



DR. NTR UNIVERSITY OF HEALTH SCIENCES,  
ANDHRA PRADESH, VIJAYAWADA – 520 008

Website: <http://ntruhs.ap.nic.in>

(Established by an Act of Andhra Pradesh State Legislature in 1986 (Act 6 of 1986))

No:1151/MIII/2018

Dt: 24.11.2021

**DETAILED NOTIFICATION**

**RECRUITMENT OF VARIOUS POSITIONS ON OUTSOURCING BASIS**

1. Applications in the prescribed proforma are invited from the eligible candidates for the **following positions purely on Outsourcing basis**. Application proforma can be downloaded through University website <http://ntruhs.ap.nic.in>

S. No	Name of the Post	Age as on 01.07.2021	No. of the Posts	Remuneration Per month (without any allowances) Rs.
1	System Administrator	18-42	03	25,500/-
2	Computer operator	18-42	10	17,500/-
3	Data Entry Operator	18-42	03	15,000/-

➤ If a candidate is eligible for more than one posts, he/she is required to apply for each post separately.

- 1.1 All the posts are meant for Local candidates of Andhra Pradesh State only.
- 1.2 The details of vacancies viz., Community and Gender wise (General / Women) for the above positions may be seen at Annexure-1

**2. Minimum Educational Qualifications:**

**2.1 System Administrator:**

- a) Must possess a Graduate in B.Tech. with specialization of CSE / IT / ECE from a recognized University
- b) Knowledge in Computer programming with 2 years of Experience is essential.

**2.2 Computer Operator:**

- a) Must possess Degree with specialization of Computers from a recognized University (or)
- b) Any Degree with PGDCA from a recognized University / Technical Board
- c) 2 years of Experience is Essential.

**2.3 Data Entry Operator:**

- a) Must possess Degree with specialization of Computers from a recognized University (or)
- b) Any degree from recognized University with PGDCA / DCA from recognized University / Technical Board.

**3. Reservations:**

Rule of Reservation will apply as per Andhra Pradesh State Government rules in force.

**4. Age**

Minimum 18 years & Maximum 42 years. Age will be reckoned as on 01/07/2021.

**Relaxations:**

1. For SC / ST / BC / EWS Candidates, relaxation of age is upto 5 years i.e. should not have completed 47 years as on 01.07.2021.
2. For Physically Handicapped Persons, relaxation of age is upto 10 years i.e. should not have completed 52 years as on 01.07.2021.

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5. How to apply:

- a. Candidate can download the prescribed proforma available on university website <http://ntruhs.ap.nic.in>
- b. Applicant should affix one recent passport size photograph on the application.
- c. Filled-in applications along with its necessary enclosures should reach the Registrar, Dr. NTR University of Health Sciences, NH-16 Service Road, Beside New Government General Hospital, Vijayawada – 520 008, Andhra Pradesh by registered post / speed post / in-person duly superscribing the sealed cover as Application for the post of \_\_\_\_\_ on or before **08-12-2021 by 05.00 PM**.
- d. Incomplete applications / applications received without relevant documents / applications received after the cutoff date will summarily be rejected. Candidates must submit clear, visible documents, failing which application will be summarily rejected.
- e. Mere applying does not confer any right to the candidate for being considered to the selection. The decision of the University shall be final in all aspects. University also reserves its right to cancel this notification at any time or to alter and modify terms and conditions laid down in the notification.
- f. University will not be responsible for any Postal delay.

6. Selection Process:

Purely on Merit duly following the Rule of Reservation.

6.1 System Administrator:

Selection Criteria

- Merit list shall be prepared based on Percentage of marks obtained in minimum Educational Qualification.
- If there is equal percentage among two candidates, preference shall be given to elder persons.
- Interview shall be conducted in the ratio of 1:3 candidates.

6.2 Computer Operator:

Selection Criteria

- Merit list shall be prepared based on Percentage of marks obtained in minimum Educational Qualification.
- If there is equal percentage among two candidates, preference shall be given to elder persons.
- An exam shall be conducted to know the computer skills of the candidates in the ratio of 1:3 candidates.

6.3 Data Entry Operator:

Selection Criteria

- Merit list shall be prepared based on Percentage of marks obtained in minimum Educational Qualification.
- If there is equal percentage among two candidates, preference shall be given to elder persons.
- An exam shall be conducted to know the computer skills of the candidates in the ratio of 1:3 candidates.

6.4 Provisional Merit List

Provisional Merit List shall be prepared and displayed on the University website (<http://ntruhs.ap.nic.in>) duly calling objections, if any.

6.5 Final Merit List

Final Merit List will be displayed on the University website after finalizing the objections, if any received.

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**7. Conditions on Appointment:**

The candidate selected and appointed on outsourcing basis shall not be regarded as a member of the service in which the post to which he/she 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.

**8. Debarment:**

1. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of the application regarding their eligibility in all respects. 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 University and summarily rejection of their candidature for this recruitment and future recruitments.

2. The University is vested with conducting the 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 by such action as to violate or likely to violate the fair practice followed and the ensured by the University will be sufficient cause for rendering such questionable means as ground for debarment.

**9. Remuneration**

The monthly remuneration will be paid as shown against each category in the table noted at Para 1. No other allowances will be paid.

**10. Schedule in processing and completing the recruitment:**

Sl. No.	Process	Schedule Date(s)
1	Issue of Notification	24.11.2021
2	Last date for submission of filled-in Applications	08.12.2021
3	Display of Provisional Merit List	on or before 20.12.2021
4	Last date for submission of Objections, if any on Provisional Merit List through email: <a href="mailto:drntruhsadmn86@gmail.com">drntruhsadmn86@gmail.com</a>	22.12.2021
5	Display of Final Merit List	28.12.2021
6	Interview / Skill Tests	Will be informed.

**11. LIST OF COPIES TO BE ENCLOSED ALONG WITH FILLED IN APPLICATION:**

1.	Filled-in application form with latest Passport size photo affixed
2	Self-Attested copy of marks memo of SSC (or) equivalent certificate
3	Self-Attested copies of marks memos of all the years of minimum educational qualification.
4	Self-Attested copies of Provisional/Permanent certificate of minimum qualification
5	Self-Attested copies of Experience Certificate(s) for the posts of System Administrator and Computer Operator.
6	Self-Attested copy of latest caste certificate issued through Meeseva (in case of SC/ST/BC / EWS). In the absence of proper caste certificate, the candidate will be treated as OC candidate.
7	Self-Attested copy of PH Certificate (SADAREM CERTIFICAE) in respect of candidates Claiming reservation under PH Quota.
8	Self-Attested copies of study certificates from Class-IV to X where the candidate studied
9	Self-Attested copy of Aadhar certificate of the candidate (mandatory)
10	Any other relevant certificate with self-attested.

**NOTE:** i. If any of the relevant self-attested copies noted in the table above have not enclosed by the candidate, the application will be summarily rejected.  
ii. Application shall be submitted in the prescribed format only.

*K Sankar* 24/11/2021  
(DR. K. SANKAR)  
REGISTRAR  
*24/11*  
Registrar  
Dr. N.T.R. University of Health Sciences  
Vijayawada-520 008.

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**ANNEXURE-1**

- I) Break up of vacancies for the post of **System Administrator on Outsourcing basis** in Dr. NTR University of Health Sciences, A.P., Vijayawada (Statewide).

<b>System Administrator (Fresh Vacancies)</b>					
Category	OC		SC		Total
	G	W	G	W	
	1	1	-	1	03

- II) Break up of vacancies for the post of **Computer Operator on Outsourcing basis** in Dr. NTR University of Health Sciences, A.P., Vijayawada(Statewide).

<b>Computer Operator (Fresh Vacancies)</b>													
Category	OC		BC-A		BC-B		SC		ST		OC (VH)		Total
	G	W	G	W	G	W	G	W	G	W	G	W	
	3	1	-	1	-	1	1	1	-	1	-	1	10

- III) Break up of vacancies for the post of **Data Entry Operator on Outsourcing basis** in Dr. NTR University of Health Sciences, A.P., Vijayawada(Statewide).

<b>Data Entry Operator</b>							
	Backlog Vacancies				Fresh Vacancy		Total
Category	OC (HH)		ST		OC-EWS		
	G	W	G	W	G	W	
	1	-	-	1	1	-	03

**NOTE:** OC- Open Competition, SC – Scheduled Caste, ST – Scheduled Tribe, BC – Backward Classes; VH – Visually Handicapped, HH – Hearing Handicapped; EWS – Economically Weaker Sections; G – General, W – Women.

DATE :24.11.2021

*(DR. K. SANKAR)*  
(DR. K. SANKAR)  
REGISTRAR

*(Signature)*  
Registrar  
Dr. N.T.R. University of Health Sciences  
Vijayawada-520 008.