

**APPLICATION FORM**

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

Latest Passport size  
photo duly  
attested by any  
Gazetted Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Father's/Husband's 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	
12	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> 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 4<sup>th</sup> to 10<sup>th</sup> class.
4. Experience Certificate from competent authority.

APPLICATION FORM

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

Latest Passport size  
photo duly attested  
by any Gazetted  
Officer

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2	Father's/Husband's Name	
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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 <sup>th</sup> class to 10 <sup>th</sup> class	
13	Native District	

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**Engaging Procedure:**

The following procedure shall be adopted while engaging the TAs,DEOs and Helpers on a Contract Basis. A person belonging to/hailing from/ native of **the district** shall only be eligible to get selected from that district and manpower shall not be allocated to the native Mandal. If there is any shortage in getting eligible manpower within the district, the resources can be mobilized from the neighbouring districts.

**District Selection Committee:**

The District Collector shall constitute a committee and issue proceedings for appointing a District Selection Committee under the chairmanship of the Joint Collector & EOED. The District Selection Committee will have the following members:

1. Joint Collector (Chairman)
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)

The District Selection Committee should follow the Rule of Reservation (RoR) while engaging the staff.

**Period of Contract:**

- ❖ The contract period for selected manpower in districts will be for a period of two (2) months.
- ❖ Reallocating of TAs from PCs where Procurement has not started to centers with high procurement activity can help to optimize the manpower utilisation and enhance overall efficiency in the procurement process

**Eligibility Criteria:**

S. No.	Post	Eligibility Criteria
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1.	Technical Assistants	➤ 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	➤ 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	➤ Should possess 8 <sup>th</sup> class -10 <sup>th</sup> class.

S. No.	Post	Selection Procedure
1	Technical Assistant	<input type="checkbox"/> Academic Qualification: <b>80 Points</b> <input type="checkbox"/> Experience (in Pvt (or) Govt. Department) with evidence: <b>10 Points</b> <ul style="list-style-type: none"> <li>❖ Experience &gt; 3 years – <b>10 Points</b></li> <li>❖ Experience &gt; 1 year &amp; &lt; 3 years – <b>5 Points</b></li> <li>❖ Experience &lt; 1 year – <b>2 Points</b></li> <li>❖ No experience – <b>0 Points</b></li> </ul> <input type="checkbox"/> Additional Qualification: (Post-Graduation or Professional qualification): <b>10 Points</b> <input type="checkbox"/> *Certificate courses in Computers and Diploma etc., will not be counted as an additional qualification
2	Data Entry Operator	<input type="checkbox"/> Academic Qualification: <b>75 Points</b> <input type="checkbox"/> Experience (in Pvt (or) Govt. Department with evidence: <b>10 Points</b> <ul style="list-style-type: none"> <li>❖ Experience &gt; 3 years – <b>10 Points</b></li> <li>❖ Experience &gt; 1 year &amp; &lt; 3 years – <b>5 Points</b></li> <li>❖ Experience &lt; 1 year – <b>2 Points</b></li> <li>❖ No experience – <b>0 Points</b></li> </ul> <input type="checkbox"/> Technical Qualification (Certificate courses in Computers and Diploma etc.): <b>10 Points</b> <input type="checkbox"/> Additional Qualification: (Post-Graduation or Professional qualification): <b>5 Points</b>
3	Helper	<input type="checkbox"/> Academic Qualification: <b>30 Points</b> <ul style="list-style-type: none"> <li>❖ 12<sup>th</sup> class &amp; Above – <b>30 Points</b></li> <li>❖ 10<sup>th</sup> class to 12<sup>th</sup> class – <b>20 Points</b></li> <li>❖ 8<sup>th</sup> class to 10<sup>th</sup> class – <b>10 Points</b></li> <li>❖ Below 8<sup>th</sup> class – <b>0 Points</b></li> </ul>

		<input type="checkbox"/> Experience (in Pvt (or) Govt. Department with evidence): <b>70 Points</b> <ul style="list-style-type: none"> <li>❖ Experience &gt; 3 years – <b>70 Points</b></li> <li>❖ Experience &gt; 1 year &amp; &lt; 3 years – <b>40 Points</b></li> <li>❖ Experience &lt; 1 year – <b>10 Points</b></li> <li>❖ No Experience – <b>0 Points</b></li> </ul>
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**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			

**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.

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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 centres.
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 centres where the procurement has not started can be utilized at those procurement centres where procurement is high to optimize the use of available manpower.

**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 centres 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 analysed
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 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.