



Combined Notification No. 01/Comb/2024, Dated: 24.01.2024 approved by the Chairman, District Selection Committee/District Collector, Kadapa for appointment to various posts in Health Institutions of Kadapa district (Erstwhile) under the control of the DME, AP, Vijayawada, in Institution of Mental Health, Kadapa, Cancer Care Centre, Kadapa, **(on Outsourcing basis)**

(Applications are invited from 25 .01.2024 to 30 .01.2024.)

Notification no.01/2024, dated. 25/01/2024 for appointment to various posts in Health Institutions of Kadapa by the Principal Govt. Medical College, Kadapa, the Superintendent, Institution of Mental Health, Kadapa, the Superintendent, Cancer Care Centre, Kadapa (on Outsourcing basis.)

1. Go .MS .No : 86, HM & FW (A1) Department Dated : 03.07.2023
2. Go .MS .No : 175, HM & FW (A1) Department Dated 09.10.2023
3. Go .MS .No : 188, HM & FW (D1) Department Dated 15.07.2022
4. Go .MS .No : 199, HM & FW (A1) Department Dated 22.07.2022
5. Go .MS .No : 77, GAD (Services -D) Department Date 2.08.2023
6. Go .MS .No : 03, GAD (Services -D) Department Date 17.01.2024
7. Go .MS .No : 27, HM&FW (G1) Department Date 16.03.2018
8. Go .MS .No : 94, GAD (Services -D) Department Date 28.03.2003
9. Circular Memo No GAD 01SUOMISC/31/2019-SU-1 Dated 20.11.2009
10. Go .MS .No : 7, Finance (HR.I-PLG . & Policy) Department Date 17.01.2022
11. Go .MS .No : 104, GAD (Services -D) Dept. Date 23.09. 2021
12. Go .RT .No : 211, HM & FW (B2) Department Date 08.05.2021
13. Go .MS .No : 63, GAD (Services -D) Dept. Date 17.04.2018
14. Go .MS .No : 02, Dept. for Women, Children, Differently Abled and Senior Citizens Dept. Date 19.02.2009
15. Go .MS .No : 151, Finance (HR.I-PLG . & Policy) Department Date 08.08.2016
16. Go .MS .No : 115, GAD (Services -D) Department Date 19.10.2023
17. Go .MS .No : 252, GAD (Services -D) Department Date 28.08.2004
18. RC. No: 2216683/P2/2023 Dated 28.11.2023 of the DME, Ap, Vijayawada.
19. RC. No: 2216683/P2/2023 Dated 26.10.2023 of the DME, Ap, Vijayawada.
20. E. File. No : 2144694/P2/2023 Dated 16.11.2023 of the DME, AP, Vijayawada.
21. Comp. No : 2088924/Planning /2023 Dated 28.07.2023 of the DME, AP, Vijayawada.
22. Comp.. No : 2216683/P2/2023 Dated 21.12.2023 of the DME, AP, Vijayawada.
23. Note Orders Approved by the District Collector and Magistrate /Chairman District Selection Committee (DSC) YSR .District, Kadapa Dated 10.01.2024 .

1. Applications are invited from eligible candidates for recruitment to various posts in health institutions of YSR. Kadapa under the control of the Superintendent, Institution of Mental Health Kadapa, The Superintendent, Cancer Care Centre, Kadapa on Outsourcing basis.

- a. Proforma of application will be available on the portal (<https://kadapa.ap.gov.in>) from 10:30 AM on 25/01/2024 to 05:00 PM on 30/01/2024.
- b. Last Date for submission of physical applications is 05:00PM on 30.01.2024. Filled in applications shall be submitted in the specified counters in O/o ADME/Principal, Govt. Medical College , Putlam Palli Kadapa ,YSR. District, The erstwhile YSR. District concerned Candidates are advised to apply as soon as possible without waiting till last date to avoid last hour rush. They are further advised to obtain dated acknowledgement from the receiving authority, in proof of their submission of application.
- c. District Jurisdiction for this recruitment is erstwhile district only . The vacancies at health facilities in these district shall only be considered . Hence the candidates of erstwhile YSR. district shall apply to the Posts now being notified.
- d. Combined counselling will be conducted for all Two Institutions together and candidates will be allowed to choose only one Institution from among them, while exercising his/her option. Roster registers will be maintained separately by the Superintendent , Institution of Mental Health, Kadapa, the Superintendent, Cancer Care Centre, Kadapa .
- e. The Merit List of this notification is valid for one year only for the purpose of filling up of arising vacancies if any.

