

**THE ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED  
DISTRICT OFFICE, EAST GODAVARI DISTRICT.**

**Employment Notification**

No: CS/Admin/01/Manpower/KMS 2023-24

Date: .08.2023.

Applications are invited to recruit personnel in the cadre of Technical Assistants, Data Entry Operators and Helpers on contract basis for a period of 02 months through District Selection Committee headed by the Joint Collector & EO ED, East Godavari District to utilize the services for Paddy Procurement purpose in APSCSCL, East Godavari district, The details are as follows:

Sl. No.	Name of the Posts	No. of posts	Qualifications prescribed	Consolidated monthly remuneration
1	Technical Assistants (on Contract basis for a period of Two months)	239	Should have a bachelor's degree in Agriculture/ Microbiology/ Biochemistry/ Biotechnology / BZC (Botany Zoology Chemistry) / Any Bachelor's Degree in Life Sciences/ Diploma in Agriculture.	<i>The remuneration to the manpower has to be paid as per the existing Norms.</i>
2	Data Entry Operators	239	Should have a bachelor's degree in any field. Should have Good Computer Knowledge. Post Graduate Diploma in Computer Application would be an advantage.	
3	Helpers	239	Should possess 8th class -10 <sup>th</sup> class.	

**Selection Procedure:**

Through District Selection Committee.

Headed by	:	Joint Collector & E.O.E.D., APSCSCL, East Godavari District.
Members	:	1. District Civil Supplies Officer - (Member) 2. District Revenue Officer - (Member) 3. District Agriculture Officer - (Member) 4. District Educational Officer - (Member) 5. District Employment Officer - (Member)
Member convener	:	District Civil Supplies Manager, APSCSCL, E. G. District.

Applications can be called for by giving wide paper notification. The following is the criteria for selection and there will be no interviews.

S.No.	Post	Selection Procedure
1	Technical Assistants	Academic Qualification: 80 Points Experience (in Pvt. (or) Govt. Department) with evidence: 10 Points ❖ Experience > 3 years - 10 Points ❖ Experience > 1 year & < 3 years - 5 Points ❖ Experience < 1 year - 2 Points ❖ No experience - 0 Points Additional Qualification: (Post-Graduation or Professional qualification): 10 Points Certificate courses in Computers and Diploma etc., will not be counted as an additional qualification.
2	Data Entry Operator	Academic Qualification: 75 Points Experience (in Pvt. (or) Govt. Department) with evidence: 10 Points ❖ Experience > 3 years - 10 Points ❖ Experience > 1 year & < 3 years - 5 Points ❖ Experience < 1 year - 2 Points ❖ No experience - 0 Points Technical Qualification (Certificate courses in Computers and Diploma etc.): 10 Points. Additional Qualification: (Post-Graduation or Professional qualification): 5 Points.

3	Helpers	Academic Qualification: 30 Points
		<ul style="list-style-type: none"> <li>❖ 12th class &amp; Above - 30 Points</li> <li>❖ 10th class to 12th class - 20 Points</li> <li>❖ 8th class to 10th class - 10 Points</li> <li>❖ Below 8th class - 0 Points</li> </ul>
		Experience (in Pvt (or) Govt. Department with evidence: 70 Points
		<ul style="list-style-type: none"> <li>❖ Experience &gt; 3 years - 70 Points</li> <li>❖ Experience &gt; 1 year &amp; &lt; 3 years - 40 Points</li> <li>❖ Experience &lt; 1 year - 10 Points</li> <li>❖ No Experience - 0 Points</li> </ul>

**RULE OF RESERVATION (FOR ABOVE MENTIONED 3 POSTS) :**

Caste	OC		SC		ST		BC A		BC B		Total
	General	Women	Women	General	Women	General	General	Women	General	Women	
No of Posts	68	39	12	23	5	10	12	5	14	9	
Caste	BCC	BC D		BC E		Ex-Service Men		Visually handicapped Women	Hearing impaired General	Orthopedically Handicapped General	239
	General	General	Women	General	Women	General	Women				
No of Posts	3	11	5	6	3	3	3	3	3	2	

