



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

Website: <https://drntr.uhsap.in>

No: 853/MIII/2022

Dt: 15.05.2025.

DETAILED NOTIFICATION

RECRUITMENT OF VARIOUS POSITIONS ON AN OUTSOURCING BASIS

1.

- 1.1. Notification for filling up of **following positions purely on an Outsourcing basis.**

S. No	Name of the Post	Age as on 01.07.2025	No. of the Posts	Remuneration Per month (Without any allowances) Rs.
1	System Administrator	18-42	02	31,500/-
2	Computer Operator	18-42	04	21,500/-
3	Data Entry Operator	18-42	09	18,500/-

Note: The details of breakup of vacancies for the above positions may be seen at Annexure- I.

- 1.2. If a candidate is eligible for more than one post, he/she is required to apply for each post separately.
- 1.3. All desirous and eligible candidates shall apply online 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 online mode will not be entertained under any circumstances. Submission of the application form by the candidate is an authentication that he/she has read the notification and shall abide by the terms and conditions laid down there under.
- 1.4. All the posts are meant for Local candidates of Andhra Pradesh State only.

2. EDUCATIONAL QUALIFICATIONS:

2.1. System Administrator:

- a) A System Administrator shall be a Graduate of B.Tech., CSE/ IT/ECE from a recognized University with a Minimum of 2 years of experience.
- b) Shall have sound knowledge of systems administration, Computer Support, Networking, and being able to run and support the help desk about Computer/Computer applications.

2.2. Computer Operator:

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

2.3. Data Entry Operator:

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

3. RESERVATIONS (DIFFERENTLY ABLED)

The candidates have to produce proof of the disability claimed in their application at all stages of selection along with the certificates relating to Educational Qualifications and other certificates, etc., as per provisions under the Right of Persons with Disabilities Act 2016.

4. AGE:

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.07.2025 as per G.O.Ms.No.36, General Administration (Service-A) Department, dated 04.03.2025.

Provided that the upper age limit of 42 years is relaxable by 5 years in respect of the persons under Scheduled Castes / Scheduled Tribes / Backward Classes and EWS.

Provided that the upper age limit of 42 years is relaxable by 10 years for Persons with Benchmark Disabilities.

Provided that the upper age limit of 42 years is relaxable as per Rule 12(1)(c)(i) of A.P. State and Subordinate Services Rules, 1996 for EX-Servicemen.

5. How to apply:

STEP-I: Candidates can apply in the prescribed proforma available on the University website (<https://drntr.uhsap.in>). Candidates have to ensure that the particulars are filled in correctly. The University bears no responsibility for the mistakes.

STEP-II: After checking all the data and ensuring that the data is correct the applicant has to make payment. On successful submission, the payment reference ID and Application ID is generated and sent to the registered Email ID. Candidates can note the Application ID for future correspondence.

NOTE: A. In any case, if the payment process is not submitted successfully, then the applicant can go to the Application ID and make a re-payment, then application is submitted successfully. However, correction in the application form will not be enabled.

B. The University is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form online. The applicants are, therefore, advised to strictly follow the instructions given in the user guide before submitting the application.

C. All the candidates are requested to submit their applications with the correct data. No manual application for corrections shall be entertained.

D. The particulars furnished by the applicant in the Application Form will be taken as final. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form online.

E. Before Uploading/ Submission Application Form, the Candidates should carefully ensure his/her eligibility. No relevant column of the application form should be left blank; otherwise, the application form will not be accepted.

F. Mere applying does not confer any right to the candidate for being considered for 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 the terms and conditions laid down in it.

6. DEBARMENT:

1. Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of the application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declarations regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from recruitment conducted by the University and summarily their candidature will be rejected 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 anyone causing or likely to cause a 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 a ground for debarment.

6. MODE OF PAYMENT OF FEE:

Applicant must pay the amount of Rs.500/- (Rupees Five hundred only) towards processing fee only. If a candidate is eligible for more than one post, he/she shall submit a separate application for each eligible post.

Note: The Fee mentioned in the above paragraph is to be paid online using Payment Gateway using Net Banking/ Credit card / Debit Card/UPI. The list of Banks providing service for the purpose of online remittance of fees will be available on the Website. ii) The fee once remitted shall not be refunded or adjusted under any circumstances. IPOs / Demand Drafts are not accepted.

7. Selection Process:

7.1 Purely on Merit duly following the Rule of Reservation.

7.2 Selection Criteria

- Skill test shall be conducted for all the eligible applicants.
- Merit list shall be prepared based on 75% of marks secured in the minimum Educational qualifying examination (excluding languages) and 25% of marks secured in the skill test for determining the merit.
- If two candidates have an equal percentage, preference shall be given to older persons. If there is a tie in age, the person with educational qualification at an earlier date would be considered.

7.3 Provisional Merit List

A provisional Merit List shall be prepared and displayed on the University website (<https://dntr.uhsap.in>) duly calling objections, if any.

7.4 Final Merit List

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

8. Conditions on Appointment:

The candidate selected and appointed on an 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.

9. Remuneration

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

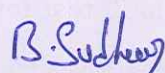
10. Schedule in processing and completing the recruitment:

Sl. No.	Process	Schedule Date(s)
1	Issue of Notification	17.05.2025
2	Last date for submission of filled-in Applications	31.05.2025
3	Interview / Skill Tests	Will be informed

11. LIST OF ORIGINALS TO BE UPLOADED THROUGH ONLINE:

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


 (Dr. V RADHIKA REDDY)
 REGISTRAR


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ANNEXURE-1

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

Post	Category	
System Administrator	OC	SC(Gr.I)
	1	1

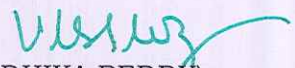
- II) Break up of vacancies for the post of **Computer Operator** on an Outsourcing basis in Dr. NTR University of Health Sciences, A.P., Vijayawada (Statewide).


Post	Category		
Computer Operator	OC	SC(Gr.III)	ST
	2	1	1

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

Post	Category					
Data Entry Operator	OC	BC-B	BC-D	SC(Gr.II)	SC(Gr.III)	ST
	2	1	1	1	1	3

NOTE: OC- Open Competition, SC – Scheduled Caste, ST – Scheduled Tribe, BC – Backward Classes;


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