

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
DISTRICT OFFICE, NTR

EMPLOYMENT NOTIFICATION

No.Admin/Manpower/KMS 2023-24

Dated:02.09.2023.

Applications are invited to recruit personnel in the cadre of Technical Assistants, Data Entry Operators and Helpers on contract basis for a period of (Two) 02 months through District Selection Committee headed by the Joint Collector, NTR District to utilize the services for procurement during Khariff 2023-24 season:

S.No	Post	No of Posts	Eligibility Criteria
1	Technical Assistant	169	➤ 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	169	➤ 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	Helper	169	➤ Should possess 8 th Class – 10 th Class

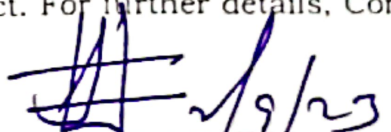
Age Limit:

S.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	50	55

Remuneration:

The Remuneration to the Manpower will be paid as per the existing norms.

Applications for the post of Technical Assistants, Data Entry Operators, Helpers and selection procedure are available in website https://ntr.ap.gov.in/notice_category/recruitment and can also obtain from the O/o. District Civil Supplies Manager, APSCSCL, Governorpeta, Vijayawada at free of cost. 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 on or before **5.00 PM dated:18.09.2023** to the address of District Civil Supplies Manager, Mikkilineni Sudheer Babu Road, Governorpeta, Vijayawada -520002, NTR District. For further details, Contact DM Office No:7702003571.


DISTRICT COLLECTOR
NTR DISTRICT

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
DISTRICT OFFICE, NTR
EMPLOYMENT NOTIFICATION

No.Admin/Manpower/KMS 2023-24

Dated: . .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, NTR District, to utilize the services for paddy procurement during Khariff 2023-24 season.

S.No	Post	No of Posts	Eligibility Criteria	Consolidated Monthly Remuneration
1	Technical Assistant	169	➤ 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	169	➤ 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	Helper	169	➤ Should possess 8 th Class – 10 th Class	

Selection procedure:-

S.No	Post	Selection Procedure
1	Technical Assistant	<p>Academic Qualification: 80 Points Experience (in Pvt. (or) Govt. Department) with evidence: 10 Points</p> <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 <p>Additional Qualification: (Post-Graduation or Professional qualification): 10 Points</p> <p>Certificate courses in Computers and Diploma etc., will not be counted as an additional qualification.</p>

2	Data Entry Operator	<p>Experience (in Pvt (or) Govt. Department) with evidence: 10 Points</p> <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 <p>Technical Qualification (Certificate courses in Computers and Diploma etc.): 10 Points.</p> <p>Additional Qualification: (Post-Graduation or Professional qualification): 5 Points</p>
3	Helpers	<p>Academic Qualification: 30 Points</p> <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 <p>Experience (in Pvt (or) Govt. Department with evidence: 70 Points</p> <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:

S.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	50	55

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 (Procurement Supporting Agencies).
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 Rule of Reservation (RoR) is followed and District as a unit is considered for RoR as per the existing instructions issued by the Government of Andhra Pradesh in engaging the manpower.
7. Selection of manpower will be done based on the requirement at the procurement centers.
8. Physically Handicapped Manpower are selected as Data Entry Operators only and they are not eligible for Technical Assistants and Helpers.
9. 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 and the selected candidates shall be posted other than the native mandal.
10. The services of manpower mapped to the procurement centers will be utilized at any centers required basing on the quantity of procurement.

Duties 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.

15. Award
Gunnies
received
aw

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
- 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.

Duties of 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 (Fund Transfer 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, hamalies (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.

Duties of 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. Application forms can be downloaded from the website https://ntr.ap.gov.in/notice_category/recruitment/ and also can be obtained from the office of the District Civil Supplies Manager, Mikkilineni Sudheer Babu Road, Governorpeta, Vijayawada -520002, NTR District on all working days.

2. Filled application forms in the prescribed format should reach the District Civil Supplies Manager, Mikkilineni Sudheer Babu Road, Governorpeta, Vijayawada -520002, NTR District with attested Xerox copies in support of qualification, Date of Birth, Experience and Nativity, on or before 18.09.2023 in sealed cover.

3. The District Collector, NTR District reserves 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 can be terminated from contract without giving any notice, even in the middle of the contract period.

5. The applicant shall provide all the requisite original documents at the time of certificates/documents verification in the selection process.

