

## NOTIFICATION

**HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT, Govt. of AP**  
O/o DISTRICT LEPROSY, AIDS & TB OFFICER, KRISHNA DISTRICT, MACHILIPATNAM  
( Notification No: 01/ 2023)

Applications are invited from the eligible and qualified candidates for filling up of certain posts on Contract Basis under the NATIONAL TUBERCULOSIS ELIMINATION PROGRAMME (NTEP) – NHM. The contract period is initially for a period of one year. Applications will be received from 11.09.2023 to 15.09.2023. **The last date for receipt of the filled applications is on 15.09.2023 by 4.00 PM.** No application will be accepted after the above stipulated time.

1) The details of the roster points, salary particulars and No. of vacancies are noted below.

Sl.No.	Name of the post	No. of posts to be filled.	Roster point	Salary Per Month
1	Medical Officer - DTC	1	Single Post	61,690
2	District Program Coordinator	1	Single Post	35,250
3	District DOTS Plus TBHIV supervisor	1	Single Post	35,625
4	District PPM Coordinator	1	Single Post	28,980
5	District Accountant	1	Single Post	18,233
6	Lab Technician - NTEP	1	<b>OC General</b>	23,393

2) Essential qualifications and preferential qualification details of above posts are noted below.

SL NO	Name of the Post	Essential Qualification/ Requirements	Preferential Qualification
1	Medical Officer - DTC	1. MBBS or equivalent degree from institution recognized by Medical council of India; Must have completed Compulsory rotatory internship	1. Diploma/ MD Public Health/ Tuberculosis & Chest diseases 2. One year experience in NTEP 3. Basic knowledge of Computers.
2	District Programme Coordinator (DPC)	MBA/PG Diploma in management/ health administration from a recognized institute/ university 2) At least one year of work experience	1. Preference will be given to those who have worked in the field of Development/ Health at District /State level 2. Basic Knowledge of computers

3	DOTSPLU STBHIVS Supervisor	1. Graduate 2. Certificate Course in computer operation (minimum two months) 3. Permanent two wheeler driving license & should be able to drive two wheeler	1. At-least 2 years of work experience under NTEP or 5 years experience in any public health programme in a supervisory capacity. 2. Good communication skills in local language & willing to travel in the area of work.
4	PPM Coordinator	1. Post Graduate. 2. One year Experience of working in field of Communication /ACSM/ Public Private Partnership/ Health projects /programs 3. Permanent two wheeler driving license & should be able to drive two Wheeler.	1. Preference to those who have worked in NTEP. 2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media/ Communication /Rural Development Advocacy/ Partnerships related field. 3. Basic Knowledge of computers
5	Accountant	1. Graduate in commerce 2. Two years of experience in Maintenance of accounts double entry system in a recognized Society or Institution 3. Experience in working with Accounting software for at least 2 years	1. Familiarity with audit in a recognized society or institution 2. MBA/PGD in Financial management.
6	Lab Technician - NTEP	1. Intermediate (10+2) and Diploma or Certified course in Medical Laboratory Technology or equivalent.	1. One year experience in NTEP or Sputum smear Microscopy 2. Candidates with higher qualifications (for example Graduates) shell be preferred.

### **3) AGE:**

Lower age limit is 18 years and Upper age limit is 42 years. Age will be reckoned as on **01.07.2023**.

### **4) Relaxation of age will be as follows:-**

For SC, ST, BC and EWS candidates: 05 (Five) years.

For Ex-service Men: 03 (Three) years in addition to the length of service in armed forces.

For differently abled persons: 10 (Ten) years.

Maximum age limit is 52 years with all relaxations put together.

### **5) METHOD OF SELECTION: Total Marks: 100**

- a. **65%** will be allocated for aggregate of marks obtained in Essential educational qualifications.
- b. In addition **10%** will be allocated for Preferential educational qualifications.
- c. Up to **10** marks @ 1 mark per completed year after acquiring requisite Qualification as mentioned in the pass certificate. Weightage will be reckoned up to the date of notification.
- d. Weightage up to **15%** will be given to the candidates working on Contract/Outsourcing/Honorarium basis including COVID-19 service when a candidate rendered service in a particular cadre in any Government department/PSU/Local Body (Cir Memo No.07/HM&FW/2022 Dated.17.09.2022) in 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, G.O. Rt No.573 HM&FW (B2) dept. Dt.01.11.2021 and G.O.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 0.83 marks per completed month will be awarded.
- e. 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.
- f. The candidates claiming service weightage shall submit original contract / Outsourcing/ Honorarium service certificate in the enclosed proforma issued by competent authority **along with copy of appointment orders**. 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)**  
 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.
- g. Contract/Outsourcing Service rendered should be related to the same category of post mentioned in this notification with the same qualification. The service rendered other than with same qualification and post mentioned in this notification will not be considered.

