



**GOVERNMENT OF ANDHRA PRADESH**  
**HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT**

**Notification Number.02/DM&HO/CTR/2023 Dated.11.5.2023**

**( Filling up of the post of Cluster Programme Manager(CPM),and Data Monitoring and Documentation Officer(DMDO)**

**Applications are invited from 15-05-2023 to 17-05-2023**

Sub	:	M&H Dept – filling up of Certain Category Posts under APSACS - Notification Issued – Regarding.
Ref	1	Office Memorandum vide File No. A-11011/12/2022 - NACO(HR) Ministry of Health and Family Welfare, Govt., of India, New Delhi Dated.3 <sup>rd</sup> August 2022.
	2	. T -1 1027 to3 202 1 -NACO(PM R) Dated 18th August 2022 of the Deputy Director , National Aids control Organization, Ministry of Health and Family Welfare, Govt., of India, New Delhi.

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1. Applications are invited from eligible candidates for recruitment to various posts under Andhra Pradesh State AIDS Control Society in various Districts in the Andhra Pradesh State.

S.No	Name of the post	Name of the District	Sanctioned	RoR
1	Cluster Programme Manager (CPM)	ASR District	1	Tribal Notified
2		Chittoor District	1	OC (G) (single solitary post)
3		Bapatla District	1	OC (G) (single solitary post)

S.No	Name of the post	Name of the District	Sanctioned	RoR
1	Data Monitoring and Documentation Officer(DMDO)	Paderu, ASR District	1	Tribal Notified
2		Chittoor District	1	OC (G) (single solitary post)

- a. Qualification, Salary Details, Working Place, and Proforma of application are appended with this notification.
- b. Filled in applications shall be submitted in the specified counters in O/o. APSACS, Vijayawada. They are further advised to obtain dated acknowledgment from the receiving authority, as proof of their submission of the application.
- c. Jurisdiction for this recruitment is the State of Andhra Pradesh. Hence candidates of AP State shall apply for the posts.
- d. The Merit List of this notification is valid for one year for the purpose of filling up of arising vacancies if any.

**2. RESERVATIONS :**

- i. Reservations are applicable as per Rule 22 of AP State and Subordinate Services Rules and instructions issued from time to time including BC, SC, and ST reservations.
  - ii. Reservations to the woman will be as per General Rule 22-A (G.O.Ms.No.41, WD&CW (Estt) Dept., dated:-01-08-1996, G.O.Ms.No.63, GA (Ser-D) Dept, dt: 17.04.2018 & instructions issued from time to time.
  - iii. Presidential order is applicable as per GO Ms No 674; GA (SPF.A) Dept, dated:28.10.1975, GO P No.763 GA.(SPF.A) Dept dated 15.11.1975 read with G.O.Ms.No.8 GA (SPF.A) Dept. dated.08.01.2002.
  - iv. Reservations to Differently abled persons is applicable as per G.O.Ms.No.2 Department for WCDA & SC (Prog.II) dt 19.02.2020.
  - v. Reservations for Economically Weaker Sections will be as per G.O.Ms.No.73 GA (Services-D) dept. dt: 04.08.2021.
  - vi. Reservations for ex-servicemen are applicable as per rules in force.
3. **Educational (Academic, Professional, Technical) qualifications, nature of appointment to various posts:**

The candidate should possess prescribed academic/ technical/ professional qualifications for the post they are applying for as of the date of this notification

If the applicant possesses an equivalent qualification to the prescribed qualification in this notification, the applicant shall enclose a copy of the Government orders to that effect to the application, failing which their application will be rejected.

1. **METHOD OF SELECTION:**

Total Marks: 100

- a. 75% 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 date of notification as per Govt. Memo no.4274/D1/2013, HM&FW (D1) Dept., dt. 10.07.2014.
- c. In respect of CGPA Marks holders Marks is calculated as CGPA X 9.5 (Multiplying Factor) X 75%
- d. 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, G.O. Rt No.573 HM&FW (B2) dept. Dt.01.11.2021 and G.O.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.
- e. 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.
- f. The COVID-19 weightage shall be applicable only to the persons **who have appointed and rendered their services exclusively for COVID-19**

on Contract/Outsourcing/ Honorarium basis and are appointed by the District Collector 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)**

- g. 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)**

- h. 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.

**2. 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.

**3. Self attested copies of the certificates to be enclosed to the filled in application:**

- a. SSC or its equivalent (for date of birth).
- b. Pass certificates of qualifications prescribed for the posts concerned.
- c. Proof of appearance for the qualifying examination where ever applicable.
- d. Marks memos of all years of qualifying examination or its equivalent. In the absence of marks memos, marks will be calculated as per rules in force.
- e. Valid certificate of registration in A.P.Para Medical Board/ Allied Health Care sciences / any other council constituted under the relevant rules for specific courses where ever applicable.
- f. Study Certificates from class IV to X from the school where the candidate studied. In case of private study local candidature certificate for that particular 7 years period preceding to the year of passing X class from competent authority in Form Appendix I certificate of residence prescribed vide Sub clause (ii) of clause (a) of Para 7 of the Presidential Order (proforma is herewith enclosed). Candidates migrated from Telangana shall submit certificate of Local candidature as per GO No 132 & 133 dt: 13.06.2017. In the absence of the suitable certificate, the candidate will be considered as non local and further action will be as per rules in force.
- g. Copy of valid caste certificate. In case of non submission of valid caste certificate, the candidate will be considered as OC.
- h. Latest EWS (Economically weaker sections) certificate issued by the competent authority in case of the EWS categories.
- i. Certificate of disability issued in SADAREM.

