



**ఆంధ్ర ప్రదేశ్ రాష్ట్ర పౌరసరఫరాల సంస్థ,
జిల్లా సహకార కేంద్ర బ్యాంకు బిల్డింగ్స్, 2వ ఫ్లోర్ , జి. టి. రోడ్, శ్రీకాకుళం.**

No.CS/Admin/01/Manpower/KMS 2023-24

Date: 04 .09.2023

ఎంప్లాయిమెంట్ నోటిఫికేషన్

KMS 2023-24 సీజన్ లో వరి సేకరణకు సేవలను వినియోగించుకోవడానికి శ్రీకాకుళం జిల్లా జాయింట్ కలెక్టర్ వారి నేతృత్వంలోని జిల్లా ఎంపిక కమిటీ ద్వారా రెండు నెలల పాటు కాంట్రాక్టు ప్రాతిపదికన టెక్నికల్ అసిస్టెంట్, డేటా ఎంట్రీ ఆపరేటర్ మరియు హెల్పర్ కేటర్లలో సిబ్బందిని రూల్ ఆఫ్ రిజర్వేషన్ నిబంధనలను అనుసరించి నియమించుకోవడానికి దరఖాస్తులు ఆహ్వానించబడ్డాయి.

క్ర.సం.	పోస్టులు	పోస్టుల సంఖ్య	అర్హత ప్రమాణం
1	టెక్నికల్ అసిస్టెంట్	461	➤ అగ్రికల్చర్ / మైక్రోబయాలజీ / బయోకెమిస్ట్రీ / బయోటెక్నాలజీ / BZC (బోటని జవాలజీ కెమిస్ట్రీ) / లైఫ్ సైన్సు లలో ఏదైనా బ్యాచిలర్స్ డిగ్రీ / అగ్రికల్చర్ లో డిప్లొమాలో బ్యాచిలర్ డిగ్రీని కలిగి ఉండాలి.
2	డేటా ఎంట్రీ ఆపరేటర్లు	461	➤ ఏదైనా బ్యాచిలర్ డిగ్రీని కలిగి ఉండాలి. ➤ మంచి కంప్యూటర్ పరిజ్ఞానం ఉండాలి. కంప్యూటర్ లో పోస్ట్ గ్రాడ్యుయేట్ డిప్లొమా అప్లికేషన్ చేసిన వారికి ప్రాధాన్యత ఉంటుంది.
3	హెల్పర్లు	461	➤ 8వ తరగతి - 10వ తరగతి ఉత్తీర్ణులైఉండాలి

గమనిక: వికలాంగు అభ్యర్థులు డేటా ఎంట్రీ ఆపరేటర్లు పోస్ట్ కి మాత్రమే దరఖాస్తు చేసుకునుటకు అర్హులు.

వయో పరిమితి:

క్ర.సం.	పోస్టులు	వయో పరిమితి		
		కనిష్ట	గరిష్టం	గరిష్టంగా BC / SC / ST కోసం
1	టెక్నికల్ అసిస్టెంట్ లు	21	40	45
2	డేటా ఎంట్రీ ఆపరేటర్లు	21	40	45
3	హెల్పర్లు	18	35	40

రెమ్యునరేషన్:

ప్రస్తుతం ఉన్న నిబంధనల ప్రకారం సిబ్బందికి వేతనం చెల్లించబడుతుంది.

టెక్నికల్ అసిస్టెంట్ లు, డేటా ఎంట్రీ ఆపరేటర్లు, హెల్పర్లు పోస్టుల వివరాలు మరియు ఎంపిక విధానం <http://srikakulam.ap.gov.in> వెబ్ సైట్ లో అందుబాటులో ఉన్నాయి. దరఖాస్తుదారులు నోటిఫికేషన్ ప్రకారం సంబంధిత ద్రువపత్రాల కాపీలను జతచేసి రిజిస్టర్ పోస్ట్ ద్వారా లేదా వ్యక్తిగతంగా తే 25.09.2023 ది సాయంత్రం గం.5.00 ని.ల లోపు జిల్లా పౌర సరఫాల మేనేజర్, ఆంధ్రప్రదేశ్ రాష్ట్ర పౌరసరఫరాల సంస్థ, జిల్లా సహకార కేంద్ర బ్యాంకు బిల్డింగ్స్, 2వ ఫ్లోర్ , జి. టి. రోడ్, శ్రీకాకుళం, పిన్ 532001 చిరునామాకు దరఖాస్తులను పంపవలెను.

//ఆ.స.న//

జిల్లా పౌరసరఫరాల మేనేజరు,
APSCSCL శ్రీకాకుళం జిల్లా.