6. The appointed manpower does not have the right to claim any TA, DA, or any other allowances, applicable to the Government Staff

7. The appointed manpower do not have any right to claim for regularization of their services in APSCSCL


District Collector
NTR District

APPLICATION FORM

Recruitment of Technical Assistant on contract basis for paddy procurement operations for Khariff 2023-24 in NTR 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 01.07.2023	
6	Nationality	
7	Religion	
8	Caste	
9	Sub-Caste	
10	<u>Academic Qualifications</u>	
A	Bachelor Degree	
B	Additional Qualification if any	
i	Post-Graduation	
ii	Professional Qualification	

10	Experience in relevant field in any Private or Government Departments with evidence	
11	Native District	
12	Native Mandal	
13	Communication details	
i	Permanent Address	
ii	Present Address (for Communication)	
iii	Mobile Number	
iv	Alternate Mobile Number	
v	Email Address	
vi	Aadhar No.	
14	Place of Study from 4 th Class to 10 th Class	

I, _____ an applicant of Technical Assistant Son/daughter/wife of _____ do hereby confirm that the information furnished above is true and correct to the best of my knowledge and agree to the terms and conditions of the notification.

Place:

Date:

Signature of the Applicant

Certified Enclosures in Xerox

1. 10th Marks Memo (or) Date of Birth Certificate.
2. Qualification Certificates.
3. Study Certificate from 4th to 10th Class (or) Residence certificate issued by Tahsildar for that particular period of study
4. Latest Caste Certificate issued by competent authority will be submitted along with application.
5. Proof of Experience.

APPLICATION FORM

Recruitment of Data Entry Operator on contract basis for paddy procurement operations for Khariff 2023-24 in NTR 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 01.07.2023	
6	Nationality	
7	Religion	
8	Caste	
9	Sub-Caste	
10	<u>Academic Qualifications</u>	
A	Bachelor Degree	
B	Additional Qualification if any	
i	Certificate courses in Computers and Diploma, etc	
ii	Post-Graduation	
iii	Professional Qualification	

10	Experience in relevant field in any Private or Government Departments with evidence	
11	Native District	
12	Native Mandal	
13	Communication details	
i	Permanent Address	
ii	Present Address (for Communication)	
iii	Mobile Number	
iv	Alternate Mobile Number	
v	Email Address	
vi	Aadhar No.	
14	Place of Study from 4 th Class to 10 th Class	

I, _____ an applicant of Data Entry Operator Son/daughter/wife of _____ do hereby confirm that the information furnished above is true and correct to the best of my knowledge and agree to the terms and conditions of the notification.

Place:

Date:

Signature of the Applicant

Certified Enclosures in Xerox

1. 10th Marks Memo (or) Date of Birth Certificate.
2. Qualification Certificates.
- 3 Study Certificate from 4th to 10th Class (or) Residence certificate issued by Tahsildar for that particular period of study.
4. Latest Caste Certificate issued by competent authority will be submitted along with application.
5. Proof of Experience.

APPLICATION FORM

Recruitment of Helper on contract basis for public procurement operations for
Khariff 2023-24 in NTR 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 01.07.2023	
6	Nationality	
7	Religion	
8	Caste	
9	Sub-Caste	
10	Academic Qualifications	
A	8 th to 10 th class	
B	Additional Qualification if any	
i	10 th to 12 th class	
ii	12 th class and above	

10	Experience in relevant field in any Private or Government Departments with evidence	
11	Native District	
12	Native Mandal	
13	Communication details	
i	Permanent Address	
ii	Present Address (for Communication)	
iii	Mobile Number	
iv	Alternate Mobile Number	
v	Email Address	
vi	Aadhar No.	
14	Place of Study from 4 th Class to 10 th Class	

I, _____ an applicant of ~~Helper~~ Son/daughter/wife of _____ do hereby confirm that the information furnished above is true and correct to the best of my ~~knowledge~~ and agree to the terms and conditions of the notification.

Place:

Date:

Signature of the Applicant

Certified Enclosures in Xerox

1. 10th Marks Memo (or) Date of Birth Certificate (or) Any other Proof.
2. Qualification Certificates.
3. Study Certificate from 4th to 10th Class (or) Residence certificate issued by Tahsildar for that particular period of study.
4. Latest Caste Certificate issued by competent authority will be submitted along with application.
5. Proof of Experience.