## **6) Address for submission of filled applications :**

- a. Filled in applications shall be submitted at the **O/o. District Leprosy, AIDS & TB Officer, Krishna, Machilipatnam, Old Railway Station, Malkapatnam, Machilipatnam.**
- b. Candidates are advised to apply as soon as possible without waiting till last date to avoid last hour rush.
- c. They are further advised to obtain dated acknowledgement from the receiving authority, in proof of their submission of application.

7) Notified vacancies will be increased and decreased as per requirement of the Department. All rights are reserved for the District Selection Committee of NTEP-NHM, Krishna District.

8) The candidates should submit their application (Enclosed format only) with passport size photo along with self-attested Xerox copies of Essential qualification certificates and preferential qualification certificates. The following certificates should be submitted along with the application.

- a. SSC or its equivalent (for date of birth).
- b. Pass certificates of qualifications prescribed for the posts concerned.
- c. Marks memos of all years of qualifying examination or its equivalent. 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.
- d. Study Certificates from class IV to X from the school where the candidate studied. If failed to submit treated as Non-Local.
- e. Copy of valid caste certificate. In case of non-submission of valid caste certificate, the candidate will be considered as OC.
- f. Latest EWS (Economically weaker sections) certificate issued by the competent authority in case of the EWS categories.
- g. Certificate of disability issued in SADAREM.
- h. 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).
- i. Any other certificates as relevant and applicable.

**Note: Candidates must submit clear, visible documents (as per para.8), failing which application will be summarily rejected. Applications without the above documents will be summarily rejected.**

#### **9) 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 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.**

#### **10) 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.

## **11. Tenure of appointment and important conditions:**

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

## **12. 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 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.
- b. 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.

**NTEP – NHM RECRUITMENT – ERSTWHILE KRISHNA DISTRICT  
APPLICATION FORM**

<b>REGISTRATION No.:</b>	
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APPLICATION FOR THE POST OF :	
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1.	Name of the candidate:		Paste Latest Photograph
2.a	Name of the Father		
2.b	Name of the Spouse(If Married)		
3.	Gender		
4.	Date of Birth, Age ( SSC Certificate should enclose )		
5.	Social Status <b>(OC/SC/ST/ BC-A,B,C,D,E)</b>		
6.	Status (Local/Non Local)		
7.	Whether Physically handicapped Specify details.(VH / HH / OH)		
8.	Whether Sports if any details:		
9	Date of Completion of Technical Qualification		
10	Whether experience if any in Government institutions under Medical & Health Dept. ( if yes enclose ServiceCertificate and Appointment order )		
11	Whether Ex Service man/woman (YES/NO)		
12	Address :	D.No. : Street : Mandal : District : Pin Code :	
13	Contact Phone Number	1.  2.	

**DETAILS OF SCHOOL EDUCATION:**

<b>CLASS</b>	<b>YEAR OF PASSING</b>	<b>DISTRICT IN WHICH STUDIED</b>
IV		
V		
VI		
VII		
VIII		
IX		
X		

**MARKS OBTAINED IN THE REQUISIT QUALIFICATION ( ESSENTIAL QUALIFICATION)**

<b>Qualifying Examination</b>	<b>Total Marks (Max Marks)</b>	<b>Marks Obtained</b>	<b>% of Marks Obtained</b>	<b>Year of Passing</b>	<b>Achieved / Total ( For office Use only )</b>

**MARKS OBTAINED IN THE PREFERENTIAL QUALIFICATION.**

<b>Qualifying Examination</b>	<b>Total Marks (Max Marks)</b>	<b>Marks Obtained</b>	<b>% of Marks Obtained</b>	<b>Year of Passing</b>	<b>Achieved / Total ( For office Use only )</b>

