

NOTIFICATION
GOVERNMENT OF ANDHRA PRADESH
HEALTH, MEDICAL AND FAMILY WELFARE DEPARTMENT
REGIONAL DIRECTOR OF MEDICAL AND HEALTH SERVICES, ZONE III, GUNTUR

A Notification No.01/2022, dated.17.12.2022 for appointment to Medical Record Technician post in Zone-III Medical and Health Department on Contract basis.

1. G.O.Ms.No.565, M&H (R-1) dated.27.08.1979.
2. G.O.Ms.No.154, HM&FW (A I) Dept. Dt.28.06.2022.
3. G.O.Ms.No.158, HM&FW (A I) Dept. Dt.28.06.2022.
4. G.O.Ms.No.199, HM&FW (A I) dept. dt: 30.07.2022.
5. Rc.No.SPL/ E4 B/2022, Dt.07.12.2022 of DPH&FW, A.P., Vijayawada.

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1. Applications are invited from eligible candidates for recruitment to the post of Medical Record Technician in health institutions under the control of the RDM&HS, Zone-III, Guntur on Contract basis.
 - a. Proforma of application will be available on the portal (<https://cfw.ap.nic.in>) from 10.00AM 18-12-2022 to 5.00 PM of 25-12-2022.
 - b. Last Date for submission of physical applications is 05:00 PM on 26.12.2022. Filled in applications shall be submitted in the Office of the Regional Director of Medical and Health Services, Zone III. beside APSRTC Bust Stand, Near to Aswini Hospital, Regional Female Training Centre Campus, Guntur. Candidates are advised to apply as soon as possible without waiting till last date to avoid last hour rush.
- C The Jurisdiction for this recruitment is Zone-III only.
- d. The Merit List of this notification is valid for one year for the purpose of filling up of arising vacancies if any.

The No. of vacancies of Medical Record Technician in Zone-III - 2(Two)

The Number of vacancies are provisional and likely to increase or decrease as per the need of the department.

The Merit List of this notification is valid till 31.12.2023, for the purpose of filling up of arising vacancies as per requirement of the Department.

Filled in Applications for the post of the Medical Record Technician are to be submitted at the O/ o the Regional Director Medical and Health Services, Zone-III, beside APSRTC Bust Stand, Near to Aswini Hospital, Regional Female Training Centre Campus Guntur on or before 26.12.2022 by 5.00 P.M.

2. Reservations :
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. Reservations to Differently abled persons are applicable as per G.O.Ms.No.2 Department for WCDA & SC (Prag.II) Dt 19.02.2020.
 - v. Reservations for economically weaker sections will be as per G.O.Ms.No.73 GA (Services-DJ dept. Dt: 04.08.2021.
 - vi. Reservations for ex-servicemen are applicable as per rules in force.

3. Educational (Academic, Professional, Technical) qualifications, nature of appointment to M.R.T post:

The candidate should possess prescribed academic / technical / professional qualifications for the post of Medical Record Technician.

Sl. No	Name of the Post	Educational Qualifications
01.	Medical Record Technician	a) Pass in P.U.C/ Intermediate or any other equivalent examination of a recognized university. b) Pass in Lower Grade Typewriting Examination or knowledge of typewriting with minimum speed of 40 words per minute. c) Facility in written and spoken English. d) Three months training as Medical Record Technician in the Christian Medical College, Vellore or in any other recognized centre or the equivalent thereof. e) Preference shall be given to the candidates with Hospital experience for a minimum period of six months. (In terms of Go.Ms.No.565, M&H (R-1), Dt.27.08.1979)

4.AGE: Upper age limit is 42 years. Age will be reckoned as on 1.07.2022 as per G.O.Ms.No.105 GA (Ser-A) dept., dated.27 .09.2021 with relaxations as applicable. Relaxations will be as follows:-

- a. For SC, ST, BC and EWS candidates: 05 (Five) years.
- b. For Ex-service Men: 03 (Three) years in addition to the length of service in armed forces.

- c. For differently abled persons: 10 (Ten) years.
- d. Maximum age limit is 52 years with all relaxations put together.

5. Fee: Applicant must enclose a demand draft towards application processing fee in favor of Regional Director, Medical and Health Services, Guntur.

- a) For OC candidatesRs.500/-
- b) For SC/ST/BC/Physically challenged candidates Rs.300/-

6. METHOD OF SELECTION:

- a. Total Marks: 100
- b. 90% will be allocated for aggregate of marks obtained in qualifying examination i.e. PUC/Intermediate/equivalent.
- c. Up to 10 marks @ 1.0 mark per completed year after acquiring
- d. MRT training qualification. As mentioned in the pass certificate. Weight age will be reckoned up date of notification as per Govt. Memo no.4274/DI/2013, HM&FW (DI) Dept., dt. 10.07.2014

7. Tenure of appointment and important conditions:

The tenure for the contract posts is initially one year from the date of joining in the post. The RDM&HS, Zone-III, Guntur reserves all the rights to terminate the contract services of any candidates at any time with one month notice or as per directions of the Government from time to time.

8. 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 post of M.R.T. i.e. PUC/ Inter/ Equivalent.
- c. Proof of appearance for the qualifying examination i.e.
 - i. Pass in Lower Grade Typewriting Examination or knowledge of Type writing with minimum speed of 40 words per minute.
 - ii. Three months training as Medical Record Technician in the Christian Medical College, Vellore or in any other recognized center or the equivalent thereof.
 - iii. Hospital experience for a minimum period of six months.
- d. Marks memos of qualifying examination or its equivalent. In the absence of marks memos, marks will not 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.8) , failing which application will be summarily rejected. Applications without the above documents will be summarily rejected.

9. 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.
- c. Candidates are advised to follow official website from time to time for further information.

10. 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 in- correct 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.

11. DEPARTMENT'S DECISION TO BE FINAL

- a . The decision of the department regarding acceptance or rejection of the candidature, conduct of counseling 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.

Sd/-J.Yasmin,
Regional Director,
Medical and Health Services,
Guntur.

<p>GOVERNMENT OF ANDHRA PRADESH HM&FW Department (Notification No: O1/2022, Date: 17.12.2022) Recruitment to Medical Record Technician Posts to work on contract basis/ Out Sourcing basis in Govt. Health facilities</p>

Application of the Post of Medical Record Technician Application No (to be filled by the office) :	Affix Pass Port size latest colour Photograph
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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)	
7	Whether Physically Handicapped (VH/ HH/ OH) (SADAREM Certificate to been closed)	
8	Whether claiming EWS reservation (copy of the certificate enclosed)	
9	Whether Ex-Servicemen (enclose Service Certificate)	Yes /No
10	Mobile number of the applicant	
11	DD particulars	DD.No. Date: Amount:
12	Address for Communication	

MARKS OBTAINED IN THE REQUISITE ACADEMIC/PROFESSIONAL/TECHNICAL QUALIFICATION

Qualification	Maximum Marks	Marks obtained	Year of Passing (Month and Year)

Details of School studies from 4th Class to 10th 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/Oor 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

Officer of Revenue Department not

Date:

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.