

**GOVERNMENT OF ANDHRA PRADESH PRISONS DEPARTMENT**

**NOTIFICATION FOR RECRUITMENT OF MALE NURSING  
ORDERLY, DRIVER (LMV), ELECTRICIAN, AND SWEEPER POST,  
ON OUTSOURCING BASIS IN DISTRICT JAIL, VIJAYAWADA**

**Notification No: 01 / 2023,                      Date 21-08-2023**

(As per G.O.Rt.No.325 HOME (PRISONS & FIRE) DEPARTMENT, Dated 26-04-2022  
and G.O.Rt. No. 813 HOME (PRISONS & FIRE) DEPARTMENT, Dated 26-07-2023)

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The Government of Andhra Pradesh has issued orders vide G.O.Rt.No.325, HOME (PRISONS & FIRE) DEPARTMENT, dated 26/04/2022 and G.O.Rt. No. 813 HOME (PRISONS & FIRE) DEPARTMENT, Dated 26-07-2023 to recruit Male Nursing Orderly, Driver (LMV), Electrician, and Sweeper on Outsourcing basis in District Jail, Vijayawada in existing prolonged vacancies.

1	<b>Male Nursing Orderly</b>	1	(a) Qualifications: 1. Pass in SSC (or) its equivalent examination and First Aid certificate. 2. 108 trained Emergency Medical Technicians also can apply. 3. Preference will be given to the Experienced candidates. (b) Skills: 1. Excellent communication skills. 2. Should read, speak, and write Telugu and English. 3. Should have computer knowledge and be efficient in MS Office. 4. Shall have a basic understanding of Medical Surgical specialties, and Hospital administration. 5. Should have knowledge in the indent of Drugs/budget from GMSD stores.	Rs.12,000/-
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2	<b>Driver (LMV)</b>	1	<p>(a) Qualifications:</p> <ol style="list-style-type: none"> <li>1. Pass in SSC.</li> <li>2. Must possess a valid LMV driving license issued by the Andhra Pradesh Transport Department, to obtain this license, he must need to pass a written test on road rules and regulations as well as a practical driving test.</li> <li>3. Training is advisable to have undergone some form of driver training from a recognized driving school. This training can help become a safer and more skilled driver.</li> <li>4. Minimum 3 years experience of driving LMV vehicles as on notification date.</li> <li>5. Having knowledge of LMV vehicle maintenance, and being able to attend minor repairs and also no accident records.</li> <li>6. Having good knowledge of road signs and signals</li> </ol>	Rs. 15,000-00
3	<b>Electrician</b>	1	<p>(a) Qualifications:</p> <ol style="list-style-type: none"> <li>1. Candidates applying for an electrician post might be required to have completed SSC.</li> </ol> <p>(b) Technical Training and Certification:</p> <ol style="list-style-type: none"> <li>1. ITI (Industrial Training Institute) certificate or a diploma in electrical engineering.</li> </ol>	Rs. 15,000-00
4	<b>Sweeper</b>	1	<p>(a) Qualifications:</p> <ol style="list-style-type: none"> <li>01. Pass the 7<sup>th</sup> class and be able to read and write Telugu.</li> </ol>	Rs. 12,000-0

Applications are invited from the qualified candidates for the above said posts who have not crossed the age of '42' years. The Candidates should not be less than 18 years. Age relaxation for the upper age limit to those candidates belongs to SC/STs for '5' years and BC for '3' years up to a maximum of 47 years. The maximum age shall be reckoned as 01-08-2023.

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



**The functions of the Male Nursing orderly are as follows:**

- Will carry out all instructions given to him by the medical officer
- Will be responsible for the safe custody of all crockery and cutlery entrusted to his care for use in the jail hospital. All deficiencies or breakages should be reported to the concerned authority.
- To maintain hygiene and sanitation in the jail hospital.
- Receiving patients.
- Helping patients in getting into or out of bed
- Attending to the personal hygiene of patients.
- Preparation of patients for outside hospitals and investigations.
- Transportation of patients within the hospital and also to other hospitals.
- Feeding patients and washing utensils.
- Assist medical officer/other medical staff in diagnostic and treatment procedures.
- Collection and dispatch of pathological specimens.
- Receiving supplies from another department (LP, MSD, etc.)  
carrying messages /call to departments and individuals.
- Arrange beds for the patients.
- Disinfecting mattresses and dispatching dirty lines to wash.
- Wash walls, doors of the hospital and ward.
- Dusting beds, furniture, doors, windows, etc.
- Debugging and pest control.
- Dressing the wounds of patients.
- Rendering first aid to patients in case of emergency.
- Assist in condemnation procedures.
- He will attend any other duty assigned by the Medical Officer/  
Administrative authority.

**The functions of the Driver (LMV) are as follows:**

- **Vehicle Operation:** Operating Government owned light motor vehicles (such as cars, vans, and small trucks) safely and efficiently to transport official, materials, and equipment to various locations as required.
- **Transportation:** Providing transportation services to Government Officials, Staff, and authorized personnel to attend meetings, conferences, and other official works.
- **Safety and Compliance:** Adhering to all traffic laws, road safety regulations, and Government Policies while driving to ensure the safety of passengers, pedestrians, and other road users.
- **Vehicle Maintenance:** Performing basic maintenance checks on the vehicle, is in good working condition.
- **Reporting:** Keeping accurate records of trips, distances traveled, fuel consumption, and any maintenance issues. Providing timely reports to the relevant authorities as required.

**The functions of the Electrician are as follows: Electrical Maintenance:**

- **Electrical Maintenance:** Inspecting, maintaining, and repairing electrical systems equipment, and fixtures in government buildings, offices, facilities, and Jail Residential Quarters.
- **Installation:** Installing and connecting electrical wiring lighting fixtures, switches, outlets, and other electrical components in accordance with safety codes and regulations.
- **Troubleshooting:** Diagnosing and identifying electrical issues, faults, and malfunctions in Government buildings and equipment, and taking appropriate corrective action.
- **Electrical Repairs:** Repairing or replacing faulty electrical components, such as circuit breakers, fuses,



sockets, and switches.

- **Safety Compliance:** Ensuring that all electrical work is carried out in compliance with safety standards, codes, and regulations to prevent hazards and accidents.
- **Equipment Maintenance:** Performing regular maintenance on electrical equipment, generators, transformers, and distribution panels to ensure reliability.

**The functions of the Sweeper are as follows:**

- **Cleaning and Maintenance:** Sweeping, mopping, dusting, and maintaining cleanliness in Government buildings, offices, corridors, restrooms, and common areas.
- **Trash Disposal:** Connecting, segregating, and disposing of waste and garbage in accordance with waste management guidelines and regulations.
- **Floor Care:** Cleaning and maintaining floors, including vacuuming, mopping, and polishing, to ensure a tidy and safe environment.
- **Restroom Sanitation:** Cleaning and sanitizing restrooms, sinks, toilets, and urinals to maintain hygiene standards and prevent the spread of infections.
- **Dusting and Wiping:** Dusting surfaces, furniture, windowsills, and fixtures to remove dirt, debris, and dust buildup.
- **Trash Can Maintenance:** Emptying and cleaning trash cans and recycling bins regularly to prevent odors and maintain sanitation.

**Dress Code:** Male nursing orderly, Driver(LMV), and Sweeper are to maintain the dress code while on duty as designed by the concerned department.

**How to apply:**

- a) Candidates can obtain an application form from the district jail, Vijayawada
- b) The candidate in person shall submit a filled in Application along with all its enclosures as mentioned in the table below, directly at O/o the Superintendent, District Jail, Vijayawada on or before 04-09-2023 by 05-00 PM sharply.

**Address of Superintendent District jail, Vijayawada, Gandhinagar - 520003  
(CONTACT NUMBER 0866-2574236)**

- c) Applications should be submitted walk in by the candidate him/herself.
- d) Application shall be super-scribed with "Application for the post of **MALE NURSING ORDERLY OR DRIVER(LMV) OR ELECTRICIAN OR SWEEPER** **which post applied,** otherwise, the application will be summarily rejected.
- e) 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 copy of the latest EWS certificate for OC Candidates
8	Attested copies of study certificates from Class-IV to X where the candidate studied
9	Attested copy of the experience certificate of the candidate (if applicable )
10	Attested copy of the Aadhar certificate of the candidate (mandatory)



**NOTE: -**

- i) If an attested copy of the Caste/EWS certificate is 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 been 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) Aggregate of marks obtained in all the years in the qualifying examination will be allocated with 75% marks.
- B) Later, interviews will be conducted to the candidates, they will be awarded a maximum of '25%' marks during the interview.
- C) Purely on Merit and Rule of Reservations will be followed as per the Rule 22 of AP State and Subordinate Services, and other rules will apply as per A.P. State Government outsourcing employee's rules in force.

**RECRUITMENT SCHEDULE:-**

1	Date of availability of application forms	From 25-08-2023
2	Last date for receipt of applications	Up to 04-09-2023 by 5 pm

- The date & Time of the Interview will be communicated to the Candidates through Phone calls/SMS to the Contact Numbers Provided in the Application.
- For candidates who don't Provide working Contact Numbers/Switched off Mobiles/are Not available in the Network Area/ Didn't Lift the Calls made from the office of the superintendent, District jail Vijayawada, there will be no other way to Communicate the Candidates on Interview. These Candidates will be marked absent in the interview and their names will be removed from List of the Eligible Candidates.
- Interviews with the Candidates can't be rescheduled and those who didn't attend the Interview due to the 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 an 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. They may be terminated at any point in time during their service for administrative reasons.

**REMUNERATION:** -The monthly remuneration will be paid as shown against each category in the above table.

**LEAVE:** - a) The persons appointed on an outsourcing basis are entitled to only one casual leave per month.

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 an



outsourcing basis shall be 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 period.
2. All the staff shall stay in Bonafede head Quarters and shall be available 24 hours on call duty during any emergency


Disciplinary control in accordance with provisions of APCS (CCA) Rules, 1991, and other rules will apply as per A.P. State Government outsourcing employee's rules in force.

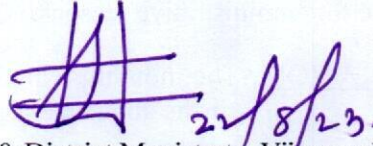
DEBARMENT: -

1. Candidates should make sure of their eligibility for 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 declarations 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 recruitment.
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 anyone causing or likely to cause a 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.

  
Superintendent,  
District Jail, Vijayawada.  
Member & Convener.  
K/H

  
Collector & District Magistrate, Vijayawada.  
Chairperson,  
EX-Officio Executive Director of APCOS  
Vijayawada.



APPLICATION FORM

APPLICATION FOR THE POST OF \_\_\_\_\_  
ON OUTSOURCING BASIS IN, DISTRICT JAIL, IJAYAWADA.



Registration No (to be filled by the office) \_\_\_\_\_

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) Address for communication:			
6) Candidates' personal mobile no. (Mandatory) * All communications will be through mobile only					
7) Sex : (Male / Female)		8) Date of birth :			
9) Religion :		10) Social & Economic Status :(SC/ST/BC-(with-A,B,C,D,E)/OC /OC-EWS)			
11) Relaxation of age if any : (Yes/No)					
**Study and conduct certificate details from Class-IV to Xth Class**					
Sl. No.	Class	Year passing of	School & Place / College & University	Erstwhile District	
1	4 <sup>th</sup> Class				
2	5 <sup>th</sup> Class				
3	6 <sup>th</sup> Class				
4	7 <sup>th</sup> Class				
5	8 <sup>th</sup> Class				
6	9 <sup>th</sup> Class				
7	10 <sup>th</sup> Class				
Educational Qualification :					
Month & year of passing	Max. Grade/Points	marks/	Marks /Grade/Points obtained	Percentage of Marks Grade/Points /	



Name of the council/board in which registered	Registration No:	Year of Registration	Renewal registration is valid from

Experience details if any required to be submitted for the post shall be furnished hereunder and a copy of the 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 in Government /Private	
If the candidate worked in the 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



**CHECKLIST:**

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 (both academic and technical)	Yes/No
4	Attested copies of Provisional / Permanent certificate of qualification	Yes/No
5	Attested copy of the 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 the experience certificate of the candidate (If applicable)	Yes/No
9	Attested copy of the Aadhar certificate of the candidate (mandatory)	Yes/No

While handing over the filled in application to the Office of superintendent, District Jail, Vijayawada. The candidate shall submit in the order as prescribed in the above check list.

Signature of the applicant