- j. Service certificate from the controlling officer concerned (DM&HO/DCHS/ Principals of GMCs / Superintendent of GGH / Any competent authority who appointed the applicant) for claiming weightage for Contract/outsourcing/honorary service; in the absence of which the candidate will not be given service weightage (proforma is herewith enclosed).
- k. Any other certificates as relevant and applicable.

**Note: Candidates must submit clear, visible documents (a to k of para.9), failing which application will be summarily rejected. Applications without the above documents will be summarily rejected.**

**4. IMPORTANT INFORMATION TO CANDIDATES:**

- a. if selected, he/she should stay at the bonafide Head Quarters compulsorily.
- b. If selected and appointed he / she should be abide by the Government rules in force regularly from time to time.
- c. Candidates are advised to follow official website of the District from time to time for further information.

**5. DEBARMENT:**

- a. 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 aspects. 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 & future recruitment.
- b. 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 such action as to violate or likely to violate the fair practices followed and ensured by the department will be sufficient for rendering such questionable means ground for debarment.

**6. DEPARTMENT'S DECISION TO BE FINAL:**

- a. The decision of the department regarding acceptance or rejection of the candidature, conduct of counselling and at all consequent stages culminating in the selection or otherwise of any candidates shall be final in all respects and binding on all concerned under the powers vested with. The department also reserves its right and modify regarding time 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.
- b. All interested and eligible candidates shall apply after satisfying themselves that they are eligible as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed offline mode (physical application) will not be entertained under any circumstances. Submission of application form by the candidate is authentication that he / she has read the notification and shall abide by the terms and conditions laid down there under.

## DETAILS OF THE POSTS

SI No	Name of the Post	No of Posts and Reserved for	Head Quarter District of the DAPCU or Cluster (one post in Each District)	Remuneration per month in Rs	Educational Qualification
1	Cluster Programme Manager(CPM)	<b>3</b>	1. Paderu, ASR Dist.,- 1 2. Chittoor Chittoor Dist., - 1 3. Bapatla, Bapatla Dist., -1	54,300/-	<p><b>Essential Qualification</b>            Bachelor's Degree in Medical or Allied Health Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences or similar fields</p> <p><b>Experience:</b>            Three years(03)' experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology            Five years(05)' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• The suitable candidate should be familiar with the organization and functions of the state and local public health systems/ State AIDS Control Societies.</li> <li>• Excellent written and verbal Communication skills in local languages and English (Speaking, Reading, and Writing).</li> <li>• Strong analytical, advocacy and negotiation skills</li> <li>• Willingness to travel extensively</li> </ul> <p><b>Age Limit</b>            Maximum 50 years of age. Crucial date for determining the age limit will be the date of Notification.</p>

2	Data Monitoring and Documentation Officer(DMDO)	2	1. Chittor, Chittoor Dist., -1 2. Paderu, ASR Dist., - 1	37,500/-	<p><b>Qualification</b> Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology / Demography / Statistics / Bio Statistics/ Population Sciences/ Mathematics/ Economics</p> <p><b>Experience</b> One year (01) experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology Three years(03) experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Bio-Statistics/ Population Sciences.</p> <p><b>Age Limit</b> Maximum 45 years of age. Crucial date for determining the age limit will be the date of Notification.</p>
<b>TOTAL</b>		<b>05</b>			

\* The No. of vacancies is provisional and likely to increase or decrease as per the need of the department.



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**( Filling up of the post of Cluster Programme Manager(CPM) and Data Monitoring and Documentation Officer(DMDO)**

Application for the Post of :	Affix Pass port size latest colour photograph
Application No.(to be filled by the office)	

1	Name of the Candidate	
2	Gender	
3	Fathers Name	
4	Date of Birth(DD-MM-YYYY)	
5	Social Status (OC/OC-EWS/SC/ST/BC-A,B,C,D,E)	
6	Whether Physically Handicapped (VH/HH/OH) (SADAREM Certificate to been closed)	
7	Whether claiming EWS reservation (copy of the certificate enclosed)	
8	Whether Ex-Servicemen (enclose Service Certificate)	Yes /No
10	Mobile number of the applicant	
11	<u>Address for communication:</u>	

Marks obtained in the requisite Academic /Professional / Technical qualification

Qualification	Maximum Marks	Marks obtained	Year of passing (Month & Year)	Whether registered in respective council (Yes/No)

Details of School studies from 4<sup>th</sup>Class to 10<sup>th</sup>Class (for local status):

Sl. No	Class	Year of passing	Name of the School	Town and District
1	IV			
2	V			
3	VI			
4	VII			
5	VIII			
6	IX			
7	X			

**DECLARATION**

I, Smt/Kum/Sri.....D/o or S/o or W/o..... do hereby declare that, above particulars furnished by me are true to the best of my knowledge. I agree that in the event of any of the details furnished above being found to be incorrect or false at a later date, my candidature will be forfeited summarily.

Signature of the applicant



