

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

**NOTIFICATION FOR RECRUITMENT OF DATA ENTRY OPERATORS POSTS ON  
OUTSOURCING BASIS UNDER  
DR. YSR AAROGYA SRI HEALTH CARE TRUST IN GUNTUR DISTRICT**

**Notification No: 2 / 2021**

**INTRODUCTION:**

Aarogya Sri Scheme is the flagship scheme of all health initiatives introduced in April 2007 by Late. Dr. Y.S. Rajasekhara 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 and to cater the services to the needy BPL families.

In order to monitor the work of Aarogyamithras and Network Hospitals as per the instructions of Hon'ble Chief Minister, Dr. YSR AHCT, Guntur has established CC Cameras at all Empanelled Network Hospitals. In this connection the Government of Andhra Pradesh has accepted for establishment of District Level Monitoring Unit in every District.

In Guntur, District Monitoring Unit is established at Natco Building, Government General Hospital, Guntur. For the functioning of the District Monitoring Unit, Government has accepted to appoint 3 Data Entry Operators on Outsourcing Basis under Dr. YSR Aarogyasri Health Care Trust, Guntur.

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 of 3 Data Entry Operators in the District for utilization of their services initially for a period of one year on Outsourcing basis in Guntur 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 Guntur District.

S. No	Name of the Post	No. of Posts	Qualification	Remuneration per month
1	Data Entry Operator	3	<p><b><u>(a) Qualifications:</u></b> Any bachelor's degree in computers with good academic record with PGDCA/ CAD/ any other relevant Computer Course.</p> <p><b><u>(b) Skills:</u></b></p> <p>i) Excellent communication skills. ii) Should read, speak, and write Telugu and English. iii) Should have computer knowledge and efficient in MS office. iv) Shall have basic understanding of Medical Surgical specialties, and Hospitals administration. v)</p>	Rs.15,000/-

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 31-05-2021.

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.

**1) DATA ENTRY OPERETOR:-**

S.No	Roster Category	TOTAL POSTS
1	Open Category(General)	3

**WORK PLACE:** District Monitoring Unit, Natco Building, Government General Hospital, Guntur/ Any place where District Monitoring Unit is shifted.

**How to apply :**

- Candidates can download the prescribed format of application using the website of <http://Guntur.ap.gov.in>.
- The candidate in person shall submit filled Application along with all its enclosures as prescribed in the table below, directly at O/o the Aarogyasri District Coordinator, Guntur on or before the last date i.e. on 09-06-2021 by 05-00 PM sharply.

**Address of Aarogyasri District Coordinator Office, Guntur :** A/26, Type-4, R&B Quarters, Beside DMHO Office, Collector Bungalow Road, Guntur-522004.

- Applications should be submitted walk in by candidate himself.
- Application shall be super-scribed with "Application for the post of \_\_\_\_\_ otherwise, the application will be summarily rejected.
- Aadhar and Working 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 experience certificate of the candidate (if applicable )
9	Attested copy of Aadhar certificate of the candidate (mandatory)

**NOTE :-**

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

**SELECTION PROCESS:-**

- Receipt of applications, scrutiny of applications, with 65% of aggregating on the total merit.
- 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.
- Later, interviews will be conducted to the candidates, They will be awarded maximum of '0' to '20' "marks during the interview.
- Rule of Reservations will be followed as per the Rule 22 of AP State and Subordinate Services.

## **RECRUITEMENT SCHEDULE:-**

1	Date of availability of application forms	From 05-06-2021
2	Last date for receipt of applications	Up to 09-06-2021 by 5 pm

- Date & Time of Computer Exam & Interview will be communicated to the Candidates through Phone call/SMS to the Contact Numbers Provided in the Application.
- Candidates who don't Provide working Contact Numbers/Switched off Mobiles/ Not available in Network Area/ Didn't Lift the Calls made from the Aarogyasri District Coordinator Office there will be no other way to Communicate the Candidates on Computer Exam/Interview. These Candidates will be marked absent in the Computer Exam and name will be removed from List of the Eligible Candidates.
- Interviews to the Candidates can't be rescheduled and who didn't attend the Interview due to reason mentioned above or any other reason will be marked absent and will be given Zero Marks in the interview.

## **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".

## **OTHER SERVICE CONDITIONS:-**

1. No private practice is allowed during the contract period.
2. All the staff shall maintain bonafied head quarters.
3. Disciplinary control in accordance with provisions of APCS (CCA) Rules, 1991.

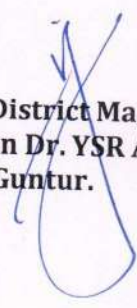
## **DEBARMENT:-**

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.

  
Collector & District Magistrate,  
Chairman Dr. YSR AHCT,  
Guntur.



