

**A.P. STATE HOUSING CORPORATION LTD., ANANTHAPURAMU**

**Notification No 02/2022**

**Recruitment of Data Entry Operators posts on OUTSOURCING basis under the Administrative Control of the District Head – Housing, Ananthapuramu.**

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Applications in the prescribed Proforma are invited from the eligible candidates for the recruitment of the posts in the annexure to work on out sourcing basis under the administrative control O/o the District Head – Housing, Ananthapuramu. The applicants can download the application & the details of vacancies available & eligibility particulars through Ananthapuramu website address <http://ananthapuramu.ap.gov.in>.

Filled application shall be submitted in the O/o the District Head – Housing, Ananthapuramu during the office working days from 10.30 AM to 05.00 PM along with all the required certificates and requisite application on or before 05.00 PM.

Last date for submission of filled applications is up to at **05.00 PM of Dt:14.12.2022.**

*Ch.*  
30/11

**District Head - Housing,  
A.P. State Housing Corporation Ltd.,  
Ananthapuramu.**

**A.P. STATE HOUSING CORPORATION LTD.,  
ANANTAPURAMU**

Notification No. 02/2022

**RECRUITMENT ON OUTSOURCING BASIS (Under APCOS)**

Application for the post of: \_\_\_\_\_

Application No. (To be filled by the office):

Affix latest  
Colour photo  
Passport size

1	Name of the Candidate	
2	Gender	
3	Father Name	
4	Mother Name	
5	Date of Birth (DD-MM-YYYY)	
6	Social Status ( OC/SC/ST/BC-A,B,C,D)	
7	Whether claiming for Service Weight age	Yes / No
8	Whether Physically Handicapped(VH/HH/OH