

**ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED,  
DISTRICT OFFICE, PARVATHIPURAM MANYAM.  
EMPLOYMENT NOTIFICATION**

**No. CS/Admin105 Manpower KMS Applications 2023-24**

**Dated: .08.2023**

Applications are invited to recruit Personal 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 ,Parvathipuram Manyam District, Parvathipuram Manyam to utilize the services for paddy procurement for KMS 2023-24 season.

Sl.No	Post	No of Posts	Eligibility Crriteria
1	Technical Assistants	190	*Should have a Bachelors Degree in Agriculture/ Microbiology/ Bio Chemistry/ Biotechnology/ BZC (Botany, Zoology, Chemistry)/ Any Bachelors Degree in Life Sciences/ Diploma in Agriculture
2	Data Entry Operators	190	*Should have a Bachelors Degree in any field. * Should have Good Computer Knowledge. Post Graduate Diploma in *Computer Application would be an advantage
3	Helpers	190	* Should possess 8th class • 10th class.

**Age Limit:**

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

**Remuneration:**

The remuneration to the man power has to be paid as per the existing Norms.

Applications for the Post of Technical Operators, Helpers and selection procedure are available in <http://parvathipurammanyam.ap.gov.in> website. Applicants should apply in the prescribed format as per the notification by enclosing relevant attested copies of certificates Register Post or in person on before 5.00 PM 11.09.2023 to the address of District Civil Supplies Manager office, Andhra Pradesh State Civil Supplies Corporation. Parvathipuram Manyam, Sub-Collectrate Compound, near government hospital, Parvathipuram -535501, Parvathipuram Manyam District. The Joint Collector & EOED & VC & Managing Director, Andhra Pradesh State Civil Supplies Corporation Limited, Vijayawada at his sole discretion of powers can cancelled the above said number of posts as mentioned in above notification or may increase or decrease the posts as per the requirement. The action of the Joint Collector & EOED & VC & Managing Director, APSCSCL, Vijayawada shall be final and shall not be called in question.

 28/8/2023

JOINT COLLECTOR & E.O.E.D.  
APSCSCL::PARVATHIPURAM MANYAM.

26/8/23

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ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED,  
DISTRICT OFFICE, PARVATHIPURAM MANYAM.

EMPLOYMENT NOTIFICATION

No. CS/Admin105/Manpower Applications/KMS 2023-24

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Sl.No	Post	No of Posts	Eligibility Crriteria	Consolidated Monthly Remuneration
1	Technical Assistants	190	*Should have a Bachelors Degree in Agriculture/ Microbiology/Bio Chemistry/ Biotechnology/ BZC (Botany, Zoology, Chemistry)/ Any Bachelors Degree in Life Sciences/ Diploma in Agriculture	The remuneration to the manpower has to be paid as per the existing Norms
2	Data Entry Operators	190	*Should have a Bachelors <i>Degree</i> in any field. * Should have Good Computer Knowledge. Post Graduate Diploma in *Computer Application would be an advantage	
3	Helpers	190	* Should possess 8th class or 10th class.	

Selection Procedure:

Through District Selection Committee:-

**Headed by** : 1. Joint Collector & E.O.E.D., APSCSCL, Parvathipuram Manyam

**Members** : 2. District Civil Supplies Officer (Member)  
3. District Civil Supplies Manager (Convener)  
4. DRO or One serving RDO from any division in the district (Member)  
5. District Agriculture Officer (Member)  
6. District Educational Officer (Member)  
7. District Employment Officer (Member).  
8. District Co operative Officer (Member)  
9. AD Marketing(Member).  
10. APD, Giri Velugu(Member).  
11. DM, GCC,Parvathipuram(Member).  
12. DM , GCC Seethampeta(Member).  
13. CEO,FPOs(Member).