S. No	Name of the post	No. of vacancies			Mode of recruitment	Recruiting agency	Remuneration pm in Rs/-
		Institute of Mental health Kadapa	Cancer Care Centre Kadapa	Total			
1	General duty attendant	20	-	20	Out sourcing	DSC	Rs.15000/-
2	Data Entry Operator	04	-	04	Out sourcing	DSC	Rs.18500/-
3	Barber	02	-	02	Out sourcing	DSC	Rs.20000/-
4	Dhobi	02	-	02	Out sourcing	DSC	Rs.20000/-
5	Junior assistant cum Computer Assistant	-	04	04	Out sourcing	DSC	Rs. 18500/-
6	General duty attendant	-	30	30	Out sourcing	DSC	Rs.15000/-
7	O.T. Assistant	-	06	06	Out sourcing	DSC	Rs.15000/-

The No. of **68** Outsourcing Basis vacancies notified is provisional and likely to increase or decrease as per the need of the department. **The Merit List of this notification is valid till 31st January 2025**, for the purpose of filling up of arising vacancies as per requirement of the Department. Filled in Applications for the above posts are to be submitted at the **Office of Principal, Govt. Medical College , Putlampalli, Kadapa, YSR District** on or before **30. 01.2024 by 5.00 P.M.** An acknowledgment must be issued by the Office of Principal, Govt. Medical College Kadapa on receipt of application immediately with check-slip of enclosures. Application form and other details can be obtained at [https//www.Kadapa.gov.ap.in](https://www.Kadapa.gov.ap.in) (Web Site).

NOTIFICATION DETAILS

1	Notification issue Date	25.01.2024
2	Last Date of receipt of applications:	30.01.2024
3	Scrutiny	From 31.01.2024 to 08.02.2024
4	Publication of provisional Merit list	09.02.2024
5	Receipt of grievances	From 12.02.2024 to 13.02.2024
6	Publication of final merit list & selection list	16.02.2024 (Subject to condition after approval of District Collector
7	Verification of original certificates and issue of appointment orders	19.02.2024

Sd/- xxxxxxx

**Collector & District Magistrate &
Chairman, District Selection Committee
Y,S.R, Kadapa ,District**

**Sd/- xxxxxxx
Joint Collector,
Kadapa, YSR District**

**Sd/- Dr. A. Surekha
ADME/ Principal
Govt. Medical College,
KADAPA**

**Sd/- xxxxxxx
Superintendent
Institute of Mental Health,
KADAPA**

**Sd/- xxxxxxx
Superintendent
Cancer Care Centre,
KADAPA**

**Sd/- xxxxxxx
Additional Project Co-Ordinator
SSA, Kadapa YSR. District**

**Sd/- xxxxxxx
District Medical and health Officer
Kadapa, YSR. District**

**Sd/- xxxxxxx
District Co-Ordinator of health Services
Kadapa, YSR. District**

Prospectus

1 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 women 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 and as per Go. MS. No. 77; GAD (Services-D) Department Dated 02.08.2023 & 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.
- vii. Go. MS. No. 77; GAD (Services-D) Department Dated 02.08.2023
- viii. The Applicants Claiming Reservations under Meritorious sports quota have to submit relevant documents
- ix. The posts in the “ District “ (the Erstwhile District Prior 01.04.2022 since the bifurcation of the district has not taken place) are organized as district Cadre posts . 80% of the posts are reserved for local candidate of the concerned district and 20% open to all .

2 Educational (Academic, Professional, Technical) qualifications, nature of appointment and remuneration to various posts:

The candidate should possess prescribed academic / technical / professional qualifications for the post they are applying for as on the date of this notification (which will be taken for reckoning weightage for contract / outsource/ honorarium service and for waiting period weightage after completion of academic/technical/professional qualifications as applicable).

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

2. Educational Qualifications

S. No	Name of the post	Educational Qualifications
1	General Duty Attendant	Must have passed SSC/10th Class or its equivalent from a recognized Board.
2	Data Entry operator	1. Must have any Degree with Computer 2. Must have passed P.G Diploma in computer applications
3	Junior Assistant cum Computer Assistant	1. Must have any Degree with Computer 2. Must have passed P.G Diploma in computer applications in recognized institute.
4	Dhobi	Must have Passed SSC its equivalent Examinations in Recognized Board
5	Barber	Must have Passed SSC its equivalent Examinations in Recognized Board
6	O.T. Assistant	1. Must have Passed SSC its equivalent Examinations in Recognized Institute 2. Must have passed Diploma in Medical Sterilization Management & Operation Theatre Technician 3. Must be Registered in APPMB and up to date Valid Certificates

3 AGE: Upper age limit is 42 years. Age will be reckoned as on 01.07.2023 as per G.O.Ms.No.105 GA (Ser-A) dept., dated.27.09.2021 with relaxations as applicable. Relaxations will be as follows:-

- a. For SC, ST, BC and EWS candidates: 05 (Five) years.
- b. For Ex-service Men: 03 (Three) years in addition to the length of service in armed forces.
- c. For differently abled persons: 10 (Ten) years.
- d. Maximum age limit is 52 years with all relaxations put together.

4 Fee: The fee may be Directly remitted into the CDS A/c No. funds by the Applications in the A/c No: 10844897630 : IFSC Code : SBIN 0010107 of the Principal Govt. Medical College Kadapa and enclosed the payment respite original (counter fail) and also Applicant Name , Mobil No ,Date of Payment Paid Details Must be wright down in the counter fail Back side and the same xerox copy also submit along with the application

a) For OC candidates = Rs.250/-

b) For SC/ST/BC/Physically challenged candidates = Rs.200/-

5 METHOD OF SELECTION:

- a. Total Marks: 100
- b. 75% will be allocated for aggregate of marks obtained in all the years in qualifying examination or any other equivalent qualification.
- c. Up to 10 marks @ 1.0 mark per completed year after acquiring requisite Qualification as mentioned in the pass certificate.
- d. Weightage will be reckoned up date of notification as per Govt. Memo no.4274/D1/2013, HM&FW (D1) Dept., dt.10.07.2014
- e. 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, GO Rt No.573 HM&FW (B2) dept. Dt.01.11.2021 and GO 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.
- f. 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.
- g.** The **COVID-19** weightage shall be applicable only to the persons who have rendered their services for COVID-19 on Contract are appointed by the District Collector or any other competent authority 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)

h. The candidates claiming service weightage shall submit original contract certificate in the enclosed proforma issued by competent authority along with copy of appointment orders.

i. 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)

j. 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.

6 Tenure of appointment and important conditions:

The tenure for the contract 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 of any candidate / candidates at any time with one month prior notice or as per directions of the Government from time to time.

7 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 . Local Candidate 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.

- f. Copy of valid caste certificate. In case of non submission of valid caste certificate, the candidate will be considered as OC.
- g. Latest EWS (Economically weaker sections) certificate issued by the competent authority in case of the EWS categories.
- h. Certificate of disability issued in SADAREM.
- i. 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).
- j. 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.

8 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.

9 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.

10 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
- b. 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.
- c. 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.

Sd/- xxxxxxx

**Collector & District Magistrate &
Chairman, District Selection Committee
Y,S.R, Kadapa ,District**

**Sd/- xxxxxxx
Joint Collector,
Kadapa, YSR District**

**Sd/- Dr. A. Surekha
ADME/ Principal
Govt. Medical College,
KADAPA**

**Sd/- xxxxxxx
Superintendent
Institute of Mental Health,
KADAPA**

**Sd/- xxxxxxx
Superintendent
Cancer Care Centre,
KADAPA**

**Sd/- xxxxxxx
Additional Project Co-Ordinator
SSA, Kadapa YSR. District**

**Sd/- xxxxxxx
District Medical and health Officer
Kadapa, YSR. District**

**Sd/- xxxxxxx
District Co-Ordinator of health Services
Kadapa, YSR. District**