**Age Limit:**

S. No.	Post	Age Limit		
		Min.	Max.	Max. for BC/SC/ST
1	Technical Assistants	21	40	45
2	Data Entry Operator	21	40	45
3	Helpers	18	35	40

**Guidelines:**

The Government of Andhra Pradesh has decided to mobilize manpower as per the following guidelines:

1. In case of the appointed staff resigns from his post for any reason, the next person in the list prepared on roster basis should be considered and filled in that particular vacant post to ensure that no additional posts shall be created against the sanctioned after the approval of District Selection Committee.
2. The contract period for selected manpower in districts will be for a period of two (2) months.
3. The appointed manpower for procurement operations will be placed under the control of PSAs.
4. The engaging of manpower should be carried over through the District Selection Committee (DSC).
5. Engaging of Manpower should be done by issuing a paper notification duly inviting applications from interested and eligible candidates.
6. The District Selection Committee should follow the Rule of Reservation (RoR) while engaging the staff. This should be done from the beginning of the engaging process.

7. Following the Rule of Reservation, it shall be ensured that District as a unit is considered as per the existing instructions issued by the Government of Andhra Pradesh while engaging the manpower.
8. Selection of manpower should be done based on the requirement at the procurement centers.
9. Physically Handicapped Manpower are selected as Data Entry Operators only.
10. A person belonging to the district will only be eligible to get selected in that district. If there is any shortage in getting eligible manpower within the district, the resources can be mobilized from the neighbouring districts, but not from the same Mandal.
11. Technical Assistants mapped to procurement centers where the procurement has not started can be utilized at those procurement centers where procurement is high to optimize the use of available manpower.

**Responsibilities of Technical Assistant:**

1. TAs should assist in data collection and take action for open market sales entry in the VAA login.
  2. Awareness creation among the farmers and stakeholders of procurement centers about MSP and FAQ norms through posters, pamphlets, Tom-tom, Mike system, Electronic & print media, and Gram Sabha before the commencement of procurement season.
  3. Technical Assistants will visit the farmers' lands on scheduled dates for sample collection and quality testing
  4. TAs will collect samples of different crops as instructed. Sample collection will take place at the farm gate.
  5. The collected samples should be taken to the procurement centers and analysed.
  6. Following tests should be conducted by TAs at the procurement centers for the respective crops.
- Paddy:
- Foreign Matter
  - Discolored, Damaged & Shriveled Grains
  - Immature, Shrunken & Slightly Damaged Grains
  - Admixture of lower classes
  - Moisture
- Millets and Red gram
- Foreign Matter
  - Other Food grains
  - Slightly damaged & discolored grains
  - Weevilled grains
7. If the samples' parameters are beyond the specified limits in the FAQ, TAs should advise the farmers to follow certain methods to improve their specifications
  8. The Moisture Content recorded by the appointed Technical Assistant at procurement centers will be considered final. Rice Mills must adhere to this recorded value, and the Custodian Officer should resolve any discrepancies found at the Rice Mill point without involving the farmers
  9. Regular calibrations of Moisture Meters at procurement centers and Rice Mills should be carried out to ensure accurate measurements.
  10. The analysis of the crop samples should be done in the presence of the farmers, one village elder and the officers posted at Procurement Centers.
  11. Farmers should be advised on improving the quality of crops if the tested samples do not meet the FAQ norms, and schedules for the same should be made accordingly.
  12. Ensure that Millers are prohibited from approaching farmers regarding the quality of the crops

