

# Dr. YSR Aarogyasri Health Care Trust

## Recruitment for Team Leader and Data Processing officer Posts

Dr. YSRAHCT/Admin/364-22/2021

Date:24.06.2021

Location: Dr. YSR Aarogyasri Health Care Trust, Mangalagiri, Guntur, AP.

S. No	Name of the post	Pay level	Category wise vacancies						
			Total	UR	UR-W	BC – B-W	SC	ST	Differently Abled
1	Team Leader	Rs. 17,500/-	2	1	0	1	0	0	0
2	Data Processing Officer	Rs.17,500/-	5	3	1	1	0	0	0

Method of recruitment for each post is given in Annexure I attached with this document.

For details regarding educational qualifications, experience, other requirements and terms & conditions for these positions, please visit the website [www.ysraarogyasri.ap.gov.in](http://www.ysraarogyasri.ap.gov.in).

(The individuals who are eligible for the posts may send their resumes to [drysrhct@gmail.com](mailto:drysrhct@gmail.com))

Last date for submission of resumes is 25.06.2021 at 5.00 PM

### General Instructions:

- (1) Candidates applying in response to this advertisement should satisfy themselves regarding their eligibility for the post. They must be fulfilling eligibility criteria as on the last date of submission of resumes.
- (2) Recruitment shall be done only on the recommendations of duly constituted Selection Committee. The decision of the Appointing Authority shall be final.

### Selection Process:

1. Written Examination
2. computer proficiency and drafting exam

### Documents/ Certificate to be produced at the time of selection process:

Following documents/certificates, in original along with one set of photocopies are required to be brought at the time of selection process:

1. 10<sup>th</sup> Standard
2. Degree / PG
3. Caste Certificate
4. Date of Birth
5. Concerned medical certificate for differently abled persons (if applicable)

### Annexure – I

Name of the Post	Team Leader
No of posts	02
Pay	Rs. 17,500/-
Age	Should be below 45 Years
Experience	The Applicant should be presently working as Executive with minimum Experience of 2 Years in the ASHCT
Method of recruitment	Limited Recruitment

Name of the Post	Data Processing Officer
No of posts	05
Pay	Rs. 17,500/-
Age	Should be below 45 Years
Experience	The Applicant should be presently working as Executive with minimum Experience of 2 Years in the ASHCT
Method of recruitment	Limited Recruitment

**Scheme of the Selection:**

The Selection process of the candidates will be three tiers as indicated below:

Tier-I: **Written Examination (26.06.2021 at 10.00 AM)**

Tier-II: **computer proficiency and drafting exam**

The following will be the criteria for allotting weightage of marks for the work experience in the Trust.

- **Service Weightage** : Executives having 2 or more years service rendered in Trust Activities as on 23.06.2021 are eligible to compete to the post of TLs. Weightage of service would be considered as given below.

Service period (in years)	Weightage of marks
2	4
3	6
4	8
5 and above.	10

- **1<sup>st</sup> Step: OBJECTIVE EXAM.**

An Objective exam will be conducted on **26.06.2021 at 10.00 AM** to the eligible candidates (as in the above Para) . The examination subjects and marks are as given below .

Subject	Objective questions	Marks
English proficiency	25	25
Domain knowledge ( Trust Functionalities )	25	25

- **2<sup>nd</sup> Step : COMPUTER PROFICIENCY AND DRAFTING SKILLS EXAM.**  
Candidates would be called for this exam from meritorious candidates of the objective exam in the ratio of 1:5 (vacancies: number of candidates)

Pattern of exam : It's a descriptive exam. 2 situations would be given to develop a note file and a letter, using MS office.

Duration: 30 Minutes

Max marks: 25x2 = 50 Marks.

- **3<sup>rd</sup>Step : FINAL SELECTION**

Final Selection of the Candidates would be marks gained in COMPUTER AND DRAFTING SKILLS EXAMS and Service Weightage. (Marks got in the “Objective exam” would not be considered for final selection.)”