



DIRECTOR OF PUBLIC HEALTH & FAMILY WELFARE

Government Of Andhra Pradesh

Direct Recruitment to the post of Civil Assistant Surgeons 2025 in A.P Medical & Health Services



User Manual

For

Direct Recruitment to the post of Civil Assistant Surgeons 2025 in A.P Medical & Health Services

Prepared By

APOnline

INTRODUCTION

ABOUT A.P Medical & Health Services

The A.P. Medical & Health Services ensures the delivery of comprehensive public healthcare by strengthening government hospitals and primary health centers, improving medical infrastructure and workforce, and enhancing the accessibility and quality of healthcare services across the state.

OBJECTIVES

Facilitating the process of submitting web options for Civil Assistant Surgeons

SCOPE

The scope of this document is to explain the process of Candidate opting the weboptions as per the candidate preferences.

SOFTWAREANDTECHNOLOGIES

| S.No. | Software | Version |
|--------------|-----------------|----------------|
| 1 | .NETCore | 7Version |
| 2 | SQLServer | 22Version |

Table1:Software and Technologies

PROCESSFLOW

- ❖ Home Page
- ❖ Login
- ❖ Description
- ❖ Web option
- ❖ Web Options Print
- Home Page :-

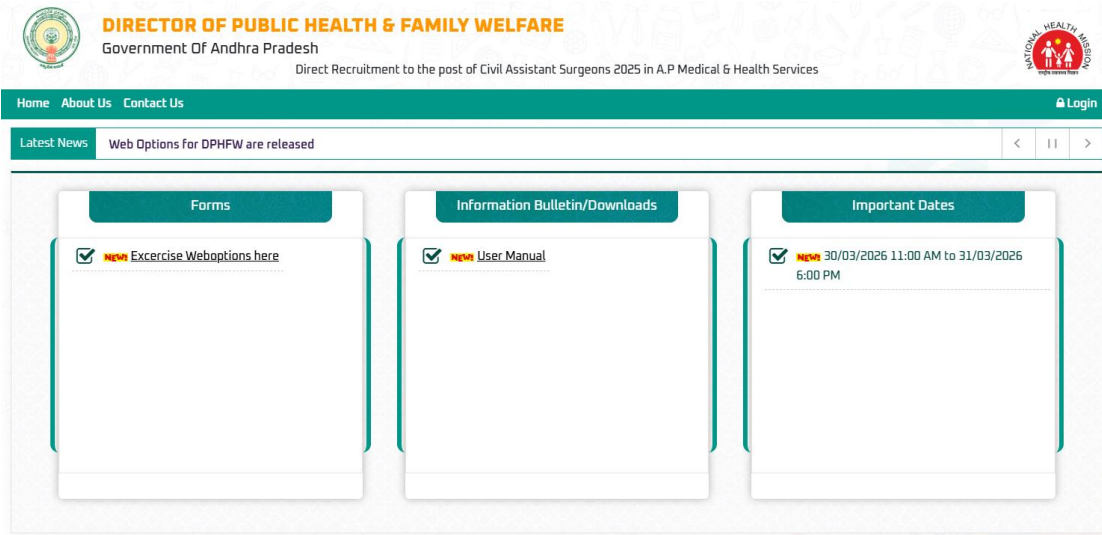


Figure 1: Home Page

- Click “Login” to submit Description and Web Options.



Figure 2: Login Page– Link

- The login screen will be displayed as shown below. Enter your User ID (Registration ID), and Captcha, then click the “Login” button.
- Enter “OTP” sent to the registered mobile number for successful login.