## Service in Government Institutions on Contract / Out sourcing.

Details for Service Marks : ( Max - 15 Marks )

**( If appointment order or Authorized signature by appointing authority not submitted, the service marks will not be considered )**

		For office use only
<b>General Service in Government Institutions</b>	Yes/No	
If Yes - Name of the Institution worked		
Working As :		
Place of work – (Rural/Urban)		
Appointment order furnished	Yes/No	
Period From – To ( with dates )		
No. of 6 Months completed		
<b>Covid 19 Service in Government Institutions</b>	Yes/No	
If yes – Name of the Institution worked.		
Working as :		
Appointment order furnished	Yes/No	
Period From - To ( with dates )		
No. of 6 Months completed		

### **DECLARATION**

I, Smt / Kum / Sri .....D/o/S/o/W/o

.....certify that above particulars furnished by me are correct to the best of my knowledge. I also agree that in the event of any of the particulars furnished in my application being found to be incorrect or false at a later date my candidature will be cancelled summarily.

**NAME AND SIGNATURE OF THE CANDIDATE**



**CHECK LIST - ACKNOWLEDGEMENT**

(The Check list should be submitted in 02 (TWO) Copies one copy will be returned to the applicant as a Acknowledgement)

Name of the Candidate :	
Applied for the Post :	
Mobile Number :	

**The Candidate should enclose self-attested documents/Certificates in the following order:**

Sl No	Name of the Document	Enclosed (YES/NO)
1.	Filled prescribed application form.	
2.	S.S.C or its Equivalent for date of birth.	
3.	Proof of appearance for the qualifying examination wherever applicable.	
4.	Qualifying Examination Pass Certificates.	
5.	Marks memos of all years of (qualifying examination) or its equivalents.	
6	Valid Certificate of Registration in AP Paramedical Board/Allied Health Care Sciences/Any other council constituted under the relevant rules for specific courses wherever applicable.	
7.	Clinical training Certificate if applicable.	
8.	Copy of valid Latest caste certificate.	
9.	Latest EWS certificate issued by the Tahsildar concerned.	
10.	Study certificate for the years from IV class to X Class. In case of Private study candidates, the residence certificate issued by the Tahsildar concerned for 04 to 07 years prior to SSC and its equivalent.	
10.	The service certificate should be submitted in the prescribed proforma. ( Appointment order and Service certificate with appointment authority signature )	
11.	Certificate of disability issued in SADAREM.	
12.	Any other certificates as relevant and applicable.	

**Signature of the candidate**

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**Acknowledgement (for Office use only)**

**Application for the post of \_\_\_\_\_ is received from the applicant along with the above mentioned documents/enclosures on \_\_\_\_\_/2023.**

**Office Seal & Signature of the employee  
whoreceived the Application**



**GOVERNMENT OF ANDHRA PRADESH**  
**Contract/Outsourcing/Honorarium Service Certificate**  
**(Certificate to be issued by the Controlling Officer concerned**  
**(DM&HO/DCHS/Principals of GMC/ Superintendents of GGH/ or any**  
**Other Appointing Authority)**

This is to certify that, ..... S/o, D/o ..... has been working / worked as (name of the post)in PHC / CHC / AH / DH / GGH / or any other AP State Institution at .....on Contract / Out-Sourcing / Honorarium basis with concurrence of finance department, Government of AP. Details of his / her Contract / Out-Sourcing service as on the date of notification are as follows:

Name of the institution	Urban/ Rural/Tribal (or) Covid-19	Period		Duration	Reasons for break in service (if any)	Charges /allegations /adverse remarks if any
		From	To			

I hereby declare that:

1. His /her services as .....on Contract/Out-sourcing honorary basis during the above said period are satisfactory.
2. He/she does not have any adverse remarks from his superiors during the period of Contract/Out-sourcing/Honorarium service.
3. He/she is eligible for Contract / Outsourcing Service Weightage as per the rules published in the notification.

Signature& Seal of the Controlling Officer  
 (DMHO/DCHS/any other competent District  
 Authority who appointed the applicant)

Imp. Note: The self attested copy of appointment order must be en-closed along with this service certificate, otherwise weightage for Contract/ Outsourcing/honorary service will not be considered for final merit.