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	1. Academic qualification :80 Points 2. Experience (in Private or Govt.) with evidence: 10 Points * Experience > 3 years -10 Points * Experience > 1 year &< 3 years-5 Points * Experience < 1 year- 2 Points * Experience – 0 Points 1. Additional Qualification: (Post-Graduation or Professional Qualification) -10 Points 2. Certificate Courses in Computers and Diploma etc. will not be counted as an Additional Qualification
2.	Data Entry Operator	1. Academic qualification :75 Points 2. Experience (in Private or Govt.) with evidence: 10 Points * Experience > 3 years -10 Points * Experience > 1 year &< 3 years-5 Points * Experience < 1 year- 2 Points * Experience – 0 Points 1. Technical qualification(Certificate Courses in Computers and Diploma etc.): 10 Points 2. Additional Qualification: (Post-Graduation or Professional Qualification) -05 Points
3.	Helpers	1. Academic qualification :30 Points * 12 <sup>th</sup> class & Above - 30 Points * 10 <sup>th</sup> class to 12 <sup>th</sup> class- 20 Points * 8 <sup>th</sup> class to 10 <sup>th</sup> class- 10 Points * Below 8 <sup>th</sup> class - 0 Points 2. Experience (in Private or Govt.) with evidence: 70 Points * Experience > 3 years 710 Points * Experience > 1 year &< 3 years- 40 Points * Experience < 1 year- 10 Points * Experience – 0 Points

**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

**Remuneration:**

*The remuneration to the manpower has to be paid as per the existing Norms.*



### 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 poster, pamphlets, Tom-tom, Mike system, Electronic & print media, and Gram Sabha before the commencement of procurement season.
3. Technical Assistants will visit the farmers' land 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 collect 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
  - 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 add here 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 procurements centers
11. Farmers should be advised on improving the quality of crops if the tested samples do not meet the FAQ norms and scheduled 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 procurements centers for social audit purpose
14. TAs should ensure that the arrangements for GLT( Gunnies/Labour/Transport)are made at procurement centers before the commencement of the procurements 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 (not 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 stake holders of procurement centers about MSP and FAQ norms through posters, pamphlets, Ton-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 chit. and 1710s (Farmer Transport Orders) are generated simultaneously without any delay and send the vehicles to the 1,0 Mills after recording the weight.
6. It is mandatory for the DEOs to hand over the physical copy of the no 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 G.I.T.
  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 GU 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 result in disciplinary action.

#### **Helpers :**

1. The Helper is responsible for coordinating with the Technical Assistants (TAs) and D. 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, D.E.Os ) 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 office, Andhra Pradesh State Civil Supplies Corporation Limited, Sub-Collectorate, compound with attested Xerox copies in support of qualification, Date of Birth, Experience and Residence, on or before .09.2023 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, Sub-Collectorate compound, Parvathipuram on all working days.

3. The Joint Collector and E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, Parvathipuram Manyam District reserves full right Innocent this notification without any prior notice or intimation to applicant.
4. The 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://parvathipurammanyam.ap.gov.in> Website.

The Joint Collector & EOED & VC & Managing Director, Andhra Pradesh State Civil Supplies Corporation Limited, Vijayawada at his sole discretion of powers can cancelled the above said number of posts as mentioned in above notification or may increase or decrease the posts as per the requirement. The action of the Joint Collector & EOED & VC & Managing Director, APSCSCL, Vijayawada shall be final and shall not be called in question.

  
28/8/2023  
JOINT COLLECTOR & E.O.E.D.  
APSCSCL::PARVATHIPURAM MANYAM

  
26/8/23

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## APPLICATION FORM

Recruitment of Technical assistants on contract basis for the month of 02 Months to utilize in paddy procurement operations in PPCs at RBKs in KMS 2023-24 in Parvathipuram Manyam 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	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 40. class to 10. class	
13	Native District	

I, \_\_\_\_\_ an applicant for the post of Technical Assistant and I 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. Qualification Certificate.
3. Study Certificate from 4th to 10. Class
4. Experience Certificate from competent authority.



APPLICATION FORM

Recruitment of Data Entry Operators on contract basis for the period of 02 months to utilize in paddy procurement operations in PPCs at RBKs in KMS 2023-24 in Parvathipuram Manyam 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)	
4	Age as on 01.07.2023	
5	Nationality / Religion	
6	Mobile No. & Email address	
7	Permanent Address	
8	Qualifications	
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	
14	Place of study from 4. class to 10. class	
15	Native District	

I, \_\_\_\_\_ an applicant for the post of Data Entry Operator and I 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. Qualification Certificate.
3. Study Certificate from 4th to 10. Class
4. Experience Certificate from competent authority.

**APPLICATION FORM**

Recruitment of Helpers on contract basis for the period of 02 Months to utilize in paddy procurement operations in PPCs at RBKs in KMS 2023-24 in Parvathipuram Manyam 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)	
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	
8	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
9	Native District	

I, \_\_\_\_\_ an applicant for the post of Helpers and I 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. Qualification Certificate.
3. Study Certificate from 4th to 10. Class
4. Experience Certificate from competent authority.