

GOVERNMENT OF ANDHRA PRADESH  
HEALTH, MEDICAL & FAMILY WELFARE DEPARTMENT  
GOVERNMENT GENERAL HOSPITAL, SRIKAKULAM

Notification No.1806/NTRVS/HR(1)/GGH/2025 ,

Dated:02.08.2025

**RECRUITMENT FOR 14 POST OF DEOs FOR NTRVS IN GOVERNMENT GENERAL HOSPITAL, SRIKAKULAM**

**BY DISTRICT SELECTION COMMITTEE**

Ref: 1.G.O.Ms.No.77, GAD (Services D) Dept. dated.02.08.2023  
2. G.O.Ms.No.7, Social Welfare (CV) Dept.dated.18.04.2025  
3. Note orders approved by the District Collector & Chairman DSC,  
Dt. .07.2025.

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1. Applications are invited to fill up 14 vacant posts of DEO Cadres for NTRVS implementation in Government General Hospital, Srikakulam.
2. The No. of vacancies is provisional and likely to increase or decrease as per the need of the department
3. Recruitment is on contract basis.
4. Merit list prepared under this notification will be valid for one year from the date of issue of notification.
5. Application will be received from 04.08.2025 to 20.08.2025 till 4.30 PM in Superintendent office, Govt Gen Hospital, Srikakulam.
6. The post wise qualification, Remuneration and mode of appointment to the 14 DEO's are shown below:

## QUALIFICATION

S.No.	Name of the post	No. of posts	Consolidated pay / Remuneration	Mode and place of appointment	Required qualification
1	Data Entry operator cum Computer Assistant	14	Rs.18,500/-	GGH , Srikakulam	<ol style="list-style-type: none"><li>1. Must have Bachelor's Degree in B.Sc computers / BCA / B.Com computers /B.Tech. (IT/CSE/ECE) from any recognized university. (OR)</li><li>2. MCA /M.Sc(IT) / M.Tech. (IT/CSE/ECE) from any recognized university. (OR)</li><li>3. Graduation with Computers as elective / optional subject &amp; P.G diploma in computer applications (PGDCA) from registered and recognized institutions by GoAP.</li></ol>

<b>Skills required</b>	<ol style="list-style-type: none"><li>1. Data entry proficiency and typing speed</li><li>2. Efficient skills in MS Excel, MS Word, and PPT Preparation etc .</li><li>3. Familiarity with data processing tools, internet usage, and other essential computer functionalities.</li><li>4. Good Communication and coordination skills</li></ol>
<b>Syllabus</b>	Office Automation (MS Word, Excel, Power point etc.), Computer Fundamentals, Internet Usage and Govt. Portals

## GENERAL GUIDELINES FOR RECRUITMENT

### 1. AGE:

- I. OC candidate should not have completed 42 years as on date of Notification.
- II. EWS/SC/ST/BC candidates should not have completed 47 years as on date of Notification.

- III. Differently Abled persons should not have completed 52 years as on date of Notification.
- IV. Ex-servicemen should not have completed 50 years as on date of Notification

**2. FEE:**

- i. Application fee for O.Cs - Rs.500
- ii. For SC, ST, BC, EWS, differently abled and Ex-servicemen - RS.350
- iii. Method of Payment: Demand draft in the name of "HOSPITAL DEVOLPMENT SOCIETY , GGH, SRIKAKULAM" on or before 20.08.2025 .

**3. Caste & Community:**

- I. Community Certificate issued by the competent authority in terms of G.O.Ms.No.58 SW(J) Dept. dt:12-05-1997 ( Candidates belonging to BCs, SCs & STs of other States are not entitled for reservations).
- II. Rule of Reservation will apply as per G.O.Ms.No.77, GAD (Services D) Dept. dated.02.08.2023
- III. Rule of Reservation for SC Sub Categorization will apply as per G.O.Ms.No.7, Social Welfare (CV) Dept.dated.18.04.2025

**4. LOCAL CANDIDATURE:**

- I. Cadre wise local status reservation in accordance with the G.O. Ms. No. 674 Dated: 20th October, 1975 GENERAL ADMINISTRATION (SPF) DEPARTMENT Presidential order on Organization of local cadres on regulation of Direct recruitment.
- II. Candidates who are Local to Andhra Pradesh ONLY need to apply. (Candidates who studied from 4th Class to 10th Class in the State of A.P and candidates who migrated to any part of AP from the State of Telangana within a period of 3 years from 2nd June 2014. (As per G.O.No.132 GAD Dt.13-6-2016 & G.O.Ms.No.133 GAD Dt.13.06.2016) are considered as Local).



- III. The Residence Certificate / Nativity / Domicile Certificate issued by MRO/Tahsildar will not be allowed for Local consideration without mentioning the GO.No.132 GAD Dt.13-6-2016 & GO.Ms.No.133 GAD Dt.13.06.2016 for the candidate who studied in the state of Telangana before bifurcation.
- IV. The Residence Certificate will not be accepted if a Candidate has studied in any Educational Institutions up to SSC or equivalent Examination; such candidates have to produce study certificates invariably.

## 5. SELECTION PROCEDURE:

- I. Selection will be based on merit and rule of reservation
- II. Provisional list will be prepared for all the candidates who applied and fulfilled all the eligibility conditions.
- III. Process for selection procedure  
The written test will be in 2 phases with the above mentioned syllabus (Page-2)
  - Phase-I (Screening) : 60 Multiple Choice Questions
  - Phase-II(CPT) : Practical Computer Proficiency test for 60 marks in Lab to candidates qualified in Phase-I (1:4 ratio) conducted by NIC, Srikakulam.
- IV. Selection lists will be prepared based on merit lists and Rule of Reservation issued for Total Marks–100. The weightage for 100 marks will be as follows.
  - Written examination to be conducted by NIC for 60% weightage
  - 20% weightage for the merit in graduation / Post graduation which ever is considerable as decided by the Selection Committee.
  - 10% weightage for the experience in the relevant field (5% for 1 year Experience) (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 summarily be rejected). The experience certificate will be considered issued from any Govt. Organisations/ Autonomous / semi Autonomous institutions for claiming the service weightage.

- 10% Weightage for the Interview
- Preference will be given to native District candidates
- Yearly Contract will be renewed based on their performance evaluated by the Superintendent, GGH, Srikakulam with the support of Committee.

#### 6. HOW TO APPLY:

- I. Applications shall be submitted in the prescribed format shown in ANNEXURE-1 before 20/08/2025 in the Office of the Superintendent, Govt General Hospital, Srikakulam from 04.08.2025 to 20.08.2025 up to 04.30 PM.
- II. The candidates shall have to pay the application fee Rs.500/- for OCs and Rs.350/- for BC, SC, EWS, ST, Ex-service men and differently abled candidates.
- III. Method of Payment: Demand draft in the name of "HOSPITAL DEVOLPMENT SOCIETY, GGH, SRIKAKULAM" on or before 20.08.2025

#### 7. CERTIFICATES TO BE SUBMITTED WITH THE APPLICATION:

- I. Certificates and Marks Memos of all years for the respective post qualification
- II. Technical Qualification certificate issued by competent authority.
- III. SSC or equivalent certificate (for Date of Birth)
- IV. Study Certificates from class 4th to 10th from the school where the candidate studied. If SSC or its equivalent done by private study, without attending any school, Residence certificate from MRO for previous 7 years (in the prescribed Proforma). In the absence of the above certificate the candidate will be considered as Non-Local.

- V. Copy of the latest Caste Certificate in case of SC/ST/BC/EWS (with categorization if any) issued by MRO concerned. In the absence of proper certificates, the candidate will be considered as OC only.
- VI. The applications submitted without the required certificates and incomplete applications will be rejected.

**8. THE CERTIFICATES TO BE ENCLOSED WITH THE FILLED APPLICATION:**

- I. SSC or its equivalent (for date of birth).
- II. Pass certificates of qualifications prescribed for the post concerned.
- III. Proof of appearance for the qualifying examination where ever applicable.
- IV. Marks memos of all years of qualifying examination or its equivalent. In the absence of marks memos, marks will be calculated as per rules in force.
- V. Study Certificates from class IV to X from the school where the candidate studied. In case of private study local candidature certificate for that particular 7 years period preceding the year of passing X class from competent authority in Form Appendix I certificate of residence prescribed vide Sub clause (ii) of clause (a) of para 7 of the Presidential Order (proforma is herewith enclosed). Candidates migrated from Telangana State shall submit their certificate of Local candidature as per GO No 132 & 133 dt: 13.06.2017. In the absence of the suitable certificate, the candidate will be considered as non-local and further action will be as per rules in force.
- VI. Copy of valid caste certificate (Latest). In case of non-submission of valid caste certificate, the candidate will be considered as OC.
- VII. Latest EWS (Economically weaker sections) certificate issued by the competent authority in case of the EWS categories.
- VIII. Certificate of disability issued in SADAREM.
- IX. 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 summarily be rejected). The experience certificate will be considered issued from any Govt. Organisations/ Autonomous / semi Autonomous institutions for claiming the service weightage.



## 9. ANY OTHER CERTIFICATES AS RELEVANT AND APPLICABLE.

**Note:** Candidates must submit clear, visible documents failing which application will be summarily rejected. Applications without the above documents will be summarily rejected.

## 10. IMPORTANT INFORMATION TO CANDIDATES:

- I. If selected, he/she should stay at the bonafied Head Quarters compulsorily.
- II. If selected and appointed he / she should abide by the Government rules in force regularly from time to time.
- III. Candidates are advised to follow official website of the district from time to time for further information.
- IV. Selected Candidates will be intimated about Counselling through their Registered Mobile Number and Email ID 's Submitted in their applications and through NIC Visakhapatnam official website.

## 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 approvals issued by the Chairman of DSC and Superintendent GGH Srikakulam from time to time. The District Selection Committee reserves all the rights to terminate the contract at any time with one month notice or as per directions of the Government from time to time.

## 12. DEBARMENT:

- I. 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 in-correct 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.

- II. The department is vested with duty of conducting recruitment and selection as per 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 such action as to violate or likely to violate the fair practices followed and ensured by the department will be sufficient for rendering such questionable means ground for debarment.

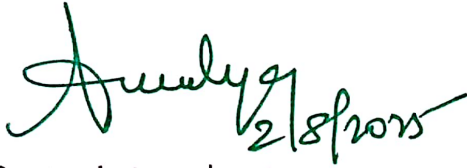
### 13. DEPARTMENT'S DECISION IS TO BE FINAL

- I. 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.
- II. 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.



Availability of application Forms: Application form and other details can be obtained at [www.srikakulam.ap.gov.in](http://www.srikakulam.ap.gov.in) (Web Site) from the date of Notification.

Date of issue of Notification	02-08-2025
Receiving Filled Applications	04-08-2025 to 20-08-2025
Scrutiny starts from	21-08-2025



Superintendent  
Govt. General Hosptal,  
Srikakulam

Sd/-Collector & Chairman  
DSC, Srikakulam