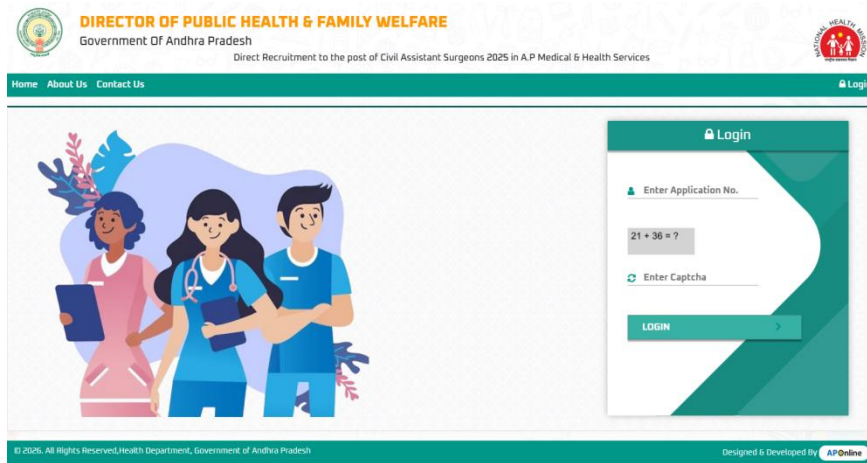


Figure 3: Login Page– Login

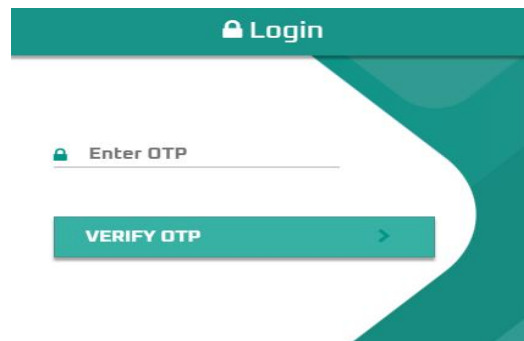


Figure 4 : OTP Screen

Web Option Submission:

After logging in, Candidate must read all the instructions below before giving consent and clicking on “I Accept & Proceed”.

PROFILE DETAILS

| | | | |
|-----------------|---------------|------------------|----------------------------------|
| HallTicketNo : | MRB-660885743 | Candidate Name : | V L B Naga Keerthi Gunnam |
| Date of Birth : | 20/05/1990 | EmailID : | greeshma.palsetty@aptonline.tech |

Instructions to CAS Selected Candidates for Online Counseling

This appointment shall not confer any right to claim admission into PG courses under in-service quota or any Government-sponsored higher education.

Candidates are advised to refer to the user manual and video instructions before participating in the counseling process.

All candidates selected for the post of Civil Assistant Surgeon (CAS) are hereby informed that the online counseling process for selection of vacancies will be conducted from 30-03-2026 11:00 AM to 31-03-2026 up to 6:00 PM.

1. Login Credentials

The User ID (Application ID) and OTP for accessing the online counseling portal shall be communicated to the candidate's registered mobile number and email ID.

2. Counseling Web Link

Candidates are required to attend the online counseling through the following web link: <https://aphfw-rec.aptonline.in/APHEALTH/Home/Home>

3. Display of Vacancies & Exercise of Options

- The list of available vacancies shall be displayed on the counseling website.
- Candidates shall mandatorily exercise options for all available vacancies by indicating their order of preference (priority of places) on the counseling portal.

4. Access Instructions

- Visit the above link.
- Login using the Application ID as User ID and use OTP received in registered mobile number.
- Carefully select and submit options within the stipulated time.

5. Important Guidelines

- Ensure a stable internet connection during the counseling session.
- Keep all relevant documents ready for reference.
- Once submitted, options shall be treated as final — exercise choices carefully.
- Do not share login credentials with others.

6. Support

In case of any issues in accessing the portal or login credentials, candidates may contact the helpdesk immediately available in the portal.

Important Conditions for Candidates

1. Willingness to Participate

All selected candidates shall mandatorily indicate their willingness by selecting:

- "YES" – Willing to participate in counseling, or
- "NO" – Not willing to participate (forfeiture of selection).

Candidates who select "NO" shall be deemed to have voluntarily forfeited their selection, and no further claim for appointment or consideration shall be entertained.

2. Non-Login / Non-Participation

If a candidate fails to log in to the online counseling portal within the stipulated schedule, it shall be deemed that the candidate is not willing to participate, and consequently, his/her selection to the post of Civil Assistant Surgeon (CAS) shall stand forfeited automatically without any further notice, and no claim shall be entertained thereafter.

3. Final Date & Time for Option Entry

The option entry and locking of choices shall close on **31-03-2026 at 6:00 PM**. No requests for extension or modification shall be entertained thereafter.

4. Finality of Options

- Candidates opting to participate shall mandatorily exercise all options with priority of places.
- Options once submitted and locked shall be final and binding.
- Candidates shall be solely responsible for their choices.

6. No Right to Particular Vacancy

Participation in counseling does not confer any legal right to claim a particular place/vacancy. Allotment shall be made strictly based on merit and availability of vacancies.

8. Auto-Generation of Appointment Orders

The appointment order shall be generated automatically through the counseling portal based on the allotted vacancy. No separate manual orders shall be issued.

9. Reporting & Verification

After downloading the appointment order, the candidate shall report to the concerned District Medical & Health Officer (DM&HO) for district / Principal for Medical College / Superintendent for Hospital for verification of original certificates.

10. Movement Order & Joining

After successful verification, the authority shall issue movement orders, and the candidate shall report to the allotted Primary Health Centre (PHC)/Medical College/GGH within **15 days** from the date of receipt of the appointment order.

