

**OFFICE OF THE DISTRICT MEDICAL AND HEALTH OFFICER: NALGONDA**

**GUIDELINES**

(Rc. No.479/JD(PS&SP)/2012, Dated:25-02-2012 (Guidelines for Recruitment and instructions to candidates)

PARA-1:

Applications are invited from eligible **Female** candidates in the prescribed "Application Form" for recruitment to the post mentioned at para-2 on contract basis.

PARA-2: Vacancy: District Hospital, Nalgonda.

Sl. No.	Name of the Post	Vacancy
01	RMNCH Family Planning Counselor (Female)	01

PARA-3: EDUCATIONAL QUALIFICATION:

Sl. No.	Name of the Post	Educational Qualifications
01	RMNCH Family Planning Counselor (Female)	<ol style="list-style-type: none"><li>1. Masters/Bachelors Degree in Social Work/ Public Administration/ Psychology/ Sociology/Home Science/Hospital and Health Management.</li><li>2. Two Years work experience in Health Sector.</li><li>3. Excellent interpersonal communication skills.</li><li>4. Fluency in local languages – both writing and speaking.</li><li>5. Good Data Management Skills</li><li>6. Basic Computer Skills especially those related to MS Office.</li><li>7. Ability to work in a team.</li><li>8. Only Female candidates are eligible.</li></ol>

PARA-4: METHOD OF RECRUITMENT:

1. 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.
2. Merit list will be prepared based on the marks obtained with above criteria and displayed on website for transparency and also for calling objections.
3. Selection list will be prepared from the finalized merit list duly following the rules of reservations.

PARA-5: AGE:

- I. Minimum 18 Years and Maximum 44 Years. The age reckoned as on 01-07-2017.
  - a. No persons shall be eligible if she is less than 18 years of age.
  - b. No persons shall be eligible if she crossed 58 years of age (superannuation age).

- c. Age relaxations upper age limit prescribed above is however relaxable as per rules.

<b>Sl. No.</b>	<b>Category of candidates</b>	<b>Relaxation of age permissible</b>
1.	SC/ST and BCs	5 Years
2.	Physically Handicapped persons	10 Years

**PARA-6: HOW TO APPLY**

- a. Application forms along with the instructions can be downloaded from official websites.
- b. Filled in application form shall be submitted in person or through registered post to the District Medical and Health Officer, Nalgonda District, received after due dates will be summarily rejected District Selection Committee is not responsible for postal delays.
- c. Self attested copies of the following certificates should be enclosed along with the application form.

1.	S.S.C. or Equivalent examination.
2.	Intermediate or 10+2 examination.
3.	Qualification Examination Pass Certificate.
4.	Marks Memos of all the years (qualifying examination).
5.	Two Years work experience in Health Sector.
6.	Computer Certificate.
7.	Latest Caste Certificate issued by the Tahsildhar concerned.
8.	Study Certificate for the years from 4 <sup>th</sup> class to 10 <sup>th</sup> class.
9.	PH certificate in respect of candidates claiming reservation under PH Quota.
10.	Relevant certificate in respect of candidates claiming Ex-Service Man Quota.
11.	1 Photograph duly pasted on the application form.

**TENTATIVE SCHEDULE FOR FILLING UP ABOVE POSTS**

1.	Issue of Press note inviting the application	06-10-2017
2.	Last Date of receipt of applications	10-10-2017
3.	Scrutiny of applications, Preparation of provisional merit list shall be published	20-10-2017
4.	Objections shall be invited on the display of provisional merit list up to	23-10-2017
5.	Display of final merit list	25-10-2017

**NOTE:FILLED APPLICATIONS SHOULD BE SUBMITTED ON OR BEFORE 10-10-2017, 05:00 PM TO OFFICE OF THE DISTRICT MEDICAL AND HEALTH OFFICER, NALGONDA DISTRICT -508001.**

District Medical and Health Officer,  
Nalgonda.

GOVERNMENT OF TELANGANA  
DISTRICT MEDICAL AND HEALTH OFFICE: NALGONDA

**APPLICATION FOR THE POST OF RMNCH FAMILY  
PLANNING COUNSELOR ON CONTRACT BASIS**

**REGISTRATION NO.**

1. Name of the applicant :  
(IN BLOCK LETTERS)

2. Father's Name :

3. Date of Birth :

4. Social Status :

(Please tick the appropriate box):

OC  BC 

A	B	C	D	E
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 SC  ST

Photo with  
Self  
Attestation

5. Special Quota

i. Ex-Service men   
Disabled:

ii. Physically

VH	HH	OH
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6. Educational qualification :

7. Technical qualification :

8. Experience in health sector :

9. Local District/Status (based on the 4<sup>th</sup> to 10<sup>th</sup> class study)  
(as per Presidential Order):

10. Address for Communication:  
with Phone No.

Place:

SIGNATURE OF THE APPLICANT

Date: