

Draft Notification:

GOVERNMENT OF ANDHRA PRADESH
HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT

**RECRUITMENT OF DISTRICT ASHA COORDINATOR/ DISTRICT COMMUNITY
MOBILIZER (DCM) ON CONTRACT BASIS AT DISTRICT ASHA RESOURCE CENTRE,
O/O THE PROJECT OFFICER, DISTRICT TRAINING TEAM, KURNOOL.**

Notification No. 01/PODTT/KNL/2020

I. ELIGIBILITY AND QUALIFICATIONS: -

1. Master's Degree in Social Work or any of the Social Sciences.
2. At least 2-3 years' experience in management/coordination of community health programmes or community mobilization or related field activities with a minimum of 01-year experience in Health sector.
3. Familiarity with/having worked in community health worker programmes or on empowerment of health volunteers of NGO health projects or on involvement of PRIs in Health Projects.
4. Sensitivity to and knowledge and experience of working on issues related to monitoring of health projects and coordination of Government & NGO cooperation in health programmes at the grassroots set-up,
5. Experience of having assigned/contributed /coordinated or worked as trainer and as organization support to training programmes at the district level is essential.
6. Computer proficiency with high level of familiarity with data base management programme and commonly with data base management programme and commonly used packages like MS Word, Excel, Power Point etc.,
7. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Telugu.

II. Age:

Applications are invited from the qualified candidates for the above said post from those candidates, who have not crossed the age of "42" years. No age relaxation is allowed for the category belongs to SC/ST/BC/Ex-Service and Physically Handicapped Persons. The minimum age shall be reckoned as on 01-07-2020.

III. SELECTION PROCESS:-

1. Receipt of applications, scrutiny of applications, display of merit list, selection list, conducting counseling and issue of appointment orders will be done by the District Medical and Health Officer, Kurnool under the guidance of District Selection Committee headed by the District Collector.

IV. ROLES AND RESPONSIBILITIES:-

A. Supporting Programme implementation by :-

1. Dissemination of orders and guidelines to block levels and below.
2. Enabling selection of new ASHA through and assessment of drop out and villages without ASHAs.
3. Ensuring uninterrupted fund release (from District to blocks) and facilitating optimal utilization.
4. Creating streamlined mechanisms for ASHA payments and sound logistics for supply distribution and replenishment ASHA kits.
5. Strengthening additional support mechanisms for ASHA like-ASHA Awards. Grievance Redressal System, ASHA Help Desk and waiting/rest rooms (ASHA Gruha) at public health facilities.
6. Supervising formation of VHSNCs and developing processes for community monitoring in all the villages of the Districts falls within the purview of District level Support Team.

B. Enabling regular high quality trainings through :-

1. Developing district training sites and supporting in constitution and capacity building of the District Training Team.
2. Developing a systematic training plan organizing and monitoring block wise training of district trainers, ASHAs, ASHA Facilitators and VHSNC members.

3. Ensuring that quality standards are adhered to in the training process through smooth logistics like- availability of adequate infrastructure and training material.
4. Maintaining a comprehensive data base of trainers and trainees which serves as a monitoring tool to enable early diagnosis of lacuna in training schedules, drop out among trainees and trainers between rounds, and training quality.
5. Ensuring post training evaluation and support in accreditation of District Training site and District Trainers.
6. Ensuring ASHA certification.

C. Establishing coordination with :

1. District Nodal Officer, State ASHA and Community Processes Resource Centre and provides supervision and mentoring to the block team.
2. DPMU for compilation of block level health plans and contribute in preparation of budget for the Community Processes section of the district health action plan.
3. NGOs and district level functionaries of other Government departments such as; Women and Child Development, Water and Sanitation, Rural Development and Panchayat Department to strengthen district resource pool for training and capacity building.
4. Periodic review meetings with block support team and frequent field visits to review the Activities related to ASHA and community processes.
5. Maintaining a block wise data base for the profile of every ASHA training status and drop outs.
6. Compiling district level performance reports in accordance to the formats submitted by BlockCommunity Mobilizers, to assess functionality of ASHAs on key tasks.
7. Identifying the poor performing blocks assessing causes of low performance and devising strategies for improvement.
8. Maintaining a block wise database of VHSNCs for their training functionality expenditure and back logs,.
9. Overtime the role of training and supportive supervision could be merged keeping an adequate balance in the workload.

V. How to apply: -

- Candidates shall apply only through online. Applications will not be accepted other than online.
- Visit web site : <https://kurnool.ap.gov.in/>
- The last date for submitting on line application with all relevant documents is 28-07-2020.
- Click on website and fill up the details and upload all the relevant documents.
- While applying online, please make sure that the following copies of certificates are uploaded in pdf format.
 - a. Photo size (Image format)
 - b. SSC or equivalent certificate (for Date of Birth)
 - c. Latest Caste Certificate in case of SC/ST/BC (with categorization if any) issued by MRO concerned.
 - d. Study Certificates from class IV to X from the school where the candidate studied.
 - e. Mark list of all years as per the qualification for the applied post.
 - f. Related experience certificates as mentioned under item **No.I. Eligibility and Qualifications** of the notification.
 - g. Computer proficiency with high level of familiarity with data base management programme and commonly with data base management programme and commonly used packages like MS Word, Excel, Power Point etc.,

NOTE:-

1. The Candidates should regularly visit the above said website for updated information.
2. The online application of the candidates with incomplete documents will summarily be rejected.
3. The applications of the candidates of those with NOT VISIBLE documents will also be rejected without any notice.

VI. LAST DATE FOR SUBMISSION OF APPLICATION: - The Candidates should submit filled in application along with all enclosures in Online Only, on or before 28 -07-2020 by 05:00PM.

VII. CONDITIONS ON APPOINTMENT: -

The candidate selected and appointed on contract 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. The department or the person may be revoke the contractual appointment or discontinue the contract by giving one month's notice in writing on either side. This contract would automatically cease to operate on lapse of contract period and both parties will be discharged of their respective obligations and liabilities without any formal or informal communication.

VIII. TENURE: - Initially for a period of one year from the date of joining in the post.

IX. REMUNERATION: - The monthly consolidated fixed remuneration will be paid @ Rs. 31,500/- (Thirty oneThousand five hundred only) per month.

X. LEAVE: -

- 1) The persons appointed on contract basis are entitled to only Casual leave on par with regular employees in the department.
- 2) 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 contract basis shall be eligible for 180 (One hundred and eighty) days of paid maternity leave for the first two deliveries. This condition is relaxed in case of employees having less than two surviving children. 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.

XI. OTHER SERVICE CONDITIONS: -

1. No private practice is allowed during the contract period
2. Shall maintain bonafide headquarters
3. Department reserves the right to transfer the contractual employees to another stations due to exigencies of work or on administrative reasons.
4. Disciplinary control in accordance with provisions of APCS (CCA) Rules 1991.

5. All persons appointed on contract basis shall execute an agreement on a non-judicial stamp paper of Rs.100/- with two witnesses, and submit the same to the appointing authority concerned at the time of reporting for duty, agreeing to the terms and conditions of the contract

XII. DEBARMENT:-

1. Candidate 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 respects. Any candidate furnishing incorrect information or making false declaration regarding 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 recruitments.
2. The department is vested with conducting recruitment and selection as 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 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/District Selection Committee pertains 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.

DISTRICT COLLECTOR

JOINT COLLECTOR (VWSD)

DM&HO

PO (DTT)