11. Subject to Verification & Eligibility

All allotments and appointments are subject to verification of original certificates, eligibility criteria, and applicable Government rules/orders. If any discrepancy is found, the allotment/appointment shall be liable for cancellation without notice.

12. Administrative Discretion

The competent authority reserves the right to modify, cancel, or reassign allotments/appointments in case of administrative exigencies, errors, or as per Government instructions. The decision of the authority shall be final and binding.

13. No Legal Right / Challenge

The counseling and allotment process being transparent, automated, and rule-based, no candidate shall have any enforceable right to claim a specific vacancy or challenge the allotment, except as per applicable service rules and law.

Note: By clicking "I Accept & Proceed", you confirm that you have read, understood, and agree to all the above instructions and conditions.

I have read and understood all the above instructions and conditions, and I agree to proceed. *

I Accept & Proceed

Figure 5: Instructions to Candidates

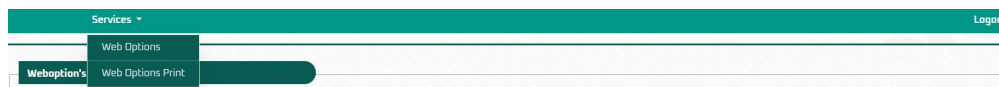
After giving consent, candidate should Select "Description" Details - Yes/No and click on submit.

| PROFILE DETAILS | | | |
|-----------------|---------------|------------------|-----------------------------------|
| HallTicketNo : | MRB-923410965 | Candidate Name : | Durga Prasad Nalla |
| Date of Birth : | 25/07/1984 | EmailID : | greeshma.palisetty@aptonline.tech |

| S.No | Description | Action |
|------|---|--|
| 1 | All selected candidates shall mandatorily indicate their willingness to participate in the online counseling process by selecting either: • "YES" – Willing to participate in counseling, or • "NO" – Not willing to participate (forgo the selection to the post of Civil Assistant Surgeon) Candidates who select "NO" shall be treated as having voluntarily forfeited their selection and no further claim for appointment or consideration shall be entertained at any stage. * | <input type="radio"/> Yes <input type="radio"/> No |

Figure 6: Description Details

- After Submitting "Description", Page will redirect to Web Options Screen or select "Web Options" link under services tab from the menu bar, the screen will appear as shown below. The following candidate NEET details will be displayed on the web options screen:
 - a. Registration Number
 - b. Application No
 - c. Candidate Name
 - d. Post
 - e. Mobile No
 - f. Email
 - g. Social Status
 - h. DOB



| CANDIDATE DETAILS | | | |
|-----------------------|-----------------|-----------------|-------------------------------|
| Registration No. | DPHFW26000026 | Application No. | MRB-368678396 |
| Name of the Candidate | Sathish Urgaram | Post | Civil Assistant Surgeon |
| Mobile No. | 7993938941 | Email | omprakash.moria@aptonline.dev |
| Social Status | BC-D | Date of Birth | 05-05-1988 |

Note: 1. Candidate should opt all the web options compulsory.

Note: 2. Drag and Drop the option to change the priorities.

Note: 3. If you want to delete any of the priorities you can click on delete button (X).

Note: 4. Failure to complete the final submission after selecting options shall be treated as non-participation in the counseling process.

Figure 7: Candidate Details

- Hyperlink of web option submission process is also given.

Web Options /Choice filling :

- ✧ The Candidate is directed to web options screen for choice filling
- ✧ Select District in the District Drop-down to see/add the district wise college or directly add all the colleges.
- ✧ A search box is also provided to search the preferred college
- ✧ The candidate need to click on **“Add Icon”** to add their web option in the priority list
- ✧ The candidate can delete the option by clicking on **“delete icon”** from the list of selection of preferred colleges
- ✧ It is mandatory for the candidate to add all 432 web options
- ✧ The candidate needs to click on submit button, OTP will be sent to the registered mobile number for submitting their choice filling.
- ✧ Click on save for submitting the OTP
- ✧ Click on Resend OTP
- ✧ Candidates can click on watch recorded video to know the procedure.
- ✧ The candidate can take out a printout after saving the web options.