13. TAs should ensure that the details of the crops procured from farmers, the amount paid to them, and GLT (Gunnies/Labour/Transport) expenses should be displayed at procurement centers for social audit purposes.
14. TAs should ensure that the arrangements for GLT (Gunnies/Labour/Transport) are made at procurement centers before the commencement of the procurement process. Farmers may be allowed to provide their GLT if they desire to do so.
15. Awareness should be created among farmers about the charges for Gunnies, Labour and Transport. The rates of every component that farmers receive with MSP at the time of payment should be made known during the awareness programs.
16. Required Gunnies, Labour and Transport should be mobilized and positioned at procurement centers in advance before the commencement of procurement operations.
17. Communicating about the alert messages that the farmers will be receiving at various levels during the procurement process.
18. Ensure that the details of farmer-wise MSP payments and GLT payments are displayed every Friday in all procurement centers for transparency and social audit purposes.
19. Ensuring no middlemen are involved in the procurement process.
20. Any complaints received during the procurement process should be resolved promptly and should not be disclosed to the press or print media.
21. Farmers' grievances related to MSP, procurement process and other issues should be redressed effectively.
22. All TAs should work with sincerity, integrity and efficiency in all assigned tasks. Any deviations or irregularities found in the submission of information and transactions may lead to legal action.
23. Insubordination shall lead to disciplinary action.

**Data Entry Operator:**

1. Awareness creation among the farmers and stakeholders of procurement centers about MSP and FAQ norms through posters, pamphlets, Tom-tom, Mike system, Electronic & print media, and Gram Sabha before the commencement of procurement season.
2. The DEOs are responsible for data entry in the procurement portal/mobile app. They will be given proper training before being deployed at procurement centers.
3. The DEOs should record the details submitted by the Technical Assistant and upload the information, including photographs of the FAQ parameters, along with the farmer's data in the Mobile App/portal.
4. DEOs should enter the details of GLT (Gunnies, Labour and Transport vehicles) allocation to the farmers.
5. The DEOs must enter the weight details noted at the weighbridge into the procurement portal/mobile app. Additionally, they should ensure that truck chits and FTOs (Farmer Transport Orders) are generated simultaneously without any delay and send the vehicles to the Rice Mills after recording the weight.
6. It is mandatory for the DEOs to hand over the physical copy of the FTO to the farmer at RBK.
7. The DEOs are responsible for maintaining all the necessary records and registers, such as gunny bags, hamalis (laborers), and transportation vehicle registers.
8. The DEOs are also responsible for creating awareness among farmers about the charges for Gunnies, Labour, and Transport. Farmers should be aware of the rates of every component they get with MSP at the time of payment if they provide their GLT.
9. The DEOs need to mobilize and position the required Gunnies, Labour, and Transport at procurement centers in advance before the commencement of procurement operations
10. Communicating about the alert messages that the farmers will be receiving at various levels during the procurement process.
11. The DEOs must ensure that the details of farmer-wise MSP payments and GLT payments are displayed every Friday in all Paddy-grown RBKs for transparency and social audit purposes.
12. All DEOs should work with sincerity, integrity, and efficiency in all assigned tasks.

Any deviations or irregularities found in the information and transactions may lead to legal action.

13. Insubordination shall lead to disciplinary action.

**Helper:**

1. The Helper is responsible for coordinating with the Technical Assistants (TAs) and Data Entry Operators (DEOs) during the entire procurement process.
2. Helper should accompany the Technical Assistant to the field for collecting the sample.
3. Helper is accountable for the gunnies provided to the farmers at the farmgate.
4. It is essential for the Helper to ensure that there is no miscommunication between TAs, DEOs, and themselves to maintain smooth operations.
5. The Helper should monitor the mobilization and arrangements of Gummies, Labour, and Transportation at the Procurement Centers.
6. They should complete the assigned tasks within the specified time frame.
7. The Helper should report any issues that arise during the procurement process to the concerned Tahsildars for early redressal of grievances.
8. All Helpers should work with sincerity, integrity, and efficiency in all assigned tasks. Any deviations or irregularities found in the information and transactions may lead to legal action.
9. Insubordination shall lead to disciplinary action.

