



**ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED**  
**DISTRICT OFFICE :: EAST GODAVARI**

(A State Government Undertaking)

HEAD OFFICE : Sri Sai Towers, Door No.10-152/1, 4<sup>th</sup> & 5<sup>th</sup> Floor, Ashok Nagar, Kanuru, Vijayawada - 520 007  
District Office : 1<sup>st</sup> Floor, NAC Building, Collectorate Compound, East Godavari, Rajamahendravaram - 533101  
☎: 95733 65733 ☒: egdcs2022@gmail.com

**Sri. N. TEJ BHARATH, I.A.S.,**  
**JOINT COLLECTOR & EOED,**

**Employment Notification**

No.CS/TA2/EG /Admin/ Recruitment/2023

Date: 20.10.2023.

Applications are invited to recruit personnel in the cadre of Accountants Gr.III on contract basis for a period of 1 year and Data Entry Operators on Outsourcing basis 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	Roster Points	Consolidated monthly remuneration
1.	Accountant Gr.III (Post Graduate) on Contract basis for a period of one Year.	02	i. M.Com ii. B.Com + MBA (Finance)	OC W - 1 Post SC W - 1 Post	Rs.27,000/- per month
2.	Data Entry Operator on Outsourcing basis.	02	Any degree with proficiency in MS Office applications.	OC W - 1 Post SC W - 1 Post	Rs.18,500/- per month

**Selection Procedure:**

Through District Selection Committee.

Headed by: Joint Collector & E.O.E.D., APSCSCL, East Godavari District, Rajamahendravaram.

- Members:
1. District Supply Officer, East Godavari District, Rajamahendravaram
  2. District Treasury Officer Any member from finance background as decided by JC & EOED.
  3. Member convener: District Civil Supplies Manager, APSCSCL, East Godavari District, Rajamahendravaram.

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

1. Merit of Basic Academic Qualifications : 75 Marks/Points.
2. Experience (Private or Govt., or Semi-Govt., departments with Certificates) : 05 Marks/Points per each year (Preference shall be given to the serving candidates in the Civil Supplies Corporation)
3. Additional Qualifications : 20 points

(NOTE : Certificate courses in Computers & Diploma etc. will not be counted as Additional qualifications)

4. Maximum age limit
  - c. General : 35 years.
  - d. Reserved : 40 years. (SC, ST & BC)
5. Non- local candidates will be selected when local candidates are not present.

**Conditions:**

1. Filled application forms in the prescribed format should reach to the Joint Collector & E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, Collectorate compound, East Godavari District, Rajamahendravaram with attested Photostat copies (Xerox) in support of qualification, Date of Birth, Community, Experience and Residence, on or before 07 . 11 .2023 in sealed cover.
2. Applications forms can be obtained from the office of the District Civil Supplies Manager, Andhra Pradesh State Civil Supplies Corporation Limited, Collectorate compound, East Godavari District, Rajamahendravaram on all working days.
3. The Joint Collector and E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, East Godavari District, Rajamahendravaram 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.

  
28/10/2023  
**JOINT COLLECTOR & EOED.,  
APSCSCL :: EAST GODAVARI**

  
28/10/23

**APPLICATION FOR THE POST OF ACCOUNTANT GRADE III ON CONTRACT BASIS**

**BIO-DATA**

Recent Passport  
Size Photo Affix  
here

1. Name of the Applicant :  
(In Block Letters)
2. Father Name :
3. Date of Birth (As on 31.10.2023) :
4. Age in completed years :
5. Nationality :
6. Community/ Caste :
7. Religion :
8. Educational Qualifications :
  - a) Basic :
  - b) Experience :(In private, Semi-Govt. /Government  
Dept. with reasonable evidence)
  - c) Additional Qualifications :
8. Address for Communication with :  
Phone/cell No.
9. Local/ Non Local Candidate :

Signature of the candidate  
Name in Block Letters

Station:

Date :

- Encl:
1. SSC Certificate.
  2. Proof of D.O.B
  3. Basic Qualification Certificate ( OD & CMM – Marks Memo ) ( M.Com./B.Com., + MBA ( Finance )
  4. Additional Qualifications if any.
  5. Experience certificate if any.
  6. ID Proof AADHAR/Driving license/PAN.
  7. Local certificate (if the Candidate is Local)
  8. Community Certificate ( Caste ) for reservation candidates.

**Note:**

- **If any one failed to submit the Community ( Caste ) Certificate Xerox, they will be considered as Open Category**
- **Failure of submission of CCM – Marks Memo leads to Dis-qualification.**

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR ON OUT SOURCING BASIS**

**BIO-DATA**

Recent Passport  
Size Photo Affix  
here

1. Name of the Applicant :
  2. (In Block Letters)
  3. Father Name :
  4. Date of Birth (As on 31.10.2023) :
  5. Age in completed years :
  6. Nationality :
  7. Community/ Caste :
  8. Religion :
  9. Educational Qualifications :
    - a) Basic :
    - b) Experience :
- (In private, Semi-Govt. /Government  
Dept. with reasonable evidence)
- c) Additional Qualifications :
8. Address for Communication with :  
Phone/cell No.
  9. Local/ Non Local Candidate :

Signature of the candidate  
Name in Block Letters

Station:

Date :

- Encl:
1. SSC Certificate.
  2. Proof of D.O.B
  3. Basic Qualification Certificate ( OD & CMM – Marks Memo ) ( Any Degree ).
  4. Additional Qualifications if any.
  5. Experience certificate if any.
  6. ID Proof AADHAR/Driving license/PAN.
  7. Local certificate (if the Candidate is Local)
  8. Community Certificate ( Caste ) for reservation candidates.
  9. Computer Certificate.

Note:

- **If any one failed to submit the Community ( Caste ) Certificate Xerox, they will be considered as Open Category**
- **Failure of submission of CCM – Marks Memo leads to Dis-qualification.**