List of Available Options: 466

Select District *
 ---Select District---

Search:

| Locations | Action |
|---|--------|
| AMC,VSP - Urban | Add → |
| GMC,SRIKAKULAM - Urban | Add → |
| Gotlagattu - Rural | Add → |
| Government Teaching General Hospital, Machilipatnam, Krishna District - Urban | Add → |
| Kidney Research Centre and Super Specialty Hospital Palasa, Srikakulam District - Urban | Add → |
| Kidney Research Centre and Super Specialty Hospital Palasa, Srikakulam District - Urban | Add → |

List of Selections: 60

| Priority Options | Locations | Action |
|------------------|---|--------|
| 1 | Anamalaveedu - Rural | 🗑️ |
| 2 | CAS, Government General Hospital, Eluru. Eluru District - Urban | 🗑️ |
| 3 | Cherukur - Rural | 🗑️ |
| 4 | Co-Located PHC, Chilakaluripeta - Rural | 🗑️ |
| 5 | COL-PHC, PENUGONDA - Rural | 🗑️ |
| 6 | CoLocated PHC, PARCHUR - Rural | 🗑️ |
| 7 | Coocated PHC Pratipadu - Rural | 🗑️ |
| 8 | DIST TB OFFICE,NUZVEEDU - Urban | 🗑️ |
| 9 | DM&HD,East Godavari - Rural | 🗑️ |
| 10 | DMHO OFFICE (RESERVE) - Rural | 🗑️ |
| 11 | DMHO OFFICE (RESERVE) - Rural | 🗑️ |
| 12 | DMHO, BHIMAVARAM - Rural | 🗑️ |
| 13 | DMHO, BHIMAVARAM - Rural | 🗑️ |
| 14 | DMHO, BHIMAVARAM - Rural | 🗑️ |
| 15 | DMHO,Ongole - Rural | 🗑️ |

Figure 8: web option list

uat-apuhsugadmissions.aptonline.in:8443 says
 Are you sure you want to Save?

OK Cancel

| | | |
|-----|---------------------------------------|----|
| 518 | Tripuranthakam - Rural | 🗑️ |
| 517 | UPWC, AH, Palamaner - Urban | 🗑️ |
| 518 | UPWC, Kurnool - Urban | 🗑️ |
| 519 | UPWC, Palamaner - Urban | 🗑️ |
| 520 | UPWC, Patamata, Vijayewada - Urban | 🗑️ |
| 521 | UPWC, Srikakulam - Urban | 🗑️ |
| 522 | UPWC, Tuni, Kakinada District - Urban | 🗑️ |
| 523 | UPWC, Vizianagaram - Urban | 🗑️ |
| 524 | UPWC-I, DM&HD, Guntur - Urban | 🗑️ |
| 525 | Vemulapadu - Rural | 🗑️ |
| 526 | Yachavaram - Tribal | 🗑️ |

Submit Watch Recorded Video

Figure 9: Web Options Submission Page

| | | |
|-----|--|----|
| 511 | Siddhartha Medical College, Vijayawada - Urban | 🗑️ |
| 512 | SMC,VIJAYAWADA - Urban | 🗑️ |
| 513 | State Cancer Institute - Urban | 🗑️ |
| 514 | State Cancer Institute - Urban | 🗑️ |
| 515 | Thurimella - Rural | 🗑️ |
| 516 | Tripuranthakam - Rural | 🗑️ |
| 517 | UPWC, AH, Palamaner - Urban | 🗑️ |
| 525 | Vemulapadu - Rural | 🗑️ |
| 526 | Yachavaram - Tribal | 🗑️ |

User Alert! OTP Sent Your Registered Mobile No. 🗑️

VALIDATE OTP ✕

OTP *

Close Save ResendOTP

Submit Watch Recorded Video

Figure 10: OTP Validation

Web Options Print :

After Submitting “Web Options”, Click on Web Options Print.

| Candidate's Details | |
|---------------------|-----------------------------------|
| Registration ID | DPHPW26000023 |
| Application No. | MRB-660885743 |
| Candidate Name | V L B Naga Keerthi Gunnam |
| Mobile No. | 9154125802 |
| Email-ID | greeshma.palisetty@aptonline.tech |
| Post | Civil Assistant Surgeon |
| Date of Birth | 20-05-1990 |
| Social Status | OC |

| Web Options Details | |
|---------------------|---|
| Priority Options | Locations |
| 1 | Anamalaveedu - Rural |
| 2 | CAS, Government General Hospital, Eluru. Eluru District - Urban |
| 3 | Cherukur - Rural |
| 4 | Co-Located PHC, Chilakaluripeta - Rural |
| 5 | COL-PHC, PENUGONDA - Rural |
| 6 | CoLocated PHC, PARCHUR - Rural |
| 7 | Coolocated PHC Pratipadu - Rural |
| 8 | DIST TB OFFICE,NUZVEEDU - Urban |
| 9 | DM&HO,East Godavari - Rural |
| 10 | DMHO OFFICE (RESERVE) - Rural |
| 11 | DMHO OFFICE (RESERVE) - Rural |
| 12 | DMHO, BHIMAVARAM - Rural |
| 13 | DMHO, BHIMAVARAM - Rural |
| 14 | DMHO, BHIMAVARAM - Rural |
| 15 | DMHO,Ongole - Rural |

Figure 11: Web Options Print