

OFFICE OF THE DISTRICT MEDICAL AND HEALTH OFFICER:R.R.DISTRICT

Rc.No.7089/E2/DMHO-RR/2021

, Dt.23.01.2021

NOTIFICATION

**Recruitment to the various posts under NHM**

**Guidelines for recruitment and instructions to candidates:**

1. Applications are invited from eligible candidates in the prescribed "Application Form" for recruitment to the posts Data Entry Operators & Accountants under NHM on outsourcing/Contract basis. The outsourcing is initially for a period or till the actual need ceases.

**2. Vacancies and Remuneration:-**

Sl.No	Name of the Post	Remuneration per month	No.of vacancies	Mode of recruitment
1	Data Entry Operators (KCR KIT)	Rs.11,550/- P.M.	10	Outsourcing Basis
2	Accountants	Rs.10,000/- P.M.	13	Contract Basis

Note: The vacancies will be varying.

**3.AGE:**

Sl.No.	Name of the Post	Minimum	Maximum
1	Data Entry Operators(KCR KIT)	18 Years	34 Years
2	Accountants	18 Years	34 Years

The Minimum and Maximum age shall be reckoned as on 01.07.2021 with the following relaxations allowed for reckoning the maximum age limit as per rules.

- iv) For SC,ST & BCs Five(5) Years
- v) For Ex Service men three (3) Years in addition to the length of service in armed forces.
- vi) Disabled persons Ten (10) years.

**4. Educational Qualification:**

Sl.No.	Name of the Post	Educational Qualifications
1	Data Entry Operators	Any Degree with 2 Years Computer Experience
2	Accountants	Any Degree with 2 Years Computer Experience

**5.RULE OF RESERVATION:**

3. Rules of reservation in respect of Community, Disability and Ex Service Men/Women shall be strictly observed as per the state Subordinate Service Rules , 1996, read with the relevant specific rules applicable.

4. The Rule of Reservation to Local Candidates is applicable as per presidential order.

**6. Method of Recruitment:**

Recruitment shall be done by the District Selection Committee, Ranga Reddy District. The District Selection Committee shall consist of the following members:-

- |  |                 |
|--|-----------------|
| 1. District Collector                              | Chairman        |
| 2. DMHO  | Member-Convener |
| 3. Deputy Director , Social Welfare                | Member          |
| 4. DCHS  | Member          |
| 5. Any other member the chairman wishes to include | Member          |

### 6.1 Selection will be done based on the following criteria:

- a) Total Marks are 100 out of which 90 marks will be allotted basing on the marks obtained in qualifying examination and 10 marks will be awarded for the age weight age, for age will be reckoned from 18 years of age of the candidate 0.5 mark will be awarded for one completed year of age with a maximum of 10 marks.
- b) The age will be reckoned as on 01-07-2020. (Example 1.if a candidate completes 20 years as on 01-07-2020, he will be awarded 1.0 mark, Example 2. If a candidate completes 30 years of age as on 01-07-2020, he will be awarded 6.0 marks, Example 3. If a candidate completes 40 years of age as on 01-07-2020, he will be awarded 10.0 marks).
- c) Merit list will be prepared based on the marks obtained with above criteria and displayed on website for transparency and also calling objections.
- d) Selection list will be prepared from the finalized merit list duly following the rule of reservations and presidential order.

### 6.2 Unit of Appointment (as per Presidential Orders):

As per the presidential orders for each unit of appointment the reserved and unreserved ratio as per G.O.Ms NO 124 GAD(SPF-MC) Dept., Dt 30.08.2018, for each category will be applicable.

S.No	Category of Post	Unit of appointment
1	Data Entry Operators	District
2	Accountants	District

### 5. HOW TO APPLY

- a. Application forms along with the instructions can be downloaded from the Official website of the District Ranga Reddy [www.rangareddy.telangana.gov.in](http://www.rangareddy.telangana.gov.in) at District Notifications.
- b. Filled in applications forms shall be submitted in person to concerned section clerks O/o DM&HO , Ranga Reddy District, send registered post to Office of the District Medical and Health Office, Ranga Reddy District. Selection is not responsible for postal delays
- c. Self attested copies of the following certificates should be enclosing along with the application form.

