

**NOTE SUBMITTED TO THE COLLECTOR & DISTRICT MAGISTRAE, GUNTUR**

NOTE FILE No. 898/E1/2020 DATED : -07-2020

Respected Sir,

Sub: Estt. – Recruitment – APVVP, Guntur - Filling up of the Newly sanctioned Data Entry Operators on out sourcing Basis - Regarding.

- Ref: 1.G.O.Ms.No.60 HM&FW (A1) Dept. Dt.10.06.2020.  
2.G.O.Ms.No.65 HM&FW (A1) Dept. Dt.11.06.2020.  
3.G.O.Ms.No.69 HM&FW (A1) Dept. Dt.16.06.2020  
4. G.O.Ms NO.151,Fin(HR-I,PLG & Policy) dept, dt.08.08.2016.  
5.File No.Spl/Rect/N&P/2020 dt,16.6.2020 of the Commissioner, APVVP,A.P., Vijayawada .  
6.Telephonic Instructions of of the Commissioner, APVVP, Vijayawada dt.04.07.2020

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Please peruse the reference 4<sup>th</sup> and 5<sup>th</sup> cited above, where as the Commissioner, APVVP, A.P., Vijayawada has permitted to fill up the newly sanctioned additional posts of 19(Nineteen)'DATA ENTRY OPERATORS in APVVP Guntur District as shown below through the District Selection Committee as per the orders and guidelines issued by the Government in the references 1<sup>st</sup> to 2<sup>nd</sup> cited above.

Sl.No.	Name of the Unit	No.of posts newly sanctioned
1	DH,Tenali	02
2	AH, Bapatla	01
3	AH,Narasaraopet	01
4	CHC,Sattenapalli	01
5	CHC,Macherla	01
6	CHC,Vinukonda	01
7	CHC,Repalle	01
8	CHC,Chilakaluripet	01
9	CHC,Amaravathi	01
10	CHC,V.P.South	01
11	CHC,Pedakurapadu	01
12	CHC,Prathipadu	01
13	CHC,Gurazala	01
14	CHC,Ipur	01
15	CHC,Kollipara	01
16	CHC,Nizampatnam	01
17	CHC,Nagaram	01
18	CHC,P.V.Palem	01
19	CHC,Ponnuru	01
20	CHC,Vemuru	01
	<b>Total</b>	<b>21(Twenty one)</b>

Further, it is submitted that, the posts being filled up **on Out sourcing basis** with a remuneration of Rs. @15000/-PM as per the orders issued in GO Ms.No.65 HM & FW (A1) Dept. Dt.11.06.2020, GO Ms.No.69 HM & FW (A1) Dept. Dt.16.06.2020 and G.O.Ms.NO. 151,Fin(HR-I,PLG & Policy) dept, dt.08.08.2016.

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It is submitted that, the Government has given relaxation of upper age limit for appointment by direct recruitment shall be raised from 34 to 42 years for the purpose of Direct Recruitment to the various categories of posts to be notified up to 30.09.2021 vide GO Ms.No.52 GAD (Ser.A) Dept. Dt.17.06.2020.

It is submitted that the Criteria for weight age for selection is proposing as follows:

CRITERIA	WEIGHTAGE (TOTAL MARKS 100)
Aggregate of marks obtained in all the years in the qualifying examination	75%
Weightage for No.of years since passing qualifying examination	Up to 10 marks @ 1.0 marks per completed year after acquiring requisite qualification.
INTERVIEW	15%.

It is submitted that application fee may be prescribed @ Rs.300/- for OC/BC Candidates and @ Rs100/- per SC/ST Candidates as to meet the incidental charges if any under recruitment process.

It is submitted that, the following schedule is proposing in processing and completing the recruitment as follows:

Sl.No.	Process	Schedule Dates
1	Issue of Notification	06.07.2020
2	Time period for submission of Applications	07.07.2020 to 27.07.2020
3	Completion of Scrutiny	08.08.2020
4	Verification and Issue of orders	10.08.2020 to 14.08.2020

In this connection, it is submitted that, a draft notification and form of application may be released through daily news papers and Guntur District site i.e. <https://guntur.ap.gov.in> for recruitment of above said posts duly following the above said schedule for processing and completing the recruitment.

Therefore, a draft notification and form of application is now prepared and enclosed herewith to recruit the above said posts on contract/outsourcing basis is herewith put up for kind perusal and for approval.

Permission may please be accord

- A) To fill up the newly sanctioned additional posts as shown above in Guntur District as per Merit cum RoR under the administrative control of Andhra Pradesh Vaidya Vidhana Parishad, Guntur Dist. according to the orders and guidelines issued by the Government referred in the references.

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- B) To release the notification and form of application in daily news papers and in Guntur District site i.e. <https://guntur.ap.gov.in> through NIC
- C) Necessary orders may please be passed the applications may be invite from the candidates by way of Register Post with Ack due or By handover at O/o DCHS,APVVP,Guntur.

