

**ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED**  
**OFFICE NO.7 ,8 & 9 , COLLECTORATE COMPOUND ,**  
**DISTRICT OFFICE : ANAKAPALLI**  
**Email: [dmoakp@gmail.com](mailto:dmoakp@gmail.com)**

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**EMPLOYMENT NOTIFICATION**

Mktg.A8/KMS 2023-24/Recruitment 2023

Date: .09.2023

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, Anakapalli District to utilize the services for paddy procurement for Khariff 2023-24 season.

Sl. No.	Post	No. of Posts	Eligibility Criteria
1	Technical Assistants	62	➤ 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
2	Data Entry Operator	62	➤ 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	72	➤ Should possess 8th class -10 <sup>th</sup> class.

- ❖ Rule of Reservation (RoR) will be followed
- ❖ Time period of Contract may be extended as per requirement
- ❖ Number of posts may be increased or decreased in future as per the requirement only.

**Age Limit:**

SNo	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 paddy procurement existing norms.

Applications for the post of Technical Assistants, Data Entry Operators, Helpers and selection procedure are available in <https://anakapalli.ap.gov.in/> website. Applicants should apply in the prescribed format as per the notification by enclosing relevant attested copies of certificates and send applications by Register Post or in person from **04.09.2023 10.30 AM to on or before 12.09.2023 5.00 PM** all working days to the address of District Civil Supplies Manager, Andhra Pradesh State Civil Supplies Corporation, office nos.7,8 & 9, Collectorate , Anakapalli district.

Contact nos: Assistant Manager (General) - 9581176260/ 7989151914 / 9963479147

Joint Collector & EOED,  
APSCSCL ::Anakapalli



## APPLICATION FORM

Recruitment of **Technical Assistant** on contract basis (02 Months) in the office of the Andhra Pradesh State Civil supplies corporation limited, Anakapalli 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	Aadhar No	
8	PAN Number	
9	Bank Account Number	
10	Permanent Address	
11	Qualifications	
a.	B.Sc Agriculture/ Microbiology/ Biochemistry/ Biotechnology / BZC (Botany Zoology Chemistry) / Any Bachelor's Degree in Life Sciences/ Diploma in Agriculture	
12	Experience in private, semi Govt., Govt. Departments with reasonable evidence	
13	Additional Qualifications	
a.	Post Graduation or Professional Qualifications	
14	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
15	Native District	
16	Caste	

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 should be visible

1. Date of Birth Certificate (or) Proof.
2. Consolidates Marks list of final year and Qualification Certificate.
3. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class.
4. Experience Certificate from competent authority.
5. Aadhar card
6. PAN card
7. Bank Account 1<sup>st</sup> page
8. Caste certificate

**APPLICATION FORM**

Recruitment of **Data Entry Operator** on contract basis (02 Months) in the office of the  
Andhra Pradesh State Civil supplies corporation limited, Anakapalli 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	Aadhar No	
9	PAN Number	
10	Bank Account Number	
11	Qualifications	
a.	Bachelor's degree in any field.	
b	Technical Qualification (certificates in Computers and Diploma etc )	
12	Experience in private, semi Govt., Govt. Departments with reasonable evidence	
13	Additional Qualifications	
a.	Post Graduation or Professional Qualifications	
14	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
15	Native District	
16	Caste	

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 should be visible

1. Date of Birth Certificate (or) Proof.
2. Consolidates Marks list of final year and Qualification Certificate.
3. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class.
4. Certificate courses in Computers and Diploma etc
5. Experience Certificate from competent authority.
6. Aadhar card
7. PAN card
8. Bank Account 1<sup>st</sup> page
9. Caste certificate

**APPLICATION FORM**

Recruitment of **Helper** on contract basis (02 Months) in the office of the Andhra Pradesh State Civil supplies corporation limited, Anakapalli 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	Aadhar No	
8	PAN Number	
9	Bank Account Number	
10	Permanent Address	
12	Qualifications	
a.	8-10 <sup>th</sup> Class	
13	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	
14	Native District	
15	Caste	

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 should be visible

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.
5. Aadhar card
6. PAN card
7. Bank Account 1<sup>st</sup> page
8. Caste certificate