సం/- ఎం. నవీన్,
జాయింట్ కలెక్టర్ & EOED
APSCSCL, శ్రీకాకుళం జిల్లా.

THE ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
DISTRICT OFFICE :: SRIKAKULAM
EMPLOYMENT NOTIFICATION

P.Admn.48(1)/Engaging Manpower /2023

Dt.04.09.2023

Applications are invited to recruit personnel in the cadre of Technical Assistants, Data Entry Operators and helpers on Contract basis for a period of 2 months through District Selection committee headed by the Joint Collector & EOED., Srikakulam to utilize the services for Paddy Procurement Operations for KMS 2023-24 season. The details are as follows.

Sl. No	Name of the Posts	No of posts	Qualifications prescribed	Consolidated monthly remuneration
1	Technical Assistants	461	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	461	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	461	Should possess 8th class -10 th class.	

Selection Porcedure:

Through District Selection Committee.

- Headed by : Joint Collector (Chairman)
Members : 1. District Civil Supplies Officer (Member)
2. District Revenue Officer (Member)
3. District Agriculture Officer (Member)
4. District Educational Officer (Member)
5. District Employment Officer (Member)

Member Convener : District Civil Supplies Manager, APSCSCL, Srikakulam

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

Sl.No.	Post	Selection Procedure
1	Technical Assistants	Academic Qualification: 80 Points Experience (in Pvt (or) Govt. Department) with evidence: 10 Points ❖ Experience > 3 years – 10 Points ❖ Experience > 1 year & < 3 years – 5 Points ❖ Experience < 1 year – 2 Points ❖ No experience – 0 Points Additional Qualification: (Post-Graduation or Professional qualification): 10 Points Certificate courses in Computers and Diploma etc., will not be counted as an additional qualification.
2	Data Entry Operator	Academic Qualification: 75 Points Experience (in Pvt (or) Govt. Department) with evidence: 10 Points ❖ Experience > 3 years – 10 Points ❖ Experience > 1 year & < 3 years – 5 Points ❖ Experience < 1 year – 2 Points ❖ No experience – 0 Points Technical Qualification (Certificate courses in Computers and Diploma etc.): 10 Points. Additional Qualification: (Post-Graduation or Professional qualification): 5 Points.

Sl.No.	Post	Selection Procedure
3	Helpers	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 Experience (in Pvt (or) Govt. Department with evidence: 70 Points <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 Assistants	21	40	45
2	Data Entry Operator	21	40	45
3	Helpers			

Remuneration:

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

Applications for the post of Technical Assistants, Data Entry Operators, Helpers and selection procedure are available in <http://srikakulam.ap.gov.in> website. Applications 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 at 25.09.2023 to the “ The District Civil Supplies Manager office, 2nd floor, DCCB building, G.T Road, Srikakulam-532001.

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			

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 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.

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 (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.

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 farm gate.
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, Srikakulam with attested Xerox copies in support of qualification, Date of Birth, Experience and Residence on or before 25.09.2023 in sealed cover.
2. Application forms can be obtained from the office of the District Civil Supplies Manager office, 2nd floor, DCCB building, G.T Road, Srikakulam on all working days.
3. The Joint Collector & EOED., APSCSCL, Srikakulam District 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 Diploma etc., will not be counted as additional qualifications.
7. The applications can be downloaded from the <http://srikakulam.ap.gov.in>.

Handwritten signature
04/09/23
DCSM

Handwritten signature
04/09/23
JC & EOED.,

APPLICATION FORM

Recruitment of Technical Assistant on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, Srikakulam.

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.	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 4 th class to 10 th class	
13	Native District	

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

1. Date of Birth Certificate (or) Proof.
2. Qualification Certificate.
3. Study Certificate from 4th to 10th class.
4. Caste Certificate.
5. Experience Certificate from competent authority.

[Handwritten signature]

[Handwritten signature]

APPLICATION FORM

Recruitment of Data Entry Operator on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, Srikakulam.

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.	Bachelor's degree in any field.	
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 4 th class to 10 th class	
13	Native District	

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

1. Date of Birth Certificate (or) Proof.
2. Qualification Certificate.
3. Study Certificate from 4th to 10th class.
4. Caste Certificate.
5. Physical Handicapped certificate (if person is disabled)
6. Experience Certificate from competent authority.

APPLICATION FORM

Recruitment of Helper on contract basis in the office of the Andhra Pradesh State Civil supplies corporation limited, Srikakulam.

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 th Class	
12	Place of study from 4 th class to 10 th class	
13	Native District	

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

1. Date of Birth Certificate (or) Proof.
2. Qualification Certificate.
3. Study Certificate from 4th to 10th class.
4. Caste Certificate
5. Experience Certificate from competent authority.