



**ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED**  
**OFFICE NO.7 ,8 & 9 , COLLECTORATE COMPOUND ,**  
**DISTRICT OFFICE: ANAKAPALLI**

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No.A1/P.Admn./Recruitment 2023/Acct. Gr III, DEO, &TA

Dt : 13.12.2023

**EMPLOYMENT NOTIFICATION**

Applications are invited from the interested and eligible local candidates (**Newly formed Anakapalli district jurisdiction only**) for recruitment of (02) Accountant Gr III on contract basis and (02) Data Entry Operators on out sourcing basis and (03) Technical Assistant Gr.III on Contract basis for a period of (1) year in APSCSCL to work at the district office Anakapalli through District Selection Committee headed by the Joint Collector & EOED on merit basis duly following Roster system. The vacancies are as detailed here under:

The requisite qualification and the monthly remuneration details are as follows:

SN	Category of Post	No. of posts	Desired Qualification	Monthly Remuneration
1	Accountant Gr III (Contract basis for a period of one Year)	2	I. M Com.	Rs.27,000/- per month
			II Computer Skills.	
2	Data Entry Operators (Outsourcing basis)	2	Any Degree with proficiency in MS Office applications	Rs 18,500/- per month
3	Technical Assistant Gr.III (on Contract basis)	3	i) B.Sc (Agri.)/ B.Sc (Hort)/ B.Sc (Dry Land Agri.). ii) Graduates in Bio- Technology/ Science Graduates with specialization in Botany iü) Diploma in Agr1. Polytechnic/ Organic Farming / Land Protection.	Rs.22000/- per month + 1250/- (TA)

Maximum Age Limit: 35 years for General category and 40 years for Reserved.

The interested candidates can apply by sending their applications to the address mentioned below link Registered post/Courier and the last date for receipt of applications is **20.12.2023 up to 5 PM** and verification of Original certificates will be on **23.12.2023, 26.12.2023 & 27.12.2023**. The details of selection criteria for selection of candidates and timelines are available on the website <https://anakapalli.ap.gov.in/>.

**Maximum Age limit** : 35 years for General Category and  
40 years for Reserved

## **2) Marks/Weightage:**

i) Merit of basic Academic qualification: 75 marks / points  
(Graduation/Post Graduation in Commerce)

ii) Experience : 5 points (1 point for each year)  
(Preference shall be given to the serving candidates in the CS Corporation)

iii) Additional qualifications : 20 points  
(Certificate Courses in Computers and Diploma etc. will not be counted as additional qualifications)

iv) Non local candidates will be selected when local candidates are not present.

The interested candidates can apply after download the form of application from website of <https://anakapalli.ap.gov.in/> and sending their applications to this office on working days only through Register Post or in person to reach this office.

Last date for receipt of applications, Verification of Original Certificates and selected candidates shall report to is as follows.

1. Last date for receipt or reached the applications : **20.11.2023 upto 5.00 PM** (in person on office hours/ Register Post)

2. Verification of Original Certificates : **23.12.2023, 26.12.2023 & 27.12.2023**

## **Terms & Conditions:**

1. Filled application forms in the prescribed format should reach the below address :

District Civil Supplies Manager Office,  
Office no 7,8,9 Collectorate Compound

Anakapalli district

with attested Xerox copies in support of Educational qualification certificates, Consolidated marks sheet of final, Date of Birth Certificate, Residence, Caste Certificate, study certificate from 4<sup>th</sup> to 10<sup>th</sup> class and Work Experience on or before **20.12.2023, 5 PM** in sealed cover.

Applications forms can be download from the website <https://anakapalli.ap.gov.in/>.

2. The Joint Collector and E.O.E.D, Andhra Pradesh State Civil Supplies Corporation Limited, Anakapalli District reserves full right to cancel this notification without any prior notice or intimation to applicant.
3. This recruitment is purely on contract basis for Accountant Gr.III and Technical Assistant Gr.II and outsourcing basis for Data Entry Operator. The applicants can't have any right to claim for continuance in the post and the selected candidates may be terminated from existing appointed post without giving any prior notice, even in the middle or any time of the contract period.
4. The selection will be confirmed after due verification and submission of all requisite original documents by the candidate, otherwise will not be considered no excuse any kind of reasons.
5. Certificate courses in computer and Diplomas etc. will not be counted as additional qualifications.