Submitted for orders

Joint Collector-V WS & D  
Guntur

Collector & Dist. Magistrate  
Guntur

DCHS, APVVP  
Guntur

DM & HO.,  
Guntur

Superintendent  
Guntur

GOVERNMENT OF ANDHRA PRADESH  
MEDICAL AND HEALTH DEPARTMENT  
APVVP, GUNTUR DISTRICT

**Notification No.03/2020**

As per the G.O.Ms.No.60 HM&FW (A1) Dept. Dt.10.06.2020  
NOTIFICATION FOR RECRUITMENT OF DATA ENTRY OPERATORS ON  
OUTSOURCING BASIS

The Government have issued orders to recruit newly sanctioned posts of Data Entry Operators on Outsourcing basis in APVVP, Guntur District with the consolidated pay per month as mentioned against the post:

Sl.No.	Name of the Post	Notified Vacant posts	Remuneration to the post PM	Mode of Appointment
1	DATA ENTRY OPERATOR	21	15000/-	Outsourcing

**NOTE:** The notified posts will be increased or decreased as per the instructions of the Govt. at a later date.

EDUCATIONAL QUALIFICATIONS:

Sl.No.	Name of the Post	Required Educational Qualifications
1	Data Entry operator	Degree from recognized University with PGDCA from Institution recognized by Technical Board of Education

SELECTION PROCESS & SERVICE WEIGHTAGE:

CRITERIA	WEIGHTAGE (TOTAL MARKS 100)
Aggregate of marks obtained in all the years in the qualifying examination	75 Marks
Weightage for No.of years since passing qualifying examination	Up to 10 marks @ 1.0 marks per completed year after acquiring requisite qualification.
Interview	15 Marks.

CONDITIONS ON APPOINTMENT:

The candidate selected and appointed on contract basis shall not be regarded as a member of the service in which the post to which he/she 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 notice in writing on the 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.

Other service Conditions:

- 1. All the recruited candidates shall maintain benefited Head Quarters.**
2. Department reserves the right to transfer to the contractual employees to any other station due to exigencies of work or administrative reasons.
3. Disciplinary control in accordance with provisions APCS (CCA) Rules, 1991.
4. All persons on contract basis shall execute an agreement on a non judicial stamp paper of Rs.100/- with two witness and submit the same to the appointing authority concerned at the time of reporting for duty, agreeing to the terms and conditions of the contract.

**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 the 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 the 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 practice followed and the 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/District Selection Committee pertaining to the application and its acceptance or rejection, as the case may be, and conduct of the 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 reverse its right and modify and regarding terms and conditions laid down in 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.

**Guidelines and Instructions for filling up of application:**

**The filled in application should be submitted to the Dist. Co-ordinator of Hospital Services, APVVP, O/o DM&HO Campus, Opp-Collectorate, Guntur-522004 through Register Post with Ack. Due duly enclosing the following certificates along with application fee by way of Demand Draft (DD) from 09.07.2020 to 27.07.2020 by 5 PM. The application without signature of the applicant or without any of the following enclosures will be summarily rejected.**

1.	S.S.C. or Equivalent examination Marks Memo.
2.	Degree certificate with Marks Memo.
3.	Technical Examination (ie PGDCA) Certificate.
4.	Latest Caste certificate issued by the Tashildar/MRO Concerned.
5.	Study certificate for the years from 4 <sup>th</sup> class to 10 <sup>th</sup> class. In case of Private Study residence certificate from the Tashildar/MRO concerned for the above period (4 <sup>th</sup> to 10 <sup>th</sup> Class Study period)
6.	PH Certificate (SADAREM CERTIFICA) in respect of candidates Claiming reservation under PH Quota.
7.	Sports certificate in respect of candidates claiming under sports quota.
8.	Relevant Certificate in respect of candidates claiming Ex Service man Quota
9.	1 Photographs duly pasted on the application from with Self attestation.

**Application Fee:**

Rs.300 for OC/BC Candidates

Rs.100 for SC/ST Candidates

The application fees should be paid by the way of Demand Draft from any Nationalized Bank, in Favour of DCHS, APVVP, Guntur, payable at Guntur.

**Age:**

1.OC candidate should not have completed 42 years as on 01.06.2020 (Should not have been born before 01.06.1978).

2.SC/ST/BC Candidates should not have completed 47 years as on 01.06.2020. (Should not have born before 01.06.1973).

3.Ex-Servicemen and PHC Candidates should not have completed 50 years as on 01.06.2020 (Should not have born before 01.06.1970)

**Reservation:**Rule of Reservation will apply as per AP State Govt. Rules in force.

**Remuneration:** As per GO Ms.No.64 HM&FW (A1) Dept., Dt.10.06.2020.

**Selection Process:**Purely on Merit and follow the Rule of Reservation.

Joint Collector-V WS & D  
Guntur

Collector & Dist. Magistrate  
Guntur

DCHS, APVVP  
Guntur

DM & HO.,  
Guntur

Superintendent  
Guntur