**Conditions:**

1. Filled application forms should reach the Joint Collector & E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, Collectorate compound, Rajamahendravaram with attested Xerox copies in support of qualification, Date of Birth, Experience and Residence, on or before 05.09.2023 in sealed cover.
2. The Joint Collector and E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, East Godavari District reserves full right to cancel this notification without any prior notice or intimation to applicant.
3. This recruitment is purely on contract basis for a period of 2 months. The applicants can't have any right to claim for continuance in the post and the selected candidates may be terminated from contract without giving any notice, even in the middle of the contract period.
4. The selection will be confirmed on the production of all requisite original documents otherwise his candidature will not be considered.
5. Certificate courses in computer and Diplomas etc. will not be counted as additional qualifications.
6. The applications can be downloaded from the <https://eastgodavari.ap.gov.in>

  
Joint Collector & EOED,  
APSCSCL, East Godavari District.



### APPLICATION FORM

Recruitment of **Technical Assistant** on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, Kakinada.

Latest Passport  
size photo duly  
attested by  
Gazetted  
Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Father/Husband Name	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
a.	Age as on 01.07.2023	
5	Nationality / Religion	
6	Mobile No. & Email address	
7	Permanent Address	
8	Qualifications	
a.	B.Sc Agriculture/ Microbiology/ Biochemistry/ Biotechnology / BZC (Botany Zoology Chemistry) / Any Bachelor's Degree in Life Sciences/ Diploma in Agriculture	
9	Experience in private, semi Govt., Govt. Departments with reasonable evidence	
10	Duration of Un-Employed period after completion of basic qualification	
11	Additional Qualifications	
a.	Post Graduation or Professional Qualifications	
12	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
13	Native District	

I, \_\_\_\_\_ an applicant for the post of Technical Assistant son / wife of \_\_\_\_\_ do here by confirm that the information furnished above is true to the best of knowledge and agree to be disqualified if not agree with the original certificates.

Place :

Date :

Signature of the applicant

Certified Enclosures in Xerox

1. Date of Birth Certificate (or) Proof.
2. Qualification Certificate.
3. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class.
4. Experience Certificate from competent authority.

### APPLICATION FORM

Recruitment of Data Entry Operator on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, Kakinada.

Latest Passport  
size photo duly  
attested by  
Gazetted  
Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Father/Husband Name	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
a.	Age as on 01.07.2023	
5	Nationality / Religion	
6	Mobile No. & Email address	
7	Permanent Address	
8	Qualifications	
a.	Bachelor's degree in any field.	
9	Experience in private, semi Govt., Govt. Departments with reasonable evidence	
10	Duration of Un-Employed period after completion of basic qualification	
11	Additional Qualifications	
a.	Post Graduation or Professional Qualifications	
12	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
13	Native District	

I, \_\_\_\_\_ an applicant for the post of Data Entry Operator son / wife of \_\_\_\_\_ do here by confirm that the information furnished above is true to the best of knowledge and agree to be disqualified if not agree with the original certificates.

Place :

Date :

Signature of the applicant

Certified Enclosures in Xerox

1. Date of Birth Certificate (or) Proof.
2. Qualification Certificate.
3. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class.
4. Experience Certificate from competent authority.

## APPLICATION FORM

Recruitment of Helper on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, Kakinada.

Latest Passport  
size photo duly  
attested by  
Gazetted  
Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Father/Husband Name	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
a.	Age as on 01.07.2023	
5	Nationality / Religion	
6	Mobile No. & Email address	
7	Permanent Address	
8	Qualifications	
a.	8-10 <sup>th</sup> Class	
12	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
13	Native District	

I, \_\_\_\_\_ an applicant for the post of Helper son / wife of \_\_\_\_\_ do here by confirm that the information furnished above is true to the best of knowledge and agree to be disqualified if not agree with the original certificates.

Place :

Date :

Signature of the applicant

Certified Enclosures in Xerox

1. Date of Birth Certificate (or) Proof.
2. Qualification Certificate.
3. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class.
4. Experience Certificate from competent authority.