

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

No. CS/Admin/Recruitment/ 2023-24

Dated: 28/10/2023


Applications are invited to recruit Personal in the Cadre of Accountants Grade-III and, Data Entry Operators on out sourcing basis for a period of 01 Year through District Selection Committee headed by the Joint Collector & EOED, Parvathipuram Manyam District, to utilize the services in District Office and Corporate Office

Sl.No	Post	No of Posts	Eligibility Criteria	Consolidated Remuneration
1	Accountants Grade-III	1	*Chartered Accountant Inter Passed/B.Com + MBA(Finance)	30,000.00
2	Accountants Grade-III	2	*M.Com	27000.00
3	Data Entry Operators	2	* Any Degree with proficiency in MS Office and applications on out sourcing basis	18,500.00

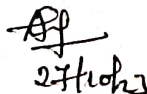
Age Limit:

S.No	Age Limit		
	Post	Max	Maximum age with relaxation for BC/SC/ST
1	Accountants Grade- III (CA- Inter)	35	40
2	Accountants Grade-III(P.G)	35	40
3	Data Entry Operators	35	40

Applications for the Post of Accountant Grade- III (CA- Inter), Accountant Grade- III (PG) and DEOs 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 **06.11.2023**, 5.00 P.M. to the address of District Civil Supplies Manager office, Andhra Pradesh State Civil Supplies Corporation, Parvathipuram Manyam, RDO, Parvathipuram 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.



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


27/10/23

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED,

DISTRCT OFFICE, PARVATHIPURAM MANYAM.

EMPLOYMENT NOTIFICATION

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

Dated:28.10.2023.

Applications are invited to recruit Personal in the Cadre of Accountants Grade-III and, Data Entry Operators on out sourcing basis for a period of 01 Year through District Selection Committee headed by the Joint Collector & EOED, Parvathipuram Manyam District, to utilize the services in District Office and Corporate Office

Sl.No	Post	No of Posts	Eligibility Criteria	Consolidated Remuneration
1	Accountants Grade-III	1	*Chartered Accountant Inter Passed/B.Com + MBA(Finance)	30,000.00
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3	Data Entry Operators	2	* Any Degree with proficiency in MS Office and applications on out sourcing basis	18,500.00

Age Limit:

S.No	Age Limit		
	Post	Max	Maximum age with relaxation for BC/SC/ST
1	Accountants Grade- III (CA- Inter)	35	40
2	Accountants Grade-III(P.G)	35	40
3	Data Entry Operators	35	40

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. Any Member from finance back ground as decided by JC & EOED.**

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.	Accountant Grade III (Contract Basis)	<p>1. Academic qualification :75 Points</p> <p>2. Experience (in Private or Govt.) with evidence: 05 Points Per each Year (preference shall be given to the serving candidates having experience in govt.department /Semi Govt .with responsible evidence).</p> <p>1. Additional Qualification: (Post-Graduation or Professional Qualification) -20 Points</p> <p>2. Certificate Courses in Computers and Diploma etc. will not be counted as an Additional Qualification.</p> <p>3. Maximum age limit :</p> <p>a) General: 35 years.</p> <p>b) Reserved : 40 years.</p> <p>4. Non –Local Candidates will be selected when local candidates are not available.</p>
2.	Data Entry Operator	<p>1. Academic qualification :75 Points</p> <p>2. Experience (in Private or Govt.) with evidence: 05 Points Per each Year (Preference shall be given to the serving candidates having experience in govt.department /Semi Govt .with responsible evidence).</p> <p>1. Additional Qualification: (Post-Graduation or Professional Qualification) -20 Points</p> <p>2. Certificate Courses in Computers and Diploma etc. will not be counted as an Additional Qualification.</p> <p>3. Maximum age limit :</p> <p>a) General: 35 years.</p> <p>b) Reserved : 40 years.</p> <p>4. Non –Local Candidates will be selected when local candidates are not available.</p>

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 one year
3. The appointed manpower will be placed as per the requirement of District Civil Supplies Manager, APSCSCL.

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 will 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. Age will be calculated as per the notification date and relaxation will be considered as per the Andhra Pradesh state Government norms.

Responsibilities of Accountant Grade III:

Maintenance of stock accounts PPC wise ,Rice Mill wise, Storage point wise, Reconciliation of the same with cash accounts and arranging payments to farmers ,Transport contractors, Millers & Statutory payments (GST& Income Tax) as per guidelines issued from time to time and to assist the DCSMs concerned in accounting the entire operations together with finalization of Annual Accounts of District Office and also other financial activities as entrusted from time to time by the District Civil Supplies Manager, APSCSCL, Parvathipuram Manyam. All Accountant Grade III (Contract) 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. Insubordination shall initiate to disciplinary action.

Data Entry Operator:

Assisting in data entry activities works in DCSM Office and assisting the office concerned in Maintenance of stock accounts PPC wise ,Rice Mill wise, Storage point wise, Reconciliation of the same with cash accounts and arranging payments to farmers ,Transport contractors, Millers & Statutory payments (GST& Income Tax) as per guidelines issued from time to time and to assist the DCSM concerned in accounting the entire operations together with finalization of Annual Accounts of District Office and also other financial and other office activities as entrusted from time to time by the District Civil Supplies Manager, APSCSCL, Parvathipuram Manyam. 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. Insubordination shall initiate 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, RDO Parvathipuram , compound with attested Xerox copies in support of qualification, Date of Birth, Experience and Residence, on or before 06.11.2023,5.00 P.M in sealed cover
2. Applications forms can be obtained from the office website 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 06.11.2023, 5.00 P.M. to the address of District Civil Supplies Manager office, Andhra Pradesh State Civil Supplies Corporation. Parvathipuram Manyam, RDO, Parvathipuram office Compound, near government hospital, Parvathipuram -535501, Parvathipuram Manyam District
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.


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


27/10/23

APPLICATION FORM

Recruitment of Accountant Grade III on contract basis for the period of one year to utilize as per the requirement of District Civil Supplies Manager, APSCSCL, 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)	C.A Inter Passed/ B.Com with M.B.A (Finance)/M.Com.	
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 Accountant Grade III (Contract) 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 Operator on contract basis for the period of one year to utilize as per the requirement of District Civil Supplies Manager, APSCSCL, 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 :

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Certified Enclosures in Xerox

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