

**Guidelines and Instructions for filling up of application:**

The filled in application should be submitted in person or by Regd. Post duly enclosing attested copies (Attested by the Gazetted Officer) with the required certificates should be enclosed along with the application form to **“THE DISTRICT MEDICAL & HEALTH OFFICER, SANTHAPETA, NELLORE – 524 001, SPSR NELLORE DISTRICT”** on or before **20.12.2020 by 5 PM**. This Office is not responsible for any kind of postal delay. The application without signature of the applicant or with any of the following enclosures will be summarily rejected.

1.	S.S.C or Equivalent examination Marks Memo.
2.	Intermediate or 10+2 examination Marks Memo.
3.	Qualifying Examination Pass Certificate.
4.	Marks memos of all the years (qualifying examination)
5.	Registration certificates of respective councils (Andhra Pradesh Medical Council)
6	Internship Certificate if any applicable.
7.	Latest Caste certificate issued by the Tashildhar/MRO concerned
8.	Study certificate for the years from 4 <sup>th</sup> class to 10 <sup>th</sup> Class and in case of Private study residence certificate from the Tashildhar /MRO concerned
9.	PH certificate in respect of candidates Claiming reservation under PH Quota
10.	Relevant Certificates in respect of candidates claiming Ex Service man Quota
11	1 photographs duly pasted on the application form with self attestation
12	Experience Certificates if necessary.

Application Fees Rs.300/- (Rupees Three hundred only) for OC Candidates only in favour of **District Medical and Health Officer, Nellore.**

**METHOD OF SELECTION****Through District Selection Committee:**

- |   |   |                      |
|---|---|----------------------|
| 1. District Collector                         | : | Chairperson          |
| 2. District Medical & Health Officer          | : | Member Convener      |
| 3. District Co-ordinator of Hospital Services | : | Member               |
| 4. Superintendent of the Teaching Hospital    | : | Member               |
| 5. DPMO, NHM                                  | : | Member Convener, NHM |

**Eligibility Criteria:**

S. No	Details	Eligibility Criteria
1	Eligibility	MBBS and Registration in APMC
2	Age as on 01.12.2020	Maximum age limit shall not exceed (42) years as on 01.12.2020  Minimum age limit mentioned above is subject to issue of orders from the Government
3	Age Relaxation:	For SCs, STs, BCs – 5 Years  For Physically Challenged Parsons – 10 Years  For Ex-Service man – 3 Years  Note: In any case the upper age limit should not exceed 50 years after inclusion of the relaxations mentioned above vide G.O. MS. No: 851, HM&FW (B2) Department, Dated 07.12.2006
4	Weightage:	
	<b>Criteria</b>	<b>Weightage (Total Marks 100)</b>
	Aggregate of Marks Obtained in all the Years in the Qualifying Examinations	<b>75%</b>
	Weightage for experience of Government service including contract / outsourcing services	<b>Upto 15%</b>  (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
	Weightage for No. of Years since passing qualifying examination	Upto <b>10 marks</b> @ 1.0 marks per completed year after acquiring requisite qualification

The percentage of marks awarded in Foreign Universities, those marks shall be converted as Grades as follows.

Percentage of marks obtained	Converted Grade	Marks to be Awarded for recruitment
80 % to 100 %	A Grade	60 % * 75 = 45
65 % to 80 %	B Grade	55 % - 75 = 41.25
Below 65 %	C Grade	50 % * 75 = 37.50

**Tentative Schedule:**

<b>S. No</b>	<b>Details</b>	<b>Date</b>
1	Call for Applications	17.12.2020 to 20.12.2020
2	Scrutiny of Applications	18.12.2020 to 21.12.2020
3	Display of Provisional Merit List	22.12.2020
4	Redressing Grievances and Display of Final Merit List	26.12.2020
5	Display of Selection List	28.12.2020
6	Final Selection List	29.12.2020
7	Certificate Verification	30.12.2020
8	Issue of Appointment Orders and Reporting for duty	31.12.2020

Community wise Roster Points continued in 1<sup>st</sup> cycle: (ROR 6 OC-PH (W) Carry forward and ROR from 9 to 36 continuously:

<b>Community</b>	<b>No. of Posts</b>
BC-A (G)	<b>2</b>
BC-B (G)	<b>2</b>
BC-B(W)	<b>1</b>
BC-C	<b>1</b>
BC-D(W)	<b>1</b>
BC-E(W)	<b>1</b>
OC(G)	<b>8</b>
OC(W)	<b>5</b>
SC(G)	<b>2</b>
SC(W)	<b>1</b>
ST(G)	<b>2</b>
OC (Ex-Service)	<b>1</b>
OC (PH-VH (W))	<b>1</b>
OC (PH-HH)	<b>1</b>
<b>TOTAL</b>	<b>29</b>

Selection will be done based on the following criteria.

1. Merit List will be prepared based on the marks obtained in the Qualifying examination and year of passing and Work experience in the respective field area and displayed on website for transparency.
2. Selection list will be prepared from the finalized merit list duly following Rule of Reservation and Presidential Order.
3. The number vacancies is provisional and likely to increase or decrease as per the need of the department.

Sd/- Dr. S. Rajya Lakshmi  
District Medical and Health Officer  
SPSR Nellore Dist.

DPMO NHM