1	SSC or Equivalent Examination
2	Intermediate or 10+2 examination
3	Qualifying Examination pass certificate
4	Any Degree with 2 Years Computer Experience
5	Marks Memo of all the years of qualifying examination
6	Latest Caste certificate issued by the concerned Tahasildhars/MROs of the Telangana State
7	Study Certificate for the years from 1 <sup>st</sup> class to 7 <sup>th</sup> Class and in case of Private study residence certificate from the Tahasildhars/MROs of the Telangana State
8	PH Certificate in respect of candidate claiming reservation under PH Quota
9	Relevant Certificate in respect of candidates claiming Ex Service Men Quota
10.	Internship Certificate for MBBS and Nursing Qualifications
11	1 Pass Port Size photo duly pasted on the application form
12	Acknowledgment Card
13	Rs.100,DD In favor of District Medical & Health Officer,Ranga Reddy Dist ,Andhra Bank,Rajender Nagar, (DD Exemption for SC &ST)



- d. All the candidates are informed that after the applications received within time will be scrutinized and a tentative merit list will be published on the above district website, calling for objections. The selection list will be published only after all the objections are displayed as per norms. The applications which are send through post shall be sent to the office of the District Medical & Health Office, Ranga Reddy District, Near Pillar No.294, Shivarampally, Rajendranagar Mandal , Ranga Reddy District , Pin Code 500052, with self attested Xerox copies of all required certificates as specified in the application and the last date to submit the application is **25-01-2021 to 28-01-2021** at 5.00PM. The applications received on or after the last date will not be entertained. Any postal delay this office in not responsible.

The applications will be received under the supervision of Smt P.Victoria Sumathi , Office Superintendent O/O DM&HO , RR District.

- e. The decision of the District Selection Committee in all aspects and all respects pertaining to the application and its acceptance and rejection as the case may be, at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding and on all concerned. The District Selection Committee is also reserves its right to alter and modify or cancel terms and conditions laid down in the notification for conducting the various stages up to selections duly intimating details thereof to all concerned , as wanted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the district selection committee at any stage.
- f. The candidates are directed to follow the official Website of the Ranga Reddy District w [www.rangareddy.telangana.gov.in](http://www.rangareddy.telangana.gov.in) regularly to know the latest development of this recruitment and changes/modifications /addendum/results etc.,

Sd/-  
DM&HO  
Ranga Reddy District

Sd/-  
District Collector  
Ranga Reddy District.

11 Attended 11  
  
District Medical & Health Officer  
Ranga Reddy District.-(T.S)  


**GOVERNMENT OF TELANGANA**  
**NATIONAL URBAN HEALTH MISSION**  
**NATIONAL URBAN HEALTH MISSION - DISTRICT HEALTH SOCIETY: RANGAREDDY**  
**APPLICATION FOR THE POST OF \_\_\_\_\_**

**ON OUTSOURCING /CONTRACT BASIS**

**Council Registration No:**

Paste the pass  
photo

1. Name of the Applicant :

(In Block Letters)

2. Fathers' Name :

3. Date of Birth :

4. Gender : Male  Female

5. Social Status :

(Pl tick the appropriate category) : OC  BC  A  B  C  D  E  SC  ST

6. Special Quota:

i) Ex-Servicemen:  ii) Physically disabled:  VH  HH  OH

7. Educational Qualification:

8. Technical Qualification:

9. Local District / Status (based on the 1<sup>th</sup> to 7<sup>th</sup> class study):  
(as per Presidential Order)

10. Address for Communication:

11. Email.ID:

Mobile No:

Place:

Date:

**Signature of the Candidate**