

GOVERNMENT OF ANDHRA PRADESH

HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT DR. YSR AROGYA

SRI HEALTH CARE TRUST,O/o.DISTRICT MEDICAL AND HEALTH OFFICE,

KURNOOL

**NOTIFICATION FOR RECRUITMENT OF DATA ENTRY OPERATOR, POSTS ON
OUTSOURCING BASIS UNDER**

DR.YSR AROGYA SRI HEALTH CARE TRUST IN KURNOOL DISTRICT

Notification no: 2 / 2022.

INTRODUCTION:

Accordingly, the Government of Andhra Pradesh it's represented by the Chief Executive Officer of Dr. YSR Aarogya Sri Health Care Trust has issued instructions for filling up DEO's vacancies for utilization of their services at District Monitoring Unit initially for a period of one year on outsourcing basis in KURNOOL District.

In view of the above, the following human resources are going to be recruited on outsourcing basis at various institutions under the administrative control of the District Coordinator, Dr. YSR Aarogya Sri Health Care Trust in KURNOOL District.

S. No	Name of the Post	No. of Posts	Qualification	Remunera- tion per month
1	Data Entry operator (District Monitoring Unit O/o. District Coordinator, Kurnool)	03	A. Qualification: Any graduation with 60% marks and post graduation diploma in computer applications (PGDCA). B. Skills: i. shall be proficient in computer spreadsheets, word and other office applications ii. shall have good interpersonal skills	Rs.18,500/-

AGE: The age limit of the above said posts is for the general Category (OC) 42 and reservation Category (BC,SC,ST) 5 Years more and for PH Candidates get more 10 years as per rules. The cutoff date is 01.07.2022

Method of recruitment or each post on Outsourcing basis (APCOS)

Qualifications:

Data Entry Operator:-

- A. Any Bachelor Degree in Computers with good academic record and one Year in PGDCA

The functions of the Data Entry Operators are as follows:

Data entry Operator should monitor functioning of Aarogyamithras in each Network Hospital Cameras are fixed by the Government under District Monitoring Unit (DMU). So, Implementation of Surveillance system at DMU.

How to apply :

- a) Candidates can download the prescribed format of application using the website of <https://kurnool.ap.gov.in/>
- b) An amount of Rs.300/- (Rupees Three hundred only) shall be paid towards application fee through demand draft in favour of Dist Coordinator, Dr.YSR Aarogyasri Health Care Trust, Kurnool District from any of the nationalized banks.
- c) The filled in application along with all its enclosures as prescribed in the table above, the candidate in person shall submit directly at O/o the Dist Coordinator, YSR Aarogyasri Health Care Trust, Kurnool on or before the last date i.e. on 04-08-2022 by 05-00 PM sharply.
- d) Applications sent through post / registered post / courier / mail or any other ways and means will be summarily rejected
- e) Aadhar and mobile numbers are mandatory.

SELF ATTESTED COPIES TO BE ENCLOSED WITH FILLED IN APPLICATION:

1	Filled-in application form with latest Passport size photo affixed.
2	Attested copy of marks memo of SSC (or) equivalent certificate
3	Attested copies of marks memos of all the years of qualifying examination
4	Attested copies of Provisional / Permanent certificate of qualification
5	Attested copy of permanent registration certificate of the respected council / Board
6	Attested copy of latest caste certificate (in case of SC/ST/BC)
7	Attested copies of study certificates from Class-IV to X where the candidate studied
8	Attested copy of latest physically handicapped certificate / Ex-Servicemen(if applicable)
9	Attested copy of experience certificate of the candidate (if applicable)
10	Attested copy of sports certificate along with eligibility certificate obtained from the District Sports Development Authority i.e. DSDO.
11	Attested copy of Aadhar certificate of the candidate (mandatory)
12	Demand Draft / Banker's cheque for R.300/- drawn from any nationalized bank in favor of Dist Coordinator, Dr. YSR Aarogyasri Health Care Trust, Kurnool.

NOTE :-

- i) If attested copies of Caste certificate / Physically handicapped certificate / Ex- Serviceman are not enclosed, the candidate will be treated under Open Category.
- ii) If the Study certificates are not enclosed the candidate will be treated as Non-Local.
- iii) If any of the self-attested copies noted in the table above have not enclosed by the candidate, the application will be summarily rejected.
- iv) Application shall be submitted in the format enclosed to these guidelines only.
- v) Applications will be received every day from 10:00 am to 05:00 pm from 30.07.2022 to 04.08.2022 (working days).

SELECTION PROCESS:-

- A) Receipt of applications, scrutiny of applications, display of provisional merit list with 65% of aggregating on the total merit.
- B) An exam will be conducted to know the computer skills of the candidates and a maximum of '0' to '15' marks will be allocated basing on the test result.
- C) Later, interviews will be conducted to the candidates, whom were been stood on the top basing on their merit including the computer skills marks. They will be awarded maximum of '0' to '20' marks during the interview.
- D) Rule of Reservations will be followed as per the Rule 22 of AP State and Subordinate Services.

RECRUITMENT SCHEDULE:-

1	Date of issue Notification	30-07-2022
2	Last date for receipt of applications	04-08-2022 by 5 pm
3	Publishing provisional merit list and collection of objections	08.08.2022
4	Publication of final merit list and selection with role of reservation	13.07.2022
5	The issue of appointment order	16.08.2022

CONDITIONS ON APPOINTMENT:-

The candidate selected and appointed on outsourcing basis shall not be regarded as a member of the service in which the post to which he/she is appointed, is included, and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or any other service. The department or the person may revoke the contractual appointment or discontinue the contract by giving one month's notice in writing on either side. This contract would automatically cease to operate on lapse of contract period and both parties will be discharged of their respective obligations and liabilities without any formal or informal communication.

REMUNERATION:- The monthly remuneration will be paid as shown against each category in the above table.

LEAVE :-

- a) The persons appointed on outsourcing basis are entitled for only casual leave on par with regular employees in the department.
- b) In terms of G.O.Ms.No:17, Finance (HR-I.Plg-Policy) Department, Dated: 31-01-2019, the married women employees working on outsourcing or on outsourcing basis shall eligible for '180' days of paid maternity leave for the first two deliveries. The paid maternity leave shall be equivalent to the existing remuneration drawn by the above women employees. The statutory benefits such as EPF and ESI and other recoveries wherever admissible shall also be admissible by treating them as "on duty".

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 incorrect 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 and future recruitments.
2. The department is vested with 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 as ground for debarment.

DEPARTMENT'S DECISION IS FINAL

The decision of the department/Dist. Selection Committee pertaining to the application and its acceptance or rejection as the case may be, and 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/DSC also reserves its right and modify regarding terms and conditions laid down in the notification for conducting the various stages up to selection duly intimating details thereof to all concerned as warranted by any unforeseen circumstances arising during the course of this process.

**Sd/-
Collector &
Dist. Magistrate
KURNOOL**

RULE OF RESERVATION:

1) DATA ENTRY OPERATOR:-

S.No	Roster Category	Number of Posts
1	OC-Women	1
2	SC (Woman)	1
3	OC (General)	1
Grand Total		03