



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

Website: <http://ntruhs.ap.nic.in>

(Established by an Act of Andhra Pradesh State Legislature in 1986 (Act 6 of 1986))

No:853-SA/MIII/2022

Dt:05.07.2022

DETAILED NOTIFICATION

1. Applications in the prescribed proforma are invited from the eligible candidates of the state of A.P for the **following position purely on Outsourcing basis**. Application proforma can be downloaded through the University website <http://ntruhs.ap.nic.in>

S. No	Name of the Post	Age as on date of notification	No. of the Posts	Remuneration Per month (Without any allowances) Rs.
1	System Administrator	18-42	02	25,500/-

The details of vacancies

System Administrator (Backlog Vacancies)					
Category	OC		SC		Total
	G	W	G	W	
	0	1	-	1	02

NOTE: OC- Open Competition, SC – Scheduled Caste,

1.1 The post is meant for Local candidates of Andhra Pradesh State only.

2. Minimum Educational Qualifications:

2.1 System Administrator:

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

3. Duties & Responsibilities:

- He/ She shall be responsible for User administration, System maintenance, and Documentation.
- System health monitoring, Backup- & disaster recovery, Application compatibility, Web service administration & configurations, Hardware Maintenance, and Assist in network design and implementation. Provide network support with a variety of operating systems. Install and configure computer network equipment. Maintain network connectivity of all computer workstations. Provide network support to users. Maintain servers and associated hardware, applications, services, and settings. Develop and monitor policies for the use of network resources. Implement and manage disaster recovery and backup. Evaluate and recommend security improvements and system upgrades. Monitor the network to ensure optimal performance. Create and maintain network users/ permissions. A test release of products to minimize user impact and ensure compatibility. Create technical support documentation for systems and applications.

4. Reservations:

Rule of Reservation will apply as per Andhra Pradesh State Government rules in force.

5. Age limit:

Minimum 18 years & Maximum 42 years. Age will be reckoned as on the date of notification.

6. Relaxations:

For SC Candidates, relaxation of age is up to 5 years i.e., should not have completed 47 years as of the date of notification.

Contd..2

7. How to apply:

- a. Candidate can download the prescribed proforma available on the University website <http://ntruhs.ap.nic.in>.
- b. Applicant should affix one recent passport size photograph on the application.
- c. Filled-in applications along with their necessary enclosures should reach the Registrar, Dr. NTR University of Health Sciences, NH-16 Service Road, Beside New Government General Hospital, Vijayawada – 520 008, Andhra Pradesh by registered post/speed post/in-person duly superscribing the sealed cover as Application for the post of System Administration on or before **19.07.2022 by 05.00 PM**.
- d. **Incomplete applications/applications received without relevant documents/applications received after the cutoff date will summarily be rejected. Candidates must submit clear, visible documents, failing which the application will be summarily rejected.**
- e. 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 the notification.
- f. **University will not be responsible for any Postal delay.**

8. Selection Process:

Purely on Merit duly following the Rule of Reservation.

8.1 System Administrator:

Selection Criteria

- Merit list shall be prepared based on Percentage of marks obtained in minimum Educational Qualification.
- If there is an equal percentage among two candidates, preference shall be given to elder persons.
- Interview shall be conducted in the ratio of 1:3 candidates based on academic, experience, and personnel interview

8.2 Provisional Merit List

Provisional Merit List shall be prepared and displayed on the University website (<http://ntruhs.ap.nic.in>) duly calling objections if any.

8.3 Final Merit List

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

9. 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 is 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.

10. 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 in all respects. 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 University and summarily rejection for got their candidature 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.

11. Remuneration

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

12. Schedule in processing and completing the recruitment:

Sl. No.	Process	Schedule Date(s)
1	Issue of Notification	05.07.2022
2	Last date for submission of filled-in Applications	19.07.2022
3	Display of Provisional Merit List	29.07.2022
4	The last date for submission of Objections, if any on Provisional Merit List	01.08.2022
5	Display of Final Merit List	10.08.2022
6	Interview	Will be informed.

13. LIST OF COPIES TO BE ENCLOSED ALONG WITH FILLED IN APPLICATION:

1.	Filled-in application form with latest Passport size photo affixed
2	Self-Attested copy of marks memo of SSC (or) equivalent certificate
3	Self-Attested copies of marks memos of all the years of minimum educational qualification.
4	Self-Attested copies of Provisional/Permanent certificate of minimum qualification
5	Self-Attested copies of Experience Certificate(s) for the post of System Administrator
6	Self-Attested copy of the latest caste certificate issued through Mee-Seva/Sachivalayam (in case of SC). In the absence of a proper caste certificate, the candidate will be treated as an OC candidate.
7	Self-Attested copies of study certificates from Class-IV to X where the candidate studied
8	Self-Attested copy of the Aadhar certificate of the candidate (mandatory)
9	Any other relevant certificate with self-attested.

- NOTE:** i. If any of the relevant self-attested copies noted in the table above have not been enclosed by the candidate, the application will be summarily rejected.
ii. Application shall be submitted in the prescribed format only.

K Sankar 5/7/2022
(DR. K. SANKAR)
REGISTRAR

5/7