

From  
Dr.K. Koteswari, MBBS, DGO,  
Regional Director of Medical & Health Services,  
Kadapa, zone-IV.

To  
The Director of Public Health and  
family welfare,  
Andhra Pradesh, Gollapudi  
Vijayawada.

No.1945/B2/2022, Dated:17.12.2022

Sir

Sub:- Medl. & Health Dept. Filling up of the Medical Record Technician (MRT) on Contract basis under the control of the Regional Director of Medical and Health Services, Kadapa Notification prepared and requested to display in the website <https://cfw.ap.nic.in> Requested - Regarding.

- Ref:-
1. G.O.Ms.No.565 Medical & Health (R.I) dated 27-08-1979
  2. R.C.No.Spl/E4..B/2022 dated 07-12-2022 of the Director of public Health and Family Welfare, AP Vijayawada.
  3. Note Orders of the Regional Director of Medical and Health Service, Kadapa Dated:14.12.2022
  4. This office Notification No.01/MRT/2022, Dated:-14.12.2022.
  5. Instructions of the Director of the Public Health and Family Welfare, AP, Vijayawada Dated:-14-12-2022.
  6. Instructions of the Director of the Public Health and Family Welfare, AP, Vijayawada Dated:-17-12-2022.

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I invite kind attention to the references 2<sup>nd</sup> cited, wherein the Director of public Health and Family Welfare, A.P., Vijayawada has issued instructions to give the fresh notification to fill the posts of Medical Record Technician in our control as this post is Zonal post.

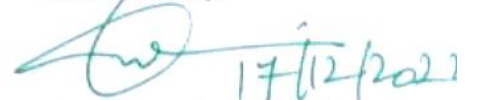
In response to the above, a Notification for MRT post was released and communicated to the DM&HOs in the zone-IV with request make it to display in their respective District NIC official websites. Meanwhile, the Director of Public Health and Family Welfare, AP, Vijayawada vide reference 5<sup>th</sup> cited have given instructions to kept pending above notification for until further orders. The Said information informed to the DM&HOs concerned.

Now vide reference 6<sup>th</sup> cited, the Director of public Health and Family Welfare, AP Vijayawada has given instructions to the Regional Director of Medical and Health Services in the state to notify the MRT posts today without fail, clarification taken from Govt. Pleader. In view of the above I am herewith submitting the notification for filling up of 08 (eight) Medical Record Technician posts for displaying in the website of <https://cfw.ap.nic.in>.

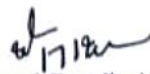
Hence, I request to kindly display the notification in the above websie.

This is submitted for favour of information.

Yours faithfully,



Regional Director of Medical &  
Health Service, Kadapa, Zone-IV



Copy submitted to the Director of Health and Family Welfare, AP, Mangalagiri for favour of information

**GOVERNMENT OF ANDHRA PRADESH**  
**HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT**

Revised Notification No. 01/MRT/2022, Dated: 17 /12/2022 for appointment to the Post of Medical Record Technician (MRT) on Contract basis under the control of the Regional Director of Medical and Health Services, Zone-IV, Kadapa .

**Applications are invited from 19.12.2022 to 24.12.2022.**

1. G.O.Ms.No.565, Medical & Health(R1) dated.27.08.1979.
2. Rc.No.SPL/E4.B/2022, Dated:-07-12-2022 of the Director of Public Health and Family Welfare, AP, Vijayawada.

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1. Applications are invited from eligible candidates for recruitment of Medical Record Technician (MRT) on Contract basis to work under the control of Regional Director of Medical and Health Services, Kadapa
  - a. Proforma of application will be available on the portal <https://cfw.ap.nic.in> from 10:00 AM on 19/12/2022 to 05:30 PM on 24/12/2022.
  - b. Last Date for submission of physical applications is 05:30PM on Date. 24.12.2022. Filled in applications shall be submitted in the O/o. RDM&HS, Kadapa, Old RIMS, Kadapa.
  - c. The Candidates who are having qualification for MRT post shall apply to the above post at O/o.RDM&HS, Kadapa.
  - d. The Merit List of this notification is valid for one year for the purpose of filling up of arising vacancies if any.

S.No	Name of the Post	Name of the District	No. of Vacancies
01	MEDICAL RECORD TECHNICIAN (MRT)	Chittoor	01
02		Ananthapuramu	03
03		Kurnool	04
TOTAL:-			08

\* The No. of vacancies is provisional and likely to increase or decrease as per the need of the department.

Filled in Applications for the above posts are to be submitted at the Office of the Regional Director of Medical and Health Services, Kadapa on or before 24.12.2022 by 5.30 P.M.

Application form and other details can be obtained at (<https://cfw.ap.nic.in>).

## 2. SCHEDULE:-

S.No.	Process	Date
1	Issue of Notification	17-12-2022
2	Time Period for submission of Applications	19-12-2022 to 24-12-2022
3	Completion of Scrutiny	28-12-2022
4	Display of Provisional Merit list	29-12-2022
5	Submission of grievances by the applicants if any	29-12-2022 to 31-12-2022
6	Display of Final Merit List and Selection list	03-01-2023
7	Conducting of Counselling & Issue of appointment orders to the selected candidates	04-01-2023

## 3. RESERVATIONS:

- Reservations are applicable as per Rule 22 of AP State and Subordinate Services Rules and instructions issued from time to time including BC, SC and ST reservations.
- Reservations to woman will be as per General Rule 22-A (G.O.Ms.No.41, WD&CW (Estt) Dept., dated:-01-08-1996, G.O.Ms.No.63, GA (Ser-D) Dept, dt: 17.04.2018 & instructions issued from time to time.
- Presidential order is applicable as per GO Ms No 674; GA (SPF.A) Dept, dated:28.10.1975, GO P No.763 GA.(SPF.A) Dept dated 15.11.1975 read with G.O.Ms.No.8 GA (SPF.A) Dept. dated.08.01.2002.
- Reservations to Differently abled persons is applicable as per G.O.Ms.No.2 Department for WCDA & SC (Prog.II) dt 19.02.2020.
- Reservations for Economically Weaker Sections will be as per G.O.Ms.No.73 GA (Services-D) dept. dt: 04.08.2021.
- Reservations for ex-servicemen are applicable as per rules in force.

## 4. Educational (Academic, Professional, Technical) qualifications for the post of Medical Record Technician(MRT):

- Pass in P.U.C or any other equivalent examination of a recognised University.
- Pass in Lower Grade Type Writing examination or knowledge of typewriting with minimum speed of 40 words per minute.
- Facility in written and spoken English.
- Three months training in Medical Record Technician in the Christian Medical College, Vellore or in another recognized centre or the equivalent thereof.
- Preference shall be given to the candidates with hospital experience for a minimum period of six months.

## 5. AGE:

Upper age limit is 42 years. Age will be reckoned as on 01.07.2022 as per G.O.Ms.No.105 GA (Ser-A) dept., dated.27.09.2021 with relaxations as applicable. Relaxations will be as follows:-

- For SC, ST, BC and EWS candidates: 05 (Five) years.
- For Ex-service Men: 03 (Three) years in addition to the length of service in armed forces.
- For differently abled persons: 10 (Ten) years.
- Maximum age limit is 52 years with all relaxations put together.

**6. FEE:**

Applicant must enclose a demand draft towards application processing fee in favour of Regional Director of Medical and Health Services, Kadapa in any Nationalised Bank

a) For OC candidates = Rs. 500/-

b) For /SC/ST/BC/Physically Challenged candidates = Rs.300.

**7. METHOD OF SELECTION:**

Total Marks: 100

- a. 90% will be allocated for aggregate of marks obtained in all the years in qualifying examination or any other equivalent qualification.
- b. Up to 10 marks @ 1.0 mark per completed year after acquiring requisite Qualification as mentioned in the pass certificate. Weightage will be reckoned up date of notification as per Govt. Memo no.4274/D1/2013, HM&FW (D1) Dept., dt. 10.07.2014.

**8. Tenure of appointment and important conditions:**

The tenure for the contract posts is initially one year from the date of joining in the post and may be extended for further period as per the instructions issued by the Government from time to time. The Appointing authority i.e., RDM&HS, Kadapa reserves all the rights to terminate the contract services of any candidate / candidates at any time with one month notice or as per directions of the Government from time to time.

**9. Self attested copies of the certificates to be enclosed to the filled in application:**

- a. SSC or its equivalent (for date of birth).
- b. Pass certificates of qualifications prescribed for the posts concerned.
- c. Proof of appearance for the qualifying examination where ever applicable.
- d. 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.
- e. 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 to 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 shall submit 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.
- f. Copy of valid caste certificate. In case of non submission of valid caste certificate, the candidate will be considered as OC.
- g. Latest EWS (Economically weaker sections) certificate issued by the competent authority in case of the EWS categories.
- h. Certificate of disability issued in SADAREM.
- i. Any other certificates as relevant and applicable.

**Note:** Candidates must submit clear, visible documents (a to i of para.9), failing which application will be summarily rejected. Applications without the above documents will be summarily rejected.

