



Andhra Pradesh State Civil Supplies Corporation Ltd.

HEAD OFFICE : Sri Sai Towers, D.No.10-152/1, 4th & 5th Floor, Ashok Nagar, Kanuru, Vijayawada-520 007.

District Office : VIZIANAGARAM

EMPLOYMENT NOTIFICATION

No.P.Admn.A2/Recruitment /2023

Date: 04.09.2023

Applications are invited from the eligible candidates for recruitment of personnel in the cadres of Technical Assistants, Data Entry Operators and Helpers on contract basis for a period of **02 (Two) months** through District Selection Committee headed by the Joint Collector, Vizianagaram to utilize the services in Paddy Procurement operations for KMS 2023-24 season.

Sl. No.	Post	No.of Posts	Eligibility Criteria	Consolidated monthly remuneration
1	Technical Assistants	250	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	The remuneration to the manpower has to be paid as per the existing Norms.
2	Data Entry Operator	250	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	250	Should possess 8th class -10th class.	

Selection Procedure:

Through District Selection Committee.

- Headed by : Joint Collector & EOED, APSCSCL, Vizianagaram.
Convener : District Civil Supplies Manager
Members : 1. District Civil Supplies Officer
2. DRO or One serving RDO from any div in the district
3. District Agriculture Officer
4. District Educational Officer
5. District Employment Officer
6. District Cooperative Officer
7. District Horticulture Office

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 Assistant	<input type="checkbox"/> Academic Qualification: 80 Points <input type="checkbox"/> Experience (in Pvt (or) Govt. Department) with evidence: 10Points <ul style="list-style-type: none"> ❖ Experience > 3 years - 10 Points ❖ Experience > 1 year & < 3 years - 5 Points ❖ Experience < 1 year - 2 Points ❖ No experience - 0 Points <input type="checkbox"/> Additional Qualification: (Post-Graduation or Professional qualification): 10 Points <input type="checkbox"/> *Certificate courses in Computers and Diploma etc., will not be counted as an additional qualification
2	Data Entry Operator	<input type="checkbox"/> Academic Qualification: 75 Points <input type="checkbox"/> Experience (in Pvt (or) Govt. Department) with evidence: 10Points <ul style="list-style-type: none"> ❖ Experience > 3 years - 10 Points ❖ Experience > 1 year & < 3 years - 5 Points ❖ Experience < 1 year - 2 Points ❖ No experience - 0 Points <input type="checkbox"/> Technical Qualification (Certificate courses in Computers and Diploma etc.): 10 Points <input type="checkbox"/> Additional Qualification: (Post-Graduation or Professional qualification): 5 Points
3	Helper	<input type="checkbox"/> 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 <input type="checkbox"/> Experience (in Pvt (or) Govt. Department) with evidence: 70Points <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

Age Limit:

Sl. No.	Post	Age Limit		
		Min.	Max.	Max. for BC.SC/ST
1	Technical Assistant	21	40	45
2	Data Entry Operator	21	40	45
3	Helper	21	40	45

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 Assistants

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
- Discoloured, Damaged & Shrivelled Grains
- Immature, Shrunken & Slightly Damaged Grains
- Admixture of lower classes
- Moisture

Millets and Red gram

- Foreign Matter
- Other Food grains
- Slightly damaged & discoloured 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

Responsibilities of Data Entry Operators:

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.

Responsibilities of Helpers:

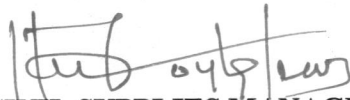
1. The Helper is responsible for coordinating with the Technical Assistants (TAs) and Data Entry Operators (DEOs) during the entire procurement process
2. Helper should accompany the Technical Assistant to the field for collecting the sample
3. Helper is accountable for the gunnies provided to the farmers 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 Ltd, Dasannapeta, Ring Road, Vizianagaram - 535 002 with attested Xerox copies in support of educational qualification, Caste, Date of Birth, Experience and Residence, on or before 12.09.2023 in sealed cover.
2. Scrutiny of the Applications are scheduled on the following dates.
 - a. Technical Assistants - 13.09.2023
 - b. Data Entry Operators - 14.09.2023
 - c. Helpers - 15.09.2023
3. The Joint Collector & EOED, APSCSCL, Vizianagaram reserves right to cancel this notification fully or partially 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. The applications can be downloaded from the <http://vizianagaram.ap.gov.in>.

Sd/- K.Mayur Ashok, I.A.S.,
JOINT COLLECTOR & EOED
APSCSCL: VIZIANAGARAM

//t.c.f.b.o//



DISTRICT CIVIL SUPPLIES MANAGER
VIZIANAGARAM

sd/-
4/9/23

APPLICATION FORM

Recruitment of Technical Assistant on contract basis for a period of 02 (Two) months to utilize in Paddy Procurement operations in PPCs at RBKs during KMS 2023-24 in Vizianagaram District

Latest
Passport size
photo duly
attested by
Gazetted
Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Father/Husband /Guardian Name	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
a.	Age as on 01.09.2023	
5	Caste	
6	Mobile No.	
7.	Email Address	
8.	Permanent Address	
9.	Qualification	
a.	B.Sc Agriculture/ Microbiology/ Biochemistry/ Biotechnology/ BZC (Botany Zoology Chemistry)/ Any Bachelor's Degree in Life Sciences/ Diploma in Agriculture	
10.	Experience in private , Semi Govt., Govt. Departments with reasonable evidence	
11.	Duration of un-Employed period after completion of basic qualification	
12.	Additional Qualifications	
a.	Post Graduation or Professional Qualification	
13	Place of study from 4th Class to 10th class	
14	Native Mandal	
15	Native District	

I, _____ an applicant for the post of Technical Assistant
Son / Daughter / 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. Certificates of Educational Qualification
3. Study Certificate from 4th to 10th class.
4. Experience Certificate from competent authority.
5. Certificate of Caste.
6. Copy of Aadhaar

APPLICATION FORM

Recruitment of Data Entry Operator on contract basis for a period of 02 (Two) months to utilize in Paddy Procurement operations in PPCs at RBKs during KMS 2023-24 in Vizianagaram District

Latest
Passport size
photo duly
attested by
Gazetted
Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Father/Husband /Guardian Name	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
a.	Age as on 01.09.2023	
5	Caste	
6	Mobile No.	
7.	Email Address	
8.	Permanent Address	
9.	Qualification	
a.	Bachelor's Degree in any field.	
10.	Experience in private , Semi Govt., Govt. Departments with ressonable evidence	
11.	Duration of un-Employed period after completion of basic qualification	
12.	Additional Qualifications	
a.	Post Graduation or Professional Qualification	
13	Place of study from 4th Class to 10th class	
14.	Native Mandal	
15.	Native District	

I, _____ an applicant for the post of Data Entry Operator Son / Daughter / 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. Certificates of Educational Qualification
3. Study Certificate from 4th to 10th class.
4. Experience Certificate from competent authority.
5. Certificate of Caste.
6. Copy of Aadhaar

APPLICATION FORM

Recruitment of Helper on contract basis on contract basis for a period of 02 (Two) months to utilize in Paddy Procurement operations in PPCs at RBKs during KMS 2023-24 in Vizianagaram 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)	
5.	Age as on 01.09.2023	
6.	Caste	
7.	Mobile Number	
8.	Email address	
9.	Permanent Address	
10.	Qualifications	
11.	8-10 th Class	
12.	Place of study from 4 th class to 10 th class	
13.	Native Mandal	
14.	Native District	

I, _____ an applicant for the post of Helper Son / Daughter / 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. Certificates of Educational Qualification
3. Study Certificate from 4th to 10th class.
4. Experience Certificate from competent authority.
5. Certificate of Caste.
6. Copy of Aadhaar