to be paid in favor of District Medical and Health Officer, Kadapa **through online transaction.** to the A/c. No. 116312010001469, Bank Name : UNION BANK OF INDIA, LIC DIVISON OFFICE BRANCH, KADAPA, IFSC Code: UBIN0811637

| Transaction / Counter Foil No. | Amount | Mode of Payment |
|--------------------------------|--------|-----------------|
| | | |

14. DETAILS OF SCHOOL EDUCATION :

| Class | Year of Passing | Name of the School & Place | District |
|-------|-----------------|----------------------------|----------|
| IV | | | |
| V | | | |
| VI | | | |
| VII | | | |
| VIII | | | |
| IX | | | |
| X | | | |

15. MARKS OBTAINED IN THE REQUISITE QUALIFICATION :

| Name of the Requisite Qualification for the post applied | Name of the College & University | Marks obtained | | | A.P. Para Medical Board Regd. No. for the post of LT and STLS |
|--|----------------------------------|----------------|------------|----------------|---|
| | | Year | Max. Marks | Marks obtained | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Total | | | |

16. ADDRESS FOR COMMUNICATION ALONG WITH MOBILE NUMBER :

| | | |
|-----------------------------|---|--|
| NAME | : | |
| Father's / Husband's Name | : | |
| Present Residential Address | : | |
| E-mail ID | : | |
| Mobile No. | : | |

DECLARATION

I _____ S/o. / D/o. _____ declared that the particulars given above are correct to the best of my knowledge and belief. I also agree that in the event of any of the particulars furnished in my application being found incorrect or false at a later date my appointment will be cancelled summarily.

Date:

Signature of the Applicant.