**10. IMPORTANT INFORMATION TO CANDIDATES:**

- a. if selected, he/she should stay at the bonafide Head Quarters compulsorily.
- b. If selected and appointed he / she should be abide by the Government rules in force regularly from time to time.


**11. DEBARMENT:**

- a. 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 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 department and summarily rejection of their candidature for this recruitment & future recruitment.
- b. 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.


**12. DEPARTMENT'S DECISION TO BE FINAL:**

- a. 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.
- b. 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.

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17/12/2022

Regional Director of Medial and Health  
Services,  
Kadapa.

  
17/12/2022

<b>GOVERNMENT OF ANDHRA PRADESH</b> <b>HM&amp;FW Department</b> (Revised Notification No: 01/MRT/RDM&HS/2022, Date 17.12.2022) Recruitment to the post of Medical Record Technician (MRT) to work on contract basis under the control of RDM&HS, Kadapa	
Application for the Post of : <span style="border: 1px solid black; padding: 2px 10px;">Medical Record Technician (MRT)</span>  Application No.(to be filled by the office)	Affix Pass port size latest colour photograph

1	Name of the Candidate			
2	Gender			
3	Fathers Name			
4	Date of Birth(DD-MM-YYYY)			
5	Social Status (OC/OC-EWS/SC/ST/BC-A,B,C,D,E)			
6	Whether Physically Handicapped (VH/HH/OH) (SADAREM Certificate to been closed)			
7	Whether claiming EWS reservation (copy of the certificate enclosed)			
8	Whether Ex-Servicemen (enclose Service Certificate)	Yes /No		
9	Mobile number of the applicant			
10	DD particulars	DD.No.	Date:	Amount:
11	<u>Address for communication:</u>			

Marks obtained in the requisite Academic /Professional / Technical qualification

Qualification	MaximumMarks	Marks obtained	Year of passing(Month & Year)

Details of School studies from 4<sup>th</sup>Class to 10<sup>th</sup>Class (for local status)

Sl. No	Class	Year of passing	Name of the School	Town and District
1	IV			
2	V			
3	VI			
4	VII			
5	VIII			
6	IX			
7	X			

**DECLARATION**

I, Smt/Kum/Sri.....D/o or S/o or W/o .....do hereby declare that, above particulars furnished by me are true to the best of my knowledge. I agree that in the event of any of the details furnished above being found to be incorrect or false at a later date, my candidature will be forfeited summarily.

Signature of the  
applicant

APPENDIX-I

CERTIFICATE OF RESIDENCE

(Vide Sub-Clause (ii) of Clause (a) para 7 of the Presidential order) It is hereby certified,

(a) That Sri/Srimathi/Kumari\_\_\_\_\_

S/o.W/o,D/o\_\_\_\_\_appeared for the first time for the matriculation (S.SC) Examination in (month)\_ year;

(b) That he/she has not studied in any educational institution during the whole or a part of the 4 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination;

(c) That in the 4 years immediately preceding the commencement of the aforesaid examination, he/she resided in the following place/places namely,

Village	Taluk	District	Period
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Station: OFFICE SEAL

Date:

Officer of Revenue Department not  
Below the rank of Tahsildhar or  
Deputy Tahsildhar in independent  
Charge Of a Sub Taluk

Date:

\*Strike off 'whole' 'a part', as the case may be.



### **CHECK LIST - ACKNOWLEDGEMENT**

(The Check list should be submitted in 02 (TWO) Copies one copy will be returned to the applicant as a Acknowledgement)

Name of the Candidate	
Application No (will be allotted at the time of submission of Application)	
Post Applied for	
Demand Draft Number	
Mobile Number	

**The Candidate should enclose self attested documents/Certificates in the following order:**

<b>Sl No</b>	<b>Name of the Document</b>	<b>Enclosed (YES/NO)</b>
1.	Filled prescribed application form	
2.	S.S.C or its Equivalent for date of birth	
3.	Proof of appearance for the qualifying examination wherever applicable	
4.	Qualifying Examination Pass Certificates	
5.	Marks memos of all years of (qualifying examination) or its equivalents	
6.	Copy of valid caste certificate	
7.	Latest EWS certificate issued by the Tahsildar concerned	
8.	Study certificate for the years from IV class to X Class. In case of Private study candidates, the residence certificate issued by the Tahsildar concerned for 04 to 07 years prior to SSC and its equivalent.	
9.	Certificate of disability issued in SADAREM	
10.	Any other certificates as relevant and applicable	

**Signature of the candidate**

**Acknowledgement**  
**(for Office use only)**

**Application is received from the applicant along with the above mentioned documents/enclosures on .12.2022.**

**Signature of the employee who  
received the Application**