

GOVERNMENT OF ANDHRAPRADESH
Andhra Medical College, Visakhapatnam
Disaster Management cell

Notification No: 01/DMC/NELS/2024, Date:09.10.2024

Sub: AMC, VSP – Visakhapatnam – Notification.No.01/DMC/NELS/2024 Filling up the 01 Post of Course Coordinator for NELS Center- funded by Government of India Ministry of Health and Family Welfare - on Contract basis for the period up to 31st March 2026 under the control of the Principal of Andhra Medical College, Visakhapatnam - Notification Issued - Regarding

- Ref: 1. F.No.Z.14013/13/2022-DM Cell Dated.28-06-2022
2. Office Letter to DDG, DMC Dt.27-06-2024 from Office of AMC, VSP
3. Conformation Mail to Fill the One Post of Course Coordinator for NELS under AMC, VSP Dt.23-09-2024.

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Applications are invited from eligible candidates for recruitment of filling up the 01 Post of Course Coordinator for NELS Center (National Emergency Life Support) under the control of the Principal of Andhra Medical College, Visakhapatnam on Contract basis for the period up to 31st March 2026.

Candidates are advised to apply as soon as possible without waiting till last date to avoid last hour rush. They are further advised to obtain dated acknowledgement from the receiving authority, in proof of their submission of application.

**Abstract of Vacancy posts to be filled on Contract Basis as Course Coordinator
Under Andhra Medical College, Visakhapatnam District.**

S.No	Name of the Post	No of Post	Mode of Recruitment	Pay Per Month
01	Course Coordinator	01	Contract (up to 31-03-2026)	Rs.40000/- PM

Availability of application Forms: Application form and other details can be obtained at <https://amc.edu.in/> (Web Site) from the date of Notification.

Date of issue of Notification	09-10-2024
Receiving Filled Applications	From 09-10-2024 To 18-10-2024
Scrutiny of applications	From 19-10-2024 To 20-10-2024
Publishing Provisional Merit list	21-10-2024
Redressing Grievances	From 22-10-2024 To 24-10-2024
Display of Final Merit List	25-10-2024
Interview for Selected Candidates (1:10 Ratio)	28-10-2024
Issue of Appointment Orders	30-10-2024

Filled in Applications for the above posts are to be submitted at the Office of the Principal, Government Medical College Visakhapatnam district on or before 18-10-2024 by 5.00 P.M.

1. 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. As per the GOMSNO.77 General Administration (GAD) Dept Dated -02-08-2023.

2. Educational (Academic, Professional, Technical) qualifications, nature of appointment and remuneration to various posts:

Sl.No	Name of the Post	Educational Qualification
1	Course Coordinator	<p>1. Minimum education criteria: Graduate in any health or allied fields, B. Sc/ GNM Nursing.</p> <p>2. Must Have experience in conduct of training workshops for medical personnel on life support skills under various BLS/ALS trainings under any National/State health programme - Preferable</p> <p>3. Must Have experience in maintenance and upkeep of premises, equipment, and consumables for trainings of medical personnel on life support skills under various BLS/ALS trainings under any National/State health programme – Preferable</p> <p>4. Must Have Basic Computer Knowledge in MS-Office, MS-Excel, Power Point, Word, Basic Internet Concepts.</p>

3. Job Description:

1. Drawing up and implementation of NELS trainings (drawing up training calendars, making logistic and other arrangements for conduct of training workshops) at Skill Center, under the overall guidance of the designated NELS Nodal Officer of the institute.
2. Regular inventory management and upkeep of equipment, consumables etc. at the NELS Skill Centre.
3. Collection, verification and disbursement of bills/other approved claims by the trainees under the overall guidance of designated NELS Nodal Officer of the institute.
4. Prepare and submit draft quarterly progress (physical and financial) reports to NELS Nodal Officer of the institute.
5. Any other Skill Center related work as and when directed by the NELS Nodal Officer of the institute.

4. AGE: Upper age limit is 42 years. Age will be reckoned as on Notification Date 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:

- a) For OC candidates.....=Rs.750/-
b) For SC/ST/BC Candidates..... =Rs.500/-
c) Physically challenged candidates =Exempted

The application fees should be paid through online to the account No.103010011011331 and IFSC Code UBIN0810304 Union Bank of India, KGH Branch in the name of College Development Society, Andhra Medical College, Visakhapatnam the transaction reference id should be mentioned in the form of application.

6. TENURE OF APPOINTMENT AND IMPORTANT CONDITIONS:

The tenure for the contract post Valid up to 31st March 2026 and the Post may be extended for further period as per the instructions issued by the Government of India from time to time. The DDG Disaster Management Cell, Ministry of Health and Family Welfare reserves all the rights to terminate the contract service of any candidate at any time with one month notice or as per directions of the Government of India from time to time.

5. Self-attested copies of the certificates to be enclosed to the filled in application:

1. SSC or its equivalent (for date of birth).
2. Pass certificates of qualifications prescribed for the posts concerned.
3. Proof of appearance for the qualifying examination where ever applicable.
4. 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.
5. Valid certificate of registration in their respective council recognized by the Government of Andhra Pradesh / Other States constituted under the relevant rules for specific courses where ever applicable.
6. Experience in conduct of training workshops for medical personnel on life support skills under various BLS/ALS trainings under any National/State health programme – Preferable
7. Copy of valid caste certificate (Latest). In case of non-submission of valid caste certificate, the candidate will be considered as OC.
8. Certificate of disability issued in SADAREM.
9. Any other certificates as relevant and applicable.

Note: Candidates must submit clear, visible document, along with fee failing which application will be summarily rejected.


Nodal Officer

NELS

Andhra Medical College

Visakhapatnam
Professor & HOD

Dept. of Anaesthesiology
Andhra Medical College
Civil Surgeon
King George Hospital


Principal 9/1/24

Andhra Medical College
Visakhapatnam