

ఆంధ్ర ప్రదేశ్ రాష్ట్ర ప్రభుత్వము

ఆరోగ్య, వైద్య మరియు కుటుంబ సంక్షేమ శాఖ

డాక్టర్ వై.ఎస్. ఆర్. ఆరోగ్య శ్రీ హెల్త్ కేర్ ట్రస్ట్

విశాఖపట్నం జిల్లాలో డాక్టర్ వై.ఎస్. ఆర్. ఆరోగ్య శ్రీ హెల్త్ కేర్ ట్రస్ట్ లో 3 డేటా ఎంట్రీ ఆపరేటర్ ఉద్యోగాలకు అవుట్ సోర్సింగ్ పద్ధతిన నోటిఫికేషన్

విశాఖపట్నం జిల్లాలో డాక్టర్ వై.ఎస్. ఆర్. ఆరోగ్య శ్రీ హెల్త్ కేర్ ట్రస్ట్ లో అవుట్ సోర్సింగ్ పద్ధతిన 3 డేటా ఎంట్రీ ఆపరేటర్ ఉద్యోగాలలో పని చేయడానికి ఆసక్తి గల అభ్యర్థులు నుండి దరఖాస్తులు కోరబడుచున్నవి. దరఖాస్తు చేసుకోనగోరు అభ్యర్థులు నిర్ణీత ప్రోఫార్మ్ లో 02.11.2022 వ తేదీ సాయంత్రం 5.00 గంటల లోపుగా వైద్యఆరోగ్యశాఖ అధికారి విశాఖపట్నం వారి కార్యాలయం ప్రాంగణం లో గల ఆరోగ్య శ్రీ జిల్లా కోలర్డినేటర్ కార్యాలయం విశాఖపట్నం నందు "డ్రాప్ బాక్స్" నందు సమర్పించకోరుచున్నాము.

ఇందుకు సంబంధించిన మార్గదర్శకాలు మరియు ధరఖాస్తు నమూనా <https://visakhapatnam.nic.in> నందు చూడవచ్చును.

11.11.22
జిల్లా వైద్య మరియు ఆరోగ్య శాఖ అధికారి
విశాఖపట్నం

28/10/22

GOVERNMENT OF ANDHRA PRADESH
HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT
DR. YSR AROGYA SRI HEALTH CARE TRUST

**NOTIFICATION FOR RECRUITMENT OF DATA ENTRY OPERATOR POSTS ON
OUTSOURCING BASIS UNDER
DR.YSR AROGYA SRI HEALTH CARE TRUST IN VISAKHAPATNAM DISTRICT**

INTRODUCTION:

Aarogya Sri Scheme is the flagship scheme of all health initiatives introduced in April 2007 by Late. Dr. Y.S. Rajasekhar Reddy Government while he was the hon'ble chief minister of erstwhile state of Andhra Pradesh with a mission to provide quality healthcare for the poor. The aim of the Government is to achieve "Health for all". In order to facilitate the effective implementation of the scheme, the State Government set up the Aarogya Sri Health Care Trust under the chairmanship of the Hon'ble Chief Minister. The trust is administered by a Chief Executive Officer who is an IAS Officer. The trust runs the scheme, in consultation with specialists in the field of healthcare.

In order of implementation the scheme at district level, the Government of Andhra Pradesh have sanctioned various type of human resources such as District Coordinator, District Manager, Team leaders, Office Associate and Aarogya Mithras etc., to achieve the goals of the scheme to cater the services to the needy BPL poor public. Out of which certain category of the posts such as Team leaders, Office Associate and Aarogya Mithras are become vacant and facing difficulty in successful implementation of the scheme in the district.

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 of all the vacancies available at various institutions in the district for utilization of their services initially for a period of one year on outsourcing basis in Visakhapatnam district.

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

S. No	Name of the Post	No. of Posts	Qualification	Remuneration per month
1	Data Entry Operator	3	<p>(a) Qualifications: Any bachelor's degree with good academic record. And PG DCA</p> <p>(b) Skills:</p> <ul style="list-style-type: none">i) Excellent communication skills.ii) Should read, speak, and write Telugu and English.iii) Should have computer knowledge and should be efficient in MS office.iv) Shall have basic understanding of Medical/Surgical specialties, and Hospitals administration. <p>(c) Experience: Minimum of 3 years of full time data entry experience in any sector.</p>	Rs.18,500/-

Hence, applications are invited from the qualified candidates for the above said posts, from those candidates, who have not crossed the age of '42' years. Age relaxation for upper age limit to those candidates belongs to SC/ST/BC are '5' years and '3' years for Ex-Service Men / Women and 10 years for Physically Handicapped Persons up to a maximum for 52 years. The maximum age shall be reckoned as on 01-10-2022.

The no. of posts notified for recruitment and the remuneration shown against each category is purely tentative and may likely to be increased or decreased.

TOTAL DETA ENTRY OPERETOR POSTS: 3

WORK PLACE: District Monitoring Unit, Dr.YSR Aarogyasri, Visakhapatnam.

Note: Work Timings: Selected candidates must work in shifts (24*7 working hours) and should ready to work in night shift also on rotation basis.

How to apply :

- a) Candidates can download the prescribed format of application using the website of <https://visakhapatnam.nic.in/> & <https://visakhapatnam.ap.gov.in/>
- b) The filled in application along with all its enclosures as prescribed in the table below, the candidate in person shall submit directly at O/o the District Coordinator Office, Dr.YSR Aarogyasri, DM&HO Office Ground Floor, Opp. Dr.L.Bullayya College, Old Resapuvanipalem, Visakhapatnam and the last date for submission of applications is 02-11-2022 05-00 PM sharply.
- c) Applications sent through post / registered post / courier / mail or any other ways and means will be summarily rejected
- d) Application shall be super-scribed with "Application for the post of _____ otherwise, the application will be summarily rejected.
- e) Aadhar and mobile numbers are mandatory

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 latest caste certificate (in case of SC/ST/BC)
6	Attested copies of study certificates from Class-IV to X where the candidate studied
7	Attested copy of experience certificate of the candidate (if applicable)
8	Attested copy of Aadhar certificate of the candidate (mandatory)

NOTE :-

- i) If the Study certificates are not enclosed the candidate will be treated as Non-Local.
- ii) If any of the -attested copies noted in the table above have not enclosed by the candidate, the application will be summarily rejected.
- iii) Application shall be submitted in the format enclosed to these guidelines only.

SELECTION PROCESS:-

- A) Receipt of applications, scrutiny of applications, display of provisional merit list with 50% 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 '25' 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 '25' marks during the interview.

RECRUITEMENT SCHEDULE:-

1	Date of availability of application forms	From 31-10-2022
2	Last date for receipt of applications	Up to 02-11-2022 by 5 pm
3	Examination on computer skills	Will be intimated
4	Interviews	Will be intimated

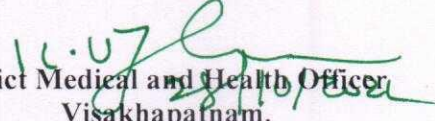
CONDITIONS ON APPOINTMENT:-

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.



28/10/22

Dist. Coordinator,
Dr.YSR AHCT,
Visakhapatnam.



District Medical and Health Officer,
Visakhapatnam.

APPLICATION FORM

APPLICATION FOR THE POST OF

ON OUTSOURCING BASIS UNDER DR. YSR AAROGYA SRI HEALTH CARE TRUST

Attested
Pass port size
Photo

1) Name of the applicant (in BLOCK letters)											
2) Aadhar No of the candidate (Mandatory)											
3) Father's Name / Husband's Name											
4) Residential Address :											
5) Candidates personal mobile no. (Mandatory) * All communications will be through mobile only											
3) Sex : (Male / Female)		4) Date of birth :									
5) Religion :		6) Social Status : (SC/ST/BC - (with A,B,C,D) /OC)									
7) Relaxation of age if any : (Yes/No)											
8) Whether belongs to physically handicapped (latest Certificate issued by the SADARAM only valid)										(Yes/ No)	
9) If belongs to Ex-Service men, length of service in armed force (Only Candidate must be Ex-service men/women)										(Yes/ No)	
Study and conduct certificate details from Class-IV to Xth Class											
Sl. No.	Class	Year of passing	School & Place / College & University							District	
1	4 th Class										
2	5 th Class										
3	6 th Class										
4	7 th Class										
5	8 th Class										
6	9 th Class										
7	10 th Class										
Educational Qualification :											
Month & year of passing		Max. marks/ Grade/Points		Marks /Grade/Points obtained			Percentage of Marks Grade/Points /				
Name of the council / board in which registered		Registration No:		Year of Registration			Renewal registration Valid from				

Experience details if any required to be submitted for the post shall be furnished hereunder and the copy of experience certificate shall be enclosed to the application

Name of the post to which the candidate applied in which experience is mandatory	
Name of the institution where the candidate gained experience	
Period of working (indicate DD/MM/YYYY)	From _____ To _____
No. of completed years	
Whether, the institution where the candidate has worked is Government /Private	Government /Private
If the candidate worked in government name of the department and scheme in which worked	

DECLARATION

I, _____, S/O / D/O / W/O.
_____, resident of House No: _____, Address

_____, do hereby declare that, all the particulars furnished in my application are true and correct. I have read the entire notification and abide to the guidelines. I, further declare that, if the above particulars are found incorrect, I shall be liable for termination from service with immediate effect without any notice.

Signature of the applicant

:: CHECK LIST ::

Sl. No.	Enclosures	Status
1	Filled-in application form with latest Passport size photo affixed.	Yes/No
2	Attested copy of marks memo of SSC (or) equivalent certificate	Yes/No
3	Attested copies of marks memos of all the years of qualifying examination	Yes/No
4	Attested copies of Provisional / Permanent certificate of qualification	Yes/No
5	Attested copy of latest caste certificate (in case of SC/ST/BC)	Yes/No
6	Attested copies of study certificates from Class-IV to X where the candidate studied	Yes/No
7	Attested copy of latest physically handicapped certificate / Ex-Servicemen(if applicable)	Yes/No
8	Attested copy of experience certificate of the candidate (if applicable)	Yes/No
09	Attested copy of sports certificate along with eligibility certificate obtained from the District Sports Development Authority i.e. DSDO.	Yes/No
10	Attested copy of Aadhar certificate of the candidate (mandatory)	Yes/No

While handing over the filled in application to the District Coordinator, Dr.YSR Aarogya Sri Health Care Trust, the candidate shall submit in the order as prescribed in the above check list.

Signature of the applicant