**(Applications available in the web site from 13.12.2023)**

Joint Collector & EOED,  
Anakapalli district

## **APPLICATION FORM**

**Recruitment of Accountants Grade-III on contract basis**  
**in the office of the Andhra Pradesh State Civil Supplies Corporation Limited,**  
**Anakapalli District**

Latest Passport size photo duly attested by the Gazetted Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Name of the Father/Husband	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
6	Age as on 01.10.2023	
7	Nationality/Religion	
8	Caste & Sub Caste	
9	Mobile No.	
10	Email address	
11	Present Residential & Permanent Address (Enclose Aadhar card Xerox for verification)	
12	Educational Qualification:	
13	Percentage of marks secured in basic qualification	
14	Experience in private, semi Govt., Govt. Departments with reasonable evidence	

15	<b>Additional Qualifications:</b> Post Graduation or Professional Qualifications	
16	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	1) 4 <sup>th</sup> 2) 5 <sup>th</sup> 3) 6 <sup>th</sup> 4) 7 <sup>th</sup> 5) 8 <sup>th</sup> 6) 9 <sup>th</sup> 7) 10 <sup>th</sup>
17	Native District	

**Declaration**

I, \_\_\_\_\_ an applicant for the post of Accountant Grade – III, S/o, H/o, W/o, G/o \_\_\_\_\_  
 \_\_\_\_\_ do hereby confirm that the information furnished above is true and do affirm correct. If any found erroneous my declaration, will be disqualified without any prior notice.

Place:

Date:

**Signature of the applicant**

**The following Certificates enclosures by attested Xerox, later original submitted.**

1. Qualification Certificates
2. Date of Birth Certificate (or) Proof (Issued by the Panchayat or Municipality).
3. Caste certificate.
4. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class
5. Experience Certificate from competent authority.

## **APPLICATION FORM**

**Recruitment of Data Entry Operator on Outsourcing basis  
in the office of the Andhra Pradesh State Civil Supplies Corporation Limited,  
Anakapalli District**

Latest Passport size photo duly attested by the Gazetted Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Name of the Father/Husband	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
6	Age as on 01.10.2023	
7	Nationality/Religion	
8	Caste & Sub Caste	
9	Mobile No.	
10	Email address	
11	Present Residential & Permanent Address (Enclose Aadhar card Xerox for verification)	
12	Educational Qualification:	
13	Percentage of marks secured in basic qualification	
14	Computer Certificate	

15	Experience in private, semi Govt., Govt. Departments with reasonable evidence	
16	<b>Additional Qualifications:</b> Post Graduation or Professional Qualifications	
17	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	1) 4 <sup>th</sup> 2) 5 <sup>th</sup> 3) 6 <sup>th</sup> 4) 7 <sup>th</sup> 5) 8 <sup>th</sup> 6) 9 <sup>th</sup> 7) 10 <sup>th</sup>
18	Native District	

**Declaration**

I \_\_\_\_\_ an applicant for the post of Data Entry Operator, S/o, H/o, W/o, G/o \_\_\_\_\_  
do hereby confirm that the information furnished above is true and do affirm correct. If any found erroneous my declaration, will be disqualified without any prior notice.

Place:

Date:

**Signature of the applicant**

**The following Certificates enclosures by attested Xerox, later original submitted.**

1. Qualification Certificates
2. Date of Birth Certificate (or) Proof (Issued by the Panchayat or Municipality).

3. Castecertificate.
4. StudyCertificatefrom 4<sup>th</sup>to 10<sup>th</sup>class
5. ExperienceCertificatefromcompetentauthority.

## **APPLICATION FORM**

**Recruitment of Technical Assistant Grade-III on contract basis  
in the office of the Andhra Pradesh State Civil Supplies Corporation Limited,  
Anakapalli District**

Latest Passport size photo duly attested by the Gazetted Officer

1	Name of the Applicant (IN BLOCK LETTERS)	
2	Name of the Father/Husband	
3	Gender	
4	Date of Birth (as per SSC Certificate)	
6	Age as on 01.10.2023	
7	Nationality/Religion	
8	Caste & Sub Caste	
9	Mobile No.	
10	Email address	
11	Present Residential & Permanent Address (Enclose Aadhar card Xerox for verification)	
12	Educational Qualification:	
13	Percentage of marks secured in basic qualification	
14	Experience in private, semi Govt., Govt. Departments with reasonable evidence	

15	<b>Additional Qualifications:</b> Post Graduation or Professional Qualifications	
16	Place of study from 4 <sup>th</sup> class to 10 <sup>th</sup> class	1) 4 <sup>th</sup> 2) 5 <sup>th</sup> 3) 6 <sup>th</sup> 4) 7 <sup>th</sup> 5) 8 <sup>th</sup> 6) 9 <sup>th</sup> 7) 10 <sup>th</sup>
17	Native District	

**Declaration**

II. \_\_\_\_\_ an applicant for the post of  
 Technical Assistant Gr.- III, S/o, H/o, W/o, G/o \_\_\_\_\_  
 \_\_\_\_\_ do hereby confirm that the information furnished above is true and do  
 affirm correct. If any found erroneous my  
 declaration, will be disqualified without any prior notice.

Place:

Date:

**Signature of the applicant**

**The following Certificates enclosures by attested Xerox, later original submitted.**

1. Qualification Certificates
2. Date of Birth Certificate (or) Proof (Issued by the Panchayat or Municipality).
3. Caste certificate.
4. Study Certificate from 4<sup>th</sup> to 10<sup>th</sup> class
5. Experience Certificate from competent authority.

