

Government of Andhra Pradesh :: Director of Secondary Health.

(Notification No: 01 / 2025, Dated: 06-02-2025)

Recruitment for the post of GENERAL DUTY ATTANDANT, POST-MORTEM ASSISTANT & BIO-STATISTICIAN on Out-Sourcing basis to work in Director of Secondary Health institutions of erstwhile S.P.S.R. Nellore District.

PARA - 1:

- 1.1 Applications are invited through off-line mode (Physical applications) from eligible candidates for the post of General Duty Attendant, Post-mortem Assistant & Bio-Statistician on Out-Sourcing basis in the Director of Secondary Health institutions of erstwhile S.P.S.R. Nellore District as detailed in **para1.7.**
- 1.2 The candidates requested to download the application forms from the website https://spsnellore.ap.gov.in/notice_category/recruitment/ , filled application (in own handwriting) along with the all necessary documents shall be submitted in-person (OR) by Registered post to the below mentioned address from **10.30 A.M. of 06-02-2025 to 05.00 P.M. of 20-02-2025.** This office is not responsible for any postal delay. Any applications received after 05.00 P.M. of 20-02-2025 will not be accepted at any circumstances.
- 1.3 The filled applications along with necessary documents shall be submitted in the office of the District Coordinator of Hospital Services (DSH), S.P.S.R. Nellore District, C/o. 1st floor of old Jublee Hospital, Near Vegetable Market, Nellore S.P.S.R. Nellore District on or before 05.00 PM of **20-02-2025.**
- 1.4 Selection to the posts will be purely on the merit basis only duly following the rule of reservation vide G.O. Ms. No. 77, GAD (services-D), Dt: 02-08-2023. The applicants are requested to visit the S.P.S.R. Nellore District official web site as detailed above regularly to keep themselves updated until completion of the recruitment process. The website information is final for all correspondence. Individual correspondence will not be entertained under any circumstances.
- 1.5 All desirous and eligible candidates shall apply after satisfying themselves as per the terms and conditions of this recruitment notification. Submission of application forms by the candidate is considered that he / she has read the notification guidelines and shall abide by the terms and conditions laid down there under.
- 1.6 If candidate is eligible for more than one post he / she required to apply for each post separately.

1.7 The details of the vacancies are as follows;

S N o	Name of the post	No. of Vacancies	Roster Point	Method of recruitment	Remunerati on per month
1	General Duty Attendant	09	1. R.P. No. 06 (Open Competition). 2. R.P. No. 07 - (SC) 3. R.P. No. 08 - (ST) 4. R.P. No. 09 (Open Competition). 5. R.P. No. 10 (Backward Class-Group-B). 6. R.P. No. 11 (Open Competition). 7. R.P. No. 12 (Economically Weaker). 8. R.P. No. 13 (Open Competition). 9. R.P. No. 14 (Backward Class-Group-C).	Out Sourcing	Rs.15,000/-
2	Post mortem Assistant	03	1. R.P. No. 06 (Open Competition). 2. R.P. No. 07 - (SC) 3. R.P. No. 08 - (ST)	Out Sourcing	Rs.15,000/-
3	Bio- Statistician	01	Proviso "J"	Out Sourcing	Rs.21,500/-
TOTAL		13			
Note: 1. The vacancies notified above are subject to increase or decrease as per the actual vacancies at the time of issuing appointment orders. 2. Monthly remuneration will be paid as per the govt. orders in force from time to time.					

There may be changes in the roster points as per the adequacy of representation for Women, Persons with Benchmark Disabilities, Ex-Servicemen and Meritorious Sports Persons on allowing respective percentages provided as per G.O. Ms. No. 77, GAD (services-D), Dt: 02-08-2023.

PARA : 2 :: Educational (Academic & Technical) qualifications :

The candidate should possess the prescribed academic & technical qualifications as on the date of this notification. The date of this notification shall be the crucial date for calculating the experience including the practical experience.

If the applicant possesses an equivalence of qualifications other than prescribed qualification in this notification, applicant should produce a copy of the Government orders to the District Selection Committee, S.P.S.R. Nellore District well in advance i.e. within the last date for submitting application, failing which their application will be rejected.

S.No	Category	Qualification
01	General Duty Attendant	Must have passed SSC / 10 th Class or its equivalent exam from Government recognized Institution.
02	Post mortem Assistant	Must have passed SSC / 10 th Class or its equivalent exam from Government recognized Institution.
03	Bio-Statistician	Must have completed graduation with statistics as one of the subject in B.A. (Maths / Economics) / BSc (maths) or BSc (Statistics) from any recognised university.

PARA : 3 :: Reservations:

Local / Non-local reservations will be followed as per guidelines. ROR will be followed as per rules in force. Evaluation of various Bench Mark disabilities and procedure for certifications will be as per the rules in force.

