

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

**NOTIFICATION FOR RECRUITMENT OF AROGYA MITHRAS, AND TEAM LEADER POSTS
ON OUTSOURCING BASIS UNDER DR.YSR AROGYA SRI HEALTH CARE TRUST IN
SRIKAKULAM DISTRICT**

Notification no: 01/ 2020.

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 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 Srikakulam.

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

S. No	Name of the Post	No. of Posts	Qualification	Remuneration per month
1	Aarogya Mithra	14	<u>(a) Qualifications:</u> B.Sc Nursing, M.SC Nursing, B Pharmacy, Pharmacy D, B.Sc Medical Lab Technology with good academic record. <u>(b) Skills:</u> 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	Rs.12,000/-

			Medical / Surgical specialties, and Hospitals administration.	
2	Team Leader	1	<p><u>(a) Qualifications:</u> B.Sc Nursing, M.SC Nursing, B Pharmacy, Pharmacy D, B.Sc Medical Lab Technology with good academic record.</p> <p><u>(b) Experience:</u> Minimum of 2 years of fulltime experience in hospital services.</p> <p><u>(c) Skills:</u></p> <ul style="list-style-type: none"> i) Excellent communication skills and leadership qualities. ii) Should read, speak, and write Telugu and English. iii) Able to handle difficult and complex situations. iv) Demonstrated experience with and knowledge of computerized data collection, management, reporting and analysis systems, and v) Shall have basic understanding of Medical/Surgical specialties, and Hospitals administration. <p><u>(d) Additional Qualification:</u> Any PG, Experience in Hospital Administration will be preferred.</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 01-10-2020.

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.

RULE OF RESERVATION:

1) AAROGYA MITHRA:-

S.No	Roster Category	Total
1	Backward Caste-E(Women)	1
2	Backward Caste-B (Women)	2
3	Backward Caste-E (Women))	1
	Backward Caste-C General	1
4	Schedule Tribe(Women	2
5	Schedule Tribe General	1
6	Schedule Caste (General)	4
7	Schedule Caste (Women)	2
Grand Total		14

2) TEAM LEADER:-

S.No	Roster Category	Total
1	Schedule Caste (Women)	1
Grand Total		1

JOB CHART, ROLES & RESPOSIBILITIES:

The functions of the Aarogya Mithras are as follows:

Maintenance of Help Desk:

- First point of contact person for beneficiary at Network Hospital.
- Coordinating with patients in a Friendly and Pleasant manner.
- To be in APRON during duty hours and strictly adhere to duty timings
- Maintain patience and empathy while dealing with patients.
- Always keep the CUG (Closed User Group) switched on round the clock and should attend to all the Incoming calls politely.
- Any irregularity or inadequacy noticed should be brought to the notice of their superiors.
- Maintain Help Desk at Reception of the Hospital.

Facilitation and Counseling:

Aarogya Mithra is Friend of Health. Aarogya Mithra is a concept unique to Dr. YSR Aarogyasri Health Care Trust implemented schemes. Aarogya Mithra acts as facilitators for the patients. In fact they form face of this scheme in the villages and in the network hospitals.

Identification & Verification of documents

- Receive the patients, verify the documents, register them and direct them to the MEDCO (Medical Coordinator) for further screening and investigations.
- Manually verify patients Ration card, Dr. YSR Aarogya Sri Health card, identity proof and referral card, if any.
- After verification of patient details in online EPDS/Navasakam portal search if details are not available enroll the patient first.
- If the details are available in online card search under Dr. YSR Aarogyasri portal and register the patient.
- Once the registration is done Dr. YSR Aarogyasri Patient Registration form is generated and Aarogya Mithra should sign and hand it over to the patient.
- Facilitate the patient for a cashless treatment

Facilitating the Patient to MEDCO for basic diagnosis

- Should guide the patients to MEDCO.
- Ensure that MEDCO generates DTRS (Diagnostic Test Requisition Slip) for every patient as required.
- Facilitate the patient for free diagnostics.

Admitting the patient if patient needs to convert to IP

- On verifying the test reports MEDCO makes the patient as Out Patient (OP) or Inpatient (IP).
- If the patient is OP, Aarogya Mithra has to counsel the patient that he/she does not require the surgery and can improve the health by taking medicines as prescribed by MEDCO.
- If the patient is IP, Aarogya Mithra has to counsel the patient regarding cashless facilities available in the scheme.
- Responsible for Submitting preauth from his login after raising the preauth from the MEDCO login
- Facilitate early evaluation and prevent delay in approvals by submitting the preauthorization complete in all respects.
- Ensure that patient is on bed from the time Patient is admitted till the approval is obtained.

Maintenance of Registers and regular round to all the NWH Patients

- Regular rounds in the wards and ensure that the patient is getting all the benefits of the Scheme.
- Ensure that Hospital is giving free Quality food, medicines to all the Dr. YSR Aarogyasri Health Care Trust implemented Schemes In-Patients.

- Any complaints or grievances noticed should be escalated to Superiors.

Daily On-bed visits and updating the patient status in online including the feedback provided by the Patient.

Grievance Redressal

- Register the grievance in Aarogya Mithra login and coordination with Network Hospital management for resolve the issues.
- Reporting of the activities to the Team Leaders, District Managers & District Coordinators or any other designated higher authority
- Any other work as assigned by the District Coordinator/ District Manager in coordination with Trust from time to time.

Discharge facilitation

Ensure that all the updating like surgery, post-operative notes and discharge are done in time on the website by respective hospital MEDCO.

Follow-up medicines facilitation

Aarogya Mithra should ensure that free consultation, investigations & medicines are provided for follow up eligible patients for the identified (135 procedures for Dr. YSR Aargasri and Aarogyaraksha and 177 procedures for EHS (Employee Health Scheme and WJHS (Working Journalist Health Scheme) follow up procedures.

Coordinate with MEDCO for initiating and submitting claims for every 3 months during follow up process.

Counsel the patients regarding follow up medicine and ensure that the patients get their follow up on the dates provided by MEDCO.

- **Any other work assigned by the Trust.**

Dress Code: Every Aarogya mithra has to wear Apron supplied by the Trust to identify himself as a representative of Trust.

Functions of Network Team Leader:

1. Functions of Ensure patients are taken care by the Mithras & NWH till his/ her recovery.
2. Ensure Mithras are maintaining mandatory documents in the case sheet of the patient.
3. Ensure the Mithras are regularly updating the Help desk Register & IP Status register.
4. Ensure patient consultation with the doctor & required OP investigations are done.
5. Ensure conversion of a patient as OP / IP is done by the MEDCO.
6. Ensuring updating of admission notes / clinical notes / Operation notes is done by MEDCO.
7. Ensure mithras facilitate early submission of Preauthorization.
8. Ensure the NWHs facilitate payment of transportation charges to the patient & obtaining satisfactory letter as per the guidelines given by the trust.

9. Ensure counseling of the patient by mithra regarding post surgery follow up and feedback is being done.
10. Ensure mithras are coordinating with NWH for updating of Pending Pre-auth for want of some documents / details from the hospital. NWHs.
11. Ensure quality food is provided to the patients on timely basis by the NWHs.

How to apply :

- a) Candidates can download the prescribed format of application using the website of [http// www.srikakulam.ap.gov.in](http://www.srikakulam.ap.gov.in)
- b) An amount of Rs.300/- (Rupees Three hundred only) shall be paid towards application fee through demand draft in favor of District Coordinator, Dr. YSR Aarogya Sri Health Care Trust, Srikakulam district from any of the nationalized banks.
- c) The filled in application along with all its enclosures as prescribed in the table above, the candidate in person shall submit directly at O/O the District Medical & Health Officer, Srikakulam on or before the last date i.e. on 06.11.2020 by 05-00 PM sharply.
- d) Applications sent through post / registered post / courier / mail or any other ways and means will be summarily rejected
- e) Application shall be super-scribed with “Application for the post of Aarogya Mithra or Team Leader Otherwise, the application will be summarily rejected.
- f) Aadhar and 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 latest physically handicapped certificate / Ex-Servicemen(if applicable)
9	Attested copy of experience certificate of the candidate (if applicable)
10	Attested copy of sports certificate along with eligibility certificate obtained from the District Sports Development Authority i.e. DSDO.
11	Attested copy of Aadhar certificate of the candidate (mandatory)
12	Demand Draft / Banker’s cheque for R.300/- drawn from any nationalized bank in favour Of District Coordinator, Dr. YSR Aarogya Sri Health Care Trust, Srikakulam.

NOTE :-

- i) If attested copies of Caste certificate / physically handicapped certificate / Ex-Serviceman are not enclosed, the candidate will be treated under Open Category.
- ii) If the Study certificates are not enclosed the candidate will be treated as Non-Local.
- iii) If any of the self-attested copies noted in the table above have not enclosed by the candidate, the application will be summarily rejected.
- iv) 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 65% 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 '15' 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 '20' marks during the interview.
- D) 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 29.10.2020
2	Last date for receipt of applications	06.11.2020 - 5.00pm

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.
4. All persons appointed on outsourcing basis shall execute an agreement on a non-judicial stamp paper of Rs.100/- with two witnesses, 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 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
Srikakulam.

Joint Collector (DEV)
Srikakulam

District Medical & Health Officer
Srikakulam

APPLICATION FORM

APPLICATION FOR THE POST OF

ON OUTSOURCING BASIS UNDER DR. YSR AAROGYA SRI

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 permanent registration certificate of the respected council / Board	Yes/No
6	Attested copy of latest caste certificate (in case of SC/ST/BC)	Yes/No
7	Attested copies of study certificates from Class-IV to X where the candidate studied	Yes/No
8	Attested copy of latest physically handicapped certificate / Ex-Servicemen(if applicable)	Yes/No
9	Attested copy of experience certificate of the candidate (if applicable)	Yes/No
10	Attested copy of sports certificate along with eligibility certificate obtained from the District Sports Development Authority i.e. DSDO.	Yes/No
11	Attested copy of Aadhar certificate of the candidate (mandatory)	Yes/No
12	Demand Draft / Banker's cheque for R.300/- drawn from any nationalized bank in favour of District Coordinator, Dr. YSR Aarogya Sri Health Care Trust, Srikakulam	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