

GOVERNMENT OF TELANGANA  
DISTRICT HEALTH SOCIETY : : MANCHERIAL DISTRICT  
**WEB NOTIFICATION No: NHM/2017, Date: - 12.12.2017**

Recruitment of **DATA ENTRY OPERATORS** Under National Health Mission (NHM)

1. Applications are invited from eligible candidates in the prescribed "Application Form" for recruitment of DATA ENTRY OPERATORS on outsource basis under the Programmes of NHM to look after all MIS Platforms at PHC level such as KCR Kit, e-Aushadi, e-HMS, HMIS, ANMOL etc., The contract is initially for a period of one Year and renewal will be as per the need and NHM yearly plan (PIP) and also subject to satisfactory performance. However, every year new contract has to be signed and valid for the period as indicated in the contract.
2. The Format of Applications may be downloaded from the District Official website([www.mancherial.telangana.gov.in](http://www.mancherial.telangana.gov.in)) after filled it may be submitted in person or by Registered post to O/o the Dist. Medical & Health Officer, Mancherial. The date of receiving applications commences from **14.12.2017 at 10.30 A.M.**, and ends on **27.12.2017 by 5.00P.M.** The Selection committee is not responsible for any postal delays.
3. **VACANCIES, UNIT OF APPOINTMENT, REMUNERATION:**

Sl. No.	Category	No. of vacant Posts	Unit of appointment	Local Reservation as per Presidential orders	Remuneration per month for each post
1	Date Entry Operator	5	District	80%	11,550/-

4. **EDUCATIONAL QUALIFICATION:**

Post	Qualification
Data Entry Operator	<ol style="list-style-type: none"> <li>i. The candidates should have a degree qualification from a recognized university and should be proficient in MS Office applications</li> <li>ii. They should also have at least two years of experience in Data entry.</li> </ol>

Priority will be given to the left over 104 employees in the health schemes, i.e., KCR kits, Amma Vodi etc., and the Preference will be given to the candidates, who qualified Bachelor of Computer Applications (BCA), Bachelor of Technology (B-Tech.), and Bachelor of degrees with computer Science/ Computer Applications group.

**5. Age:**

The minimum age is **18** years, and maximum age is **44** years shall be reckoned as on 01.07.2017 for recruitment of Paramedical Posts on contract basis with the following relaxations allowed for reckoning the maximum age limit as per rules:

- i) For SCs., STs & BCs 5 (Five) years
- ii) For ex-service men 3 (three) years in addition to the length of service in armed forces.
- iii) Disabled persons 10 (ten) years.

**6. Rule of Reservation:****OPEN – 20%**

Category	OC-W
No. of posts	1

**LOCAL – 80%**

Category	OC	BC-A (W)	ST (W)	<b>TOTAL</b>
No. of posts	2	1	1	<b>4</b>

The Rule of Reservation to Local candidates is applicable as per Presidential order, and posts shall be filled among the candidates who belong to the state of Telangana only.

**7. METHOD OF RECRUITMENT**

Recruitment shall be made by the District Selection Committee for the District Health Society.

**Selections shall be made based on following criteria:**

- a. Total Marks are 100 of which 90 marks will be allotted basing on the marks obtained in qualifying examination and 10 marks will be awarded for the age. Weightage for age will be reckoned from 18 years of age of the candidate. 0.5 marks will be awarded for one completed year of age with a maximum of 10 marks. The age will be reckoned as on 01.07.2017. (Example 1. If a candidate completes 20 years as on 01.07.2017, he will be awarded 1.0 mark; Example 2. If a candidate completes 30 years of age as on 01.07.2017, he will be awarded 6.0 marks; Example 3. If a candidate completes 40 years of age as on 01.07.2017, he will be awarded 10.0 marks).

- b. Merit list will be prepared based on the marks obtained with above criteria and displayed on website for transparency. And the marks for languages may be excluded.
- c. Selection list will be prepared from the finalized merit list duly following the rule of reservations and presidential order.

8. **HOW TO APPLY:**

- a. Application forms along with the instructions can be downloaded from official website [www.mancherial.telangana.gov.in](http://www.mancherial.telangana.gov.in).
- b. Filled in application form shall be submitted in person or through registered post to O/o the District Medical & Health Officer, Mancherial. Applications which are received after due dates will be summarily rejected. District Selection Committee is not responsible for postal delays.
- c. Application / Registration fees to be paid in form of **Demand Draft (DD)** in favour of **Dist. Medical and Health officer, Mancherial** as detailed below:
- i) Application / Registration fees of Rs. 200/- in form of DD.
- ii) The Application / Registration fees are exempted for the SC & ST Candidates.
- d. **Self-attested copies** of the following certificates should be enclosed along with the Application form should be orderly.

1	S.S.C or Equivalent examination marks memorandum.
2	Intermediate or 10 + 2 examination marks memorandum.
3	Qualifying Examination Pass Certificate.
4	Marks memos of all the years (qualifying examination)
5	Certificate of Computer applications.
6	Latest Caste certificate issued by the Tahsildhar / MRO concerned
7	Study certificate for the years from 4th class to 10th class and in case of Private study, residence certificate from the Tahsildhar / MRO concerned
8	At least two years of experience in Data entry.
9	Service certificate in respect of left over 104 employees.
10	1 Photograph duly pasted on the application form.

**Sd/-**  
**Dist. Medical & Health Officer,**  
**Member – Convener**

**Sd/-**  
**Dist. Collector,**  
**Chairman**