PARA : 4 : :Reservation to Local candidates:

Reservation to the local candidate is applicable as provided in Article 371-D as per G.O.Ms.674, GA (SPF-A) Dept., Dt.20.10.1975 and rules amendment from time to time and as in force on the date of notification. The candidate claiming as local candidates should obtain the required study certificates (from 4th class to 10th class or SSC) or Residence Certificate in the Govt. Prescribed proforma in respect of the candidates who have not studied in any Educational Institutions as the case may be.

PARA : 5 :: Age:

Minimum 18 years & maximum 42 years as on 01.07.2025 as per G.O. Ms.No.105, GA (Ser-A) Dept., Dt.27.09.2021, allowed relaxations are detailed below.

S. No	Category of candidates	Relaxation permissible on upper age
01	SC/ST/BC& EWS	5 years
02	Person with bench mark disability	10 years
03	Ex-servicemen	Shall be allowed to deduct from his/her age a period of 3 years in addition to the length of The service rendered in the Armed Forces.

PARA : 6 :: Fee:

Applicant must enclose a demand draft towards the application processing fee in favour of **District Coordinator of Hospital Services, S.P.S.R. Nellore District**. If candidate is eligible for more than one post, it is required to enclose demand draft for each post separately as detailed below.

- a) For OC candidates..... Rs.500/-
- b) For SC/ST/BC/EWS candidatesRs.300/-
- c) Person with bench mark disability..... Exempted

PARA : 7 :: Important note on Recruitment process and procedure of selection:

The recruitment will be processed as per this notification and as per the terms and conditions issued by the Government and also as decided by the District Selection Committee, S.P.S.R. Nellore District from time to time in terms of respective Special / Adhoc rules governing the recruitment and the related G.Os, etc., as applicable.

The various conditions and criteria prescribed herein are governed by the AP State and Subordinate Service Rules read with the relevant special rules applicable to any particular services in the departments.

The selection to this recruitment will be purely based on the merit marks as detailed below.

S. No	Criteria	Weightage (total marks=100)
01	Aggregate of marks obtained in all the years of qualifying examination	75 marks
02	Weightage for experience of government services included Contract / out-sourcing service	<p style="text-align: center;"><u>Up to 15 marks:</u></p> <p><u>Based on working Area:</u> a) @ 2.5 marks for six months in Tribal area b) @ 2 marks for six months in Rural area c) @ 1 mark for six months in Urban area</p> <p><u>Based on Covid duties (who were appointed exclusively for Covid-19 purpose):</u> a) @ 5 marks per six months b) @ 10 marks per one year c) @ 15 marks per one year six months</p>
03	Weightage for No. of years since passing qualifying examination	Up to 10 marks @ 1.0 mark per completed year after acquiring requisite qualification.
<p>Note - 1 : The maximum weightage as mentioned at point– (02) for Government service rendered in Tribal / Rural / Urban, including Covid-19 duties is maximum up to 15 marks as per G. O. Ms. No. 211, HM & FW (B2) department, dated. 08.05.2021 read with G.O. Rt. No. 573, HM & FW (B2) department, dated. 01.11.2021, G.O. Rt. No. 07, HM & FW (B2) Dept. Dt. 06.01.2022 and memo No.3740784/B2/2020, HM & FW (B2) Dept. Dt. 14-02-2022.</p>		
<p>Note - 2 : The above Covid-19 shall be applicable only to the persons who have rendered their services for Covid-19 on Contract/Outsourcing/Honorarium basis and are appointed by the District Collector / DM&HO / DCHS / Supdt GGH / Principal GMC exclusively for Covid-19 purpose, based on Orders issued by the Government from time to time.</p>		
<p>Note - 3 : The candidates who claim service weightage should submit Original service certificates in prescribed proforma (as mentioned below) duly issued by the competent authority duly countersigned by the DMHO / DCHS / Supdt GGH / Principal GMC along with copy of appointment orders issued by competent authority. Those who fail to submit the Original service certificate in prescribed proforma duly issued by the competent authority with appointment orders by competent authority will not be allowed service weightage.</p>		
<p>Note - 4 : Service weightage shall consider only when experience certificate produced by the individual is in the appropriate cadre only. Experience in any field other than to the post applied shall be summarily rejected.</p>		

PARA : 8 :: In-Service Candidates:

- a. Candidates who are already in service (DPH & FW / DME) shall submit No Objection certificate (NOC) from the concerned HOD and appointing authority, should submit acceptance of resignation from the competitive authority for admission to duty, if selected.
- b. Candidates who are already working in the DSH Institutions of Erstwhile S.P.S.R. Nellore District in the same designated post will not be considered.
- c. Already working candidates who went on unauthorized absence / resignation in DSH Institutions of Erstwhile S.P.S.R. Nellore District will not be considered.

