

Roster Details for Recruitment of TAs, DEOs and Helpers

SI No	Community	DEOs			TAs			Helpers		
		General	Women	Total	General	Women	Total	General	Women	Total
1	OC	60	41	101	63	42	105	63	42	105
2	EWS	22	9	31	22	10	32	22	10	32
3	BC-A	15	7	22	16	7	23	16	7	23
4	BC-B	18	13	31	19	13	32	19	13	32
5	BC-C	4	0	4	4	0	4	4	0	4
6	BC-D	15	6	21	15	7	22	15	7	22
7	BC-E	9	3	12	9	4	13	9	4	13
8	SC	31	16	47	33	17	50	33	17	50
9	ST	12	7	19	13	7	20	13	7	20
10	PH	9	4	13	0	0	0	0	0	0
11	Ex-S/OC	7	0	7	7	0	7	7	0	7
12	SPORTS	6	0	6	6	0	6	6	0	6
Total		208	106	314	207	107	314	207	107	314

THE ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
DISTRICT OFFICE, BHIMAVARAM
Employment Notification

No: P.Admn/01/Recruitment/2023

Date: 30 .08.2023.

Applications are invited from the eligible candidates for recruitment of 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 to utilize the services for accounting purpose in APSCSCL. 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)	314	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	314	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	314	Should possess 8th class -10 th class.	

Selection Procedure:

Through District Selection Committee.

Headed by	:	Joint Collector & E.O.E.D., APSCSCL, Bhimavaram.
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) 6. District Co-operative Officer - (Member) 7. District Civil Supplies Manager, APSCSCL, (Convener)

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"> ❖ 12th class & Above - 30 Points ❖ 10th class to 12th class - 20 Points ❖ 8th class to 10th class - 10 Points ❖ Below 8th class - 0 Points Experience (in Pvt (or) Govt. Department with evidence): 70 Points <ul style="list-style-type: none"> ❖ Experience > 3 years - 70 Points ❖ Experience > 1 year & < 3 years - 40 Points ❖ Experience < 1 year - 10 Points ❖ No Experience - 0 Points
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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 neighboring 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 analyzed.
6. Following tests should be conducted by TAs at the procurement centers for the respective crops:

➤ **Paddy:**

- Foreign Matter
- Discoloured, Damaged & Shrivelled Grains
- Immature, Shrunken & Slightly Damaged Grains

- Admixture of lower classes
- Moisture

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. Ensuing 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 Gunnies, 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 in the prescribed format should reach the District Civil Supplies Manager, Andhra Pradesh State Civil Supplies Corporation Limited, R.K Complex, Opp MRF Tires, PP Road, Narasimhapuram, Bhimavaram - 534202. with attested Xerox copies in support of qualification, Date of Birth, Experience and Residence, on or before 07.09.2023 in sealed cover. **Post applied should be mentioned on the top of the envelop.**
2. Applications forms can be down loaded from the Web site.
3. The Joint Collector and E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, West Godavari District reserves full right to cancel this notification without any prior notice or intimation to applicant.
4. This recruitment is purely on contract basis. 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.
5. The selection will be confirmed on the production of all requisite original documents otherwise his candidature will not be considered.
6. Certificate courses in computer and Diplomas etc. will not be counted as additional qualifications.
7. Qualifications and any extra qualification certificates should be included only with the initial application, any subsequent document submissions will not be taken into account.

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District Civil Supplies Manager

Sd/- Sri S.Ramsundar Reddy IAS
Joint Collector & EOED,
Bhimavaram

APPLICATION FORM

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

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) (Certificate to be enclosed)	
5	Age as on 01.07.2023	
6	Nationality / Religion	
7	Caste (Certificate to be enclosed)	
8	Mobile No.	
9	E mail address	
10	Permanent Address (Aadhar copy to be enclosed)	
11	Qualifications	
12	B.Sc Agriculture/ Microbiology/ Biochemistry/ Biotechnology / BZC (Botany Zoology Chemistry) / Any Bachelor's Degree in Life Sciences/ Diploma in Agriculture (Certificate to be enclosed)	
13	Experience in private, semi Govt., Govt. Departments with reasonable evidence (Certificate to be enclosed)	
11	Additional Qualifications if any (Certificate to be enclosed)	
14	Post Graduation or Professional Qualifications (Certificate to be enclosed)	
15	Place of study from 4 th class to 10 th class	
16	Native Mandal	
17	Native District	

I _____ Son/Wife of _____
the applicant for the position of Technical Assistant, hereby confirm that the information provided above is true to the best of my knowledge. I agree to accept disqualification if any of the information is found to be incorrect.

Place:

Date:

Signature of the applicant

APPLICATION FORM

Recruitment of **Data Entry Operator** on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, West Godavari District

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) (Certificate to be enclosed)	
5	Age as on 01.07.2023	
6	Nationality / Religion	
7	Caste (Certificate to be enclosed)	
8	Mobile No.	
9	E mail address	
10	Permanent Address. (Aadhar copy to be enclosed)	
11	Qualifications	
12	Bachelor's Degree in any field (Certificate to be enclosed).	
13	Diploma in Computer Application.(Certificate of be enclosed)	
13	Experience in private, semi Govt., Govt. Departments with reasonable evidence (Certificate to be enclosed)	
11	Additional Qualifications if any (Certificate to be enclosed)	
14	Post Graduation or Professional Qualifications (Certificate to be enclosed)	
15	Place of study from 4 th class to 10 th class	
16	Native Mandal	
17	Native District	

I _____ Son/Wife of _____
the applicant for the position of Data Entry Operator, hereby confirm that the information provided above is true to the best of my knowledge. I agree to accept disqualification if any of the information is found to be incorrect.

Place:

Date:

Signature of the applicant

APPLICATION FORM

Recruitment of **Helper** on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, West Godavari

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 (Certificate to be enclosed)	
5	Age as on 01.07.2023	
6	Nationality / Religion	
7	Caste (Certificate to be enclosed)	
8	Mobile No.	
9	E mail address	
10	Permanent Address. (Aadhar copy to be enclosed)	
11	Qualifications	
12	Experience in private, semi Govt., Govt. Departments with reasonable evidence (Certificate to be enclosed)	
13	Place of study from 4th class to 10th class	
14	Native Mandal	
16	Native District	

I _____ Son/Wife of _____
the applicant for the position of Helper, hereby confirm that the information provided above is true to the best of my knowledge. I agree to accept disqualification if any of the information is found to be incorrect.

Place :

Date :

Signature of the applicant