



**Dr. YSR UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA -520 008**

No. 604/MII/2021

Dt:28.08.2023

**NOTIFICATION**

Applications are invited **ONLINE** for direct recruitment to the following posts under backlog category (SC).

1. Driver (Light vehicle) under the Andhra Pradesh General Subordinate Service Rules.
2. Office Subordinate under Andhra Pradesh Last Grade Service Rules, 1992

Sl. No.	Name of the post	No. of vacancy	Scale of pay (Rs.)	Reserved for
1	Driver (Light vehicle)	01	23,780/- - 76,730/-	SC (W)
2	Office Subordinate	03	20,000/- - 61,960/-	SC (G) -02 SC (W) -01

The online application portal will be available in Dr. YSR University of Health Sciences, Vijayawada website <https://drysr.uhsap.in>, **from 10 AM on 29.08.2023 to 5 PM on 19.09.2023**. No other mode of application will be entertained.

**1. INSTRUCTIONS TO THE CANDIDATES**

- a. If a candidate is eligible for more than one post, he/she is required to apply for each post separately.
- b. All desirous and eligible candidates shall apply online 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 online mode will not be entertained under any circumstances. Submission of the application form by the candidate is an authentication that he/she has read the notification and shall abide by the terms and conditions laid down there under.
- c. Merely applying for the post will not give any right to any person to be considered for appointment.
- d. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.
- e. This appointment shall be covered by the Contributory Pension scheme.
- f. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for final selection.
- g. No-objection certificate from Employer (if employed anywhere).
- h. The applicant has to produce original certificates on the day mentioned by the University for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be similarly rejected.
- i. All the posts are meant for Local candidates of Andhra Pradesh State only.

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**2. 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 the application regarding their eligibility is correct 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 University and summarily their candidature will be rejected for this recruitment and future recruitments.
2. The University is vested with the authority of conducting the 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 practice followed and the ensured by the University will be sufficient cause for rendering such questionable means as a ground for debarment.

**3. EDUCATIONAL QUALIFICATION / ELIGIBILITY CRITERIA:**

a) Driver Light Vehicle:

- i) Must be able to read and write Telugu and English.
- ii) Must possess a current valid Light Motor Vehicle Driving License with gear with transport endorsement issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Motor Vehicles for a period of not less than 3 years with endorsement to drive Motor Cycle and Autorickshaw.

b) Office Subordinate:

- i) Must have passed 7<sup>th</sup> Class examination or its equivalent examination.

**4. AGE LIMIT:**

The applicant must have completed 18 years and must not have completed 47 as on 01.07.2023. (As per G. O. Ms. No. 101, General Administration (Service-A) Department, dated 30.09.2022 and rule 12 of the A.P. State and Subordinate Service Rules 1996).

**5. DOCUMENTS TO BE UPLOADED AT THE TIME OF SUBMISSION OF ONLINE APPLICATION (for office sub-ordinate):**

- a. Filled-in application form with latest Passport size photo.
- b. Scanned copy of original pass certificate i.e., 7<sup>TH</sup> class pass certificate.
- c. Scanned copy of original certificate evidencing date of birth.
- d. Scanned copy of original community certificate (latest) issued by the Competent Authority.
- e. Scanned copy of 1<sup>st</sup> to 7<sup>th</sup> class study certificates in original. If not available can produce 7 years residential certificate from the concerned Tahsildar.
- f. Scanned copy of the original Aadhar certificate of the candidate (mandatory).
- g. Scanned Copy of Experience Certificates in any Government/ Private Sectors.
- h. Live Employment Registration as on date of notification.
- i. No-objection certificate from Employer (if employed anywhere)
- j. Any other certificates.

Contd.,

**6. DOCUMENTS TO BE UPLOADED AT THE TIME OF SUBMISSION OF ONLINE APPLICATION (for Driver):**

- a. Filled-in application form with latest Passport size photo.
- b. Scanned copy of certificate evidencing date of birth.
- c. Scanned copy of community certificate (latest) issued by the Competent Authority.
- d. Scanned copy of valid original Driving license (Light Vehicle) (Transport)
- e. Scanned copy of 1<sup>st</sup> to 7<sup>th</sup> class study certificates. If not available can produce 7 years residential certificate from the concerned Tahsildar.
- f. Scanned copy of the original Aadhar certificate of the candidate (mandatory).
- g. Scanned Copy of Experience Certificates in any Government/Private Sectors.
- h. Live Employment Registration as on the date of notification.
- i. Scanned copy of Fitness certificate issued by a medical officer not below the rank of civil Assistant Surgeon (**Download Form 1-A**).
- j. No-objection certificate from Employer (if employed anywhere).