PARA : 9 :: Tenure of appointment and important conditions:

The tenure of the contract / outsourcing initially for a period of 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; S.P.S.R. Nellore District reserves all the rights to terminate the contract/outsourcing services of any candidate/candidates at anytime without giving any prior notice as per directions of the Government from time to time.

PARA : 10 :: Debarment:

The District Selection Committee, S.P.S.R. Nellore District conducting recruitment and selection duly maintaining utmost secrecy and confidentiality, in this process any attempt by anyone 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 D.S.C., S.P.S.R. Nellore District will be the sufficient cause for rendering such questionable means as ground for debarment and other consequences as per law and rules.

PARA: 11 :: District Selection Committee decision is final:

The decision of the District Selection Committee in all aspects and respects pertaining to the application and its acceptance or rejection as the case may be, conduct of recruitment, Increasing or decreasing of notified vacancies and at all consequent stages culminating in the selection or other wise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it. District Selection Committee also reserves its rights to alter and modify the terms and conditions laid down in the notification in various stages up to the completion of the selection or withdraw the notification at any time as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the District Selection Committee at any stage.

Sd/-
Chairman
District Selection Committee &
Collector & District Magistrate
S.P.S.R. Nellore District.

Sd/-
Member / Convener
District Selection Committee &
District Coordinator of Hospital Services
S.P.S.R. Nellore District.

Sd/-
Member
District Selection Committee &
District Medical & Health Officer,
S.P.S.R. Nellore District.

Sd/-
Member
District Selection Committee &
Principal, ACSRGMC,
Nellore.

:: 01 ::

GOVERNMENT OF ANDHRA PRADESH

DIRECTORATE OF SECONDARY HEALTH, A.P., TADEPALLI, GUNTUR DIST.

Notification No: 01 / 2025, Date: 06-02-2025.

Recruitment for the post of General Duty Attendant, Post-mortem Assistant & Bio-Statistician on Out-Sourcing basis to work in DSH institutions of erstwhile S.P.S.R. Nellore District.

Application Number (to be filled by office)	
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Application for the post of	
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1	Name of the Candidate		Latest Photograph Paste here along with signature.	
2	Name of the Father / Guardian			
	Spouse Name (If married)			
3	Sex (M/F)			
4	Date of Birth (DD/MM/YYYY)			
	Age as on 01-07-2025 (YY / MM / DD)			
5	Social Status (Tick (✓) which ever applicable)	OC / EWS / BC-A / BC-B / BC-C / BC-D / BC-E / SC / ST		
6	Person with Bench Mark Disability	YES / NO		
	If yes please mention category (Tick (✓) which ever applicable)		(Percentage of disability)	
7	Whether Ex-Serviceman	YES / NO		
8	Meritorious Sports Quota	YES / NO		
9	District from which candidate is applying			
10	D.D. Particulars	DD. No.	Date	Amount

:: 02 ::

DETAILS OF SCHOOL STUDY FROM 4th to 10th.

CLASS	YEAR OF PASSING	Name of the School Studied	Name of the
IV			the
V			
VI			
VII			
VIII			
IX			
X			

EDUCATIONAL QUALIFICATIONS

NAME OF THE QUALIFICATION	MONTH / YEAR OF PASSING		NAME OF THE INSTITUTE / COLLEGE	MAXIMUM MARKS	MARKS OBTAINED
	MONTH	YEAR			

ADDRESS:

NAME OF THE CANDIDATE	
S/o / D/o / W/o / C/o.	
HOUSE. NO. / DOOR NO. / FLAT NO.	
STREET	
VILLAGE/TOWN	
DISTRICT	
POSTAL PIN CODE	
CONTACT MOBILEPHONE NO.	
EMAIL.ADDRESS	

:: 03 ::

Contract / Out sourcing / Covi-19 Services details if any as on 06-02-2025:

S. No	Name of the Institution	Contract / Out-Sourcing / Covid-19	Tribal / urban / Rural	Period of service		Total Period (YY/MM/DD)
				From	To	

DECLARATION

I, Smt / Kum / Sri.....D/o, S/o here by declare that, the above particulars furnished by me are true to the best of my knowledge and also here by agree that in the event of any of the details furnished above is being found to be incorrect or false at a later date, my candidature will be forfeited summarily.

Signature & mobile number of the applicant.

ACKNOWLEDGEMENT.

OFFICE OF THE DISTRICT COORDINATOR OF HOSPITAL SERVICES, S.P.S.R. NELLORE DISTRICT.

Application Number : _____ Date: _____.

