



ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
Head Office: 10-152/1, Ashok Nagar, Bandar Road, Kanuru, Vijayawada-520007

NOTIFICATION FOR APPOINTMENT OF CHIEF ACCOUNTS OFFICER ON CONTRACT BASIS

1. APSCSCL is a Public Sector undertaking of the State Government under CA, F & CS Department, dealing with the distribution of Essential Commodities under Public Distribution System and undertaking Market Intervention through Paddy Purchases ensuring Minimum Support Price to the Farmers and procurement of Custom Milled Rice under DCP operations with an annual turnover of Rs. 22,000 Crores. All the details are as under:

2. **Schedule of Events:**

Opening date for Applications: 15-12-2022

Last date for Applications : 24-12-2022

3. **Eligibility criteria / Job Profile :**

1	Post	CHIEF ACCOUNTS OFFICER
2	No. of Posts & Location	One (1) at Head Office of APSCSCL, Vijayawada
3	Maximum age Limit	65 years
4	Qualification	An Associate or Fellow Member of the Institute of Chartered Accountants of India OR Cost Accountants of India. IT Knowledge and relevant IT Skills are mandatory
5	Work Experience	Minimum Experience of (20) Twenty preferably in Central or State Public Sector Undertakings in relevant fields and should have worked in Senior/Top Management for a minimum of 5 years.
6	Job profile	The CAO will have primary responsibility for the planning, implementation and managing of all the Accounts and Audit related activities of the APSCSCL, including business planning, budgeting and forecasting etc. <ul style="list-style-type: none"> • To ensure proper internal auditing processes in compliance with the Statutory Audit, State Audit and C & AG Audit, • Auditing of all transactions of the Corporation • To look after the CPF Trust of APSCSCL • To coordinate with the Chief Financial Officer for monitoring of daily transactions. • Establishing accounting policies and procedures wherever required. • Compliance with financial regulations and standards

		<p>wherever applicable.</p> <ul style="list-style-type: none"> • Overseeing development and maintenance of MIS Report system to ensure accurate and updated reporting. • To monitor the development of e-Accounts package by TCS. • Any other work entrusted by the VC & Managing Director from time to time.
7	Remuneration	Attractive Pay will be offered based on Qualification and Experience as per Organization standards
8	Selection Process	Selection will be through Short-listing of profiles followed by Interview and Personal interaction on the basis of eligibility, experience, qualification & Performance during the interview/interaction by the Selection Committee.
9	Check List of Documents to be submitted	<ul style="list-style-type: none"> a. Age Proof b. Educational Qualifications c. Work Experience Certificates d. Any other certifications(IT/Financial related etc) e. Resume f. Passport Size Photograph

4. Mode of Application :

Applicants shall have to submit their duly signed applications in given format – (Annexure A), along with all relevant documents viz. Qualification, Proof of Age, Experience Certificate etc. and send through Speed Post at the below mentioned address and it shall reach on or before 24.12.2022 or through mail admnho.apscsc@ap.gov.in No application shall be accepted beyond the stipulated date.

The envelope should be superscribed with: APPLICATION FOR THE POST OF CHIEF ACCOUNTS OFFICER"

Address:

**The VC & Managing Director,
AP State Civil Supplies Corporation Ltd.,
10-152/1, 4th Floor, Sri Sai Towers,
Bandar Road, Kanuru,
Vijayawada - 520007.
Andhra Pradesh.**

Type your text

5. General Instructions:

a) The decision of the APSCSCL in all matters with regard to eligibility of the applicant, scrutiny of the documents, documents to be produced, personal interview, selection and any other matter related to recruitment will be final and it will be binding on the applicant.

b) The APSCSCL reserves the right to alter, modify or change the eligibility

criteria and / or any of the other terms and conditions spelt out in this notification.

c) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is found at any stage of recruitment that the applicant does not fulfill the eligibility criteria and /or that he/she has furnished any incorrect /false information/documents or has suppressed any material facts/ his/her candidature will automatically stand cancelled. If any of the above shortcomings is detected even after the recruitment, his/ her appointment is liable to be terminated without any notice thereof.

d) Applicants serving in Government/ Quasi-Government/Public Sector Undertakings (including Nationalized banks and Financial institutions) will be required to forward his/her application formally through proper channel and also to produce a "NO Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.

e) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for personal interview. Incomplete application and / or applications without aforesaid documents will be rejected outright without assigning any reason thereof.

f) Information regarding personal interview will be displayed on the APSCSCL website. It will also be sent to shortlisted applicants on their email ID provided by the applicant in the application.

g) The APSCSCL takes no responsibility for any delay in /non-receipt or loss of any communication

h) Appointment of selected candidates is subject to satisfactory completion of all pre-employment formalities including Medical fitness examination, reference checks, and verification of testimonials etc. as prescribed by the APSCSCL. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Corporation.

PLACE: Vijayawada

DATE: -12-2022

VC & MANAGING DIRECTOR



APPLICATION FORM FOR THE POST OF CHIEF ACCOUNTS OFFICER

I. PERSONAL DETAILS (Please tick relevant option, where required)

1	Full Name								
2	Father's / Husband's Name								
3	Gender	Male / Female							
4	Contact Address	City/Village/Town :							
		PIN CODE :							
5	Contact E-mail ID								
6	Contact Mobile No.								
7	Date of Birth	D	D	M	M	Y	Y	Y	Y
8	Nationality*								
9	Aadhar Number								

II. EDUCATIONAL/PROFESSIONAL QUALIFICATION DETAILS

Qualification/Class Grade	Year of Passing	Name of the Qualification	Stream (if applicable)	Board/ University	School College / University	% of Marks/C.G . P.A/G.P.A *
Graduation						
Professional Qualification (C.A.) (OR) CMA						
FRM/CFA Certification, if any						
(Space for Additional Qualification)						

**wherever there is a C.G.PA/G.P.A awarded by any University the same has to*

be converted into equivalent percentage terms
Please add additional row wherever required.

III. PREVIOUS EMPLOYEMENT DETAILS

Name of the Organization with address	Post occupied and description of work	From (Date)	To (Date)	Reasons for leaving the Job

IV. Details of IT Related Work

Name of the Organization	Designation	Particulars of IT Related Work	Duration Period (from – to)

V. REFERENCES (3) OF PREVIOUS EMPLOYEMENTS

Name of the Reference	Organization & Designation	Contact Number	e-Mail ID

Please add additional row wherever required.

VI. DECLARATION

- i. I have all the documents in support of the eligibility as per the guidelines provided to me and shall furnish the same at any stage for verification.
- ii. I further agree that in the event of any information given by me in this form on the basis of which my short-listing/appointments is considered by the AP State Civil Supplies Corporation Limited is found to be false it will constitute serious misconduct which will render me liable to immediate dismissal from the Selection Process/APSCSCL service.

PLACE:

SIGNATURE:

DATE:

NAME:

Signed by G Veerapandian

Date: 14-12-2022 10:28:37

Reason: Approved