**7. How to apply:**

**STEP-I:** Candidate can apply in the prescribed proforma available on the university website <https://drysr.uhsap.in>, the candidate has to ensure that the particulars are in filled correctly. The University bears no responsibility for the mistakes.

**STEP-II:** After checking all the data and ensuring that the data is correct the applicant has to make payment. On successful submission, the payment reference ID and Application ID is generated and sent to the registered Email ID. Candidates can note the Application ID for future correspondence.

- NOTE:**
- A.** In any case, if the payment process is not submitted successfully, then the applicant can go to the Application ID and make a re-payment. The application is submitted successfully. However, correction in the application form will not be enabled.
  - B.** The University is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form online. The applicants are, therefore, advised to strictly follow the instructions given in the user guide before submitting the application.
  - C.** All the candidates are requested to submit their applications with the correct data. No manual application for corrections shall be entertained.
  - D.** The particulars furnished by the applicant in the Application Form will be taken as final. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form online.
  - E.** Before Uploading/ Submission of Application Form, the Candidates should carefully ensure his/her eligibility. No relevant column of the application form should be left blank; otherwise, the application form will not be accepted.

## 8. MODE OF PAYMENT OF FEE:

Applicant must pay the amount of Rs. 500/- (Rupees Five hundred only) towards processing fee only. If a candidate is eligible for more than one post, he/she shall submit a separate application for each eligible post.

**Note:** The Fee mentioned in the above paragraph is to be paid online using Payment Gateway using Net Banking/ Credit card / Debit Card/UPI. The list of Banks providing service for the purpose of online remittance of fees will be available on the Website. ii) The fee once remitted shall not be refunded or adjusted under any circumstances. IPOs / Demand Drafts are not accepted.

## 9. Method of Selection:

Purely on Merit.

### a) Driver Light vehicle:

Appointment to the notified post will be made only on the basis of interview and performance test (skill test written & driving test) conducted to the candidates.

### b) Office Subordinate:

- i) Purely on Merit on minimum qualification, weightage & experience.
- ii) If two candidates have equal in performance, preference shall be given to older persons. If there is a tie in age, the person with educational qualification at an earlier date would be considered.

### 9.1. Provisional Merit List

A provisional Merit List shall be prepared and displayed on the University website <https://drysr.uhsap.in> duly calling objections, if any.

### 9.2. Final Merit List

The final Merit List will be displayed on the University website after finalizing the objections if any received.

The Registrar, Dr. YSR UHS is the ultimate authority to take any decision and his / her decision on any aspect in regard to recruitment against this notification shall be final.

No person shall be eligible for appointment for service by Direct Recruitment unless, he / she satisfies the following viz.,

- (i) That he / she is of sound health, active habits and free from any bodily defects or infirmity rendering him / her unfit for the service.
- (ii) That his / her character and antecedents are such as would not disqualify for the service.

## 10. General instructions:

1. If the applicant is selected for the post, he/she will be appointed to the post on the minimum pay of the time scale attached to the post and no protection of last pay drawn in the previous employment will be given.
2. Canvassing in any shape or form will be construed as an absolute disqualification.
3. Candidates resorting to or bringing any influence of any kind will be summarily disqualified.
4. If the candidate furnishes wrong information with regard to educational qualifications, category, caste or religion etc., they shall not have any right subsequently for selection and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.

5. The University reserves itself the right to fill or not to fill the post or to make an appointment in a lower grade.
6. The Appointing Authority reserves the right to cancel the Notification without assigning any reason thereof and the Registrar Dr. YSR UHS is the ultimate authority to take any decision on any aspect with regard to recruitment against this Notification which shall be final.
7. Filled in applications in all respects, should be uploaded in Dr. YSR UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA - 520 008, A.P., INDIA website on or before **19.09.2023 by 05.00 PM.**

  
Dr. V. RADHIKA REDDY  
REGISTRAR

  
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