Received one application from Sri / Smt / Kum . _____,

S/o / D/o. _____ for the post of _____ towards the notification No. 01/2025, Dt:06-02-2025 of the District Coordinator of Hospital Services, S.P.S.R. Nellore District.

Signature of the receiver.

Check List for the supporting documents

S. No	Required Documents List	√
1.	Date of Birth Certificate / S.S.C or its Equivalent.	
2.	Degree examinations pass certificate (Provisional or Original degree).	
3.	Marks memos of all the years (Qualifying examinations) (Academic) as applicable to the post.	
4.	Latest Caste certificate issued by the Tashildhar / MRO concerned	
5.	Study certificates for the years from 4th to 10th class (or) residence certificate obtained from the Tahsildar concerned for 7 consecutive years prior to passing of SSC or its equivalent.	
6.	Physically Handicapped certificate (SADAREM Camp certificate) in case of candidates claiming reservation under PH quota.	
7.	Relevant Certificates in respect of candidates claiming Ex Service man Quota	
8.	The candidates who are rendered services on Contract / Outsourcing under earmarked Govt., Institutions / State and Central Govt., Schemes in the State of Andhra Pradesh, should enclose Service certificate (as mentioned below) duly signed by competent authority along with attested copies of appointment order for considering contract / outsourcing service weightage	
9.	The candidates who are rendered services in Covid-19 on Contract / Outsourcing / Honorarium basis and are appointed by the District Collector / DM&HO / DCHS / Supdt. GGH / Principal GMC exclusively for Covid-19 purpose should enclose Service certificate.	
10.	Sports Quota: The eligible candidates must enclose relevant Eligibility Certificate issued by the Competent Authority for claiming reservation under Sports Quota. (refer GO.Ms.No.74, YA,T&C(Sports) dept., Dated:09.08.2012, GO.Ms.No.473, YA,T&C(Sports &YS) dept., Dated:03.12.2018 & GO.Ms.No.7, YA,T&C(Sports & YS) dept., Dated:07.03.2019)	
11.	The persons seeking the benefit of reservations under EWS category shall obtain the necessary current year EWS certificate issued by the Tahsildar concerned and enclose along with application form (As per G.O.Ms.No.73, GA (Ser-D) Dept., Dt.04.08.2021).	

Note:

Applications received without proper evident documents will summarily be rejected.

GOVERNMENT OF ANDHRA PRADESH
DIRECTOR OF SECONDARY HEALTH :: SPSR NELLORE DISTRICT
(NOTIFICATION NO :: 01 / 2025, Dt: 06-02-2025)

Contract / Outsourcing and Covid-19 Service Certificate

(Certificate to be issued by the Controlling Officer concerned i.e. DM&HO / DCHS / any Other Appointing Authority)

This is to certify that,

S/o, D/o..... has been working as

(name of the post) in PHC/CHC/AH/DH/GGH/or any other AP State Institution at on **Contract / Out-Sourcing basis** with the Financial concurrence of the Government of AP / the details of his / her **Contract / Out-Sourcing and Covid-19 services.**

Name of the institution	Urban / Rural / Tribal (or) Covid-19	Working / worked Period		Reasons for break in service if any.	Whether there is financial concurrence for appointment (Yes/ No)	Charges / Allegations / Adverse Remarks if any
		From	To			

I here by declare that:

1. His / her services as on Contract / Out-sourcing basis during the above said period are satisfactory.
2. He / she don't have any adverse remarks from his / her superiors during the period of Contract / Out-sourcing service.
3. He / she is eligible for Contract / Out-sourcing / Covid-19 Service Weightage as per the rules published in the notification.

Station :

Date :

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

Imp. Note: The attested copy of appointment order must be enclosed along with this service certificate, otherwise the weightage marks for Contract / Outsourcing / Covid-19 service will not be considered.

APPENDIX-I

CERTIFICATE OF RESIDENCE

(Vide Sub-Clause (ii) of Clause (a) para 7 of the Presidential Order) It is hereby certified.

(a) That Sri / Smt / Kumari.....

S/o,W/o,D/o appeared for the first time for the matriculation (S.SC) Examination in (month) year.

(b) That he / she has not studied in any educational institution during the whole apart of the 4 consecutive academic years ending with the academic year in which he / she first appeared for the aforesaid examination;

(c) That in the 4 years immediately preceding the commencement of the afore said examination, he / she resided in the following place / places namely,

Village	Taluka	District	Period
1.			
2.			
3.			
4.			

Station: OFFICESEAL Officer of Revenue Department not
Date: Below the rank of Tahsildhar or
Deputy Tahsildhar in independent
charge of a sub taluk

Date: _____

* Strike off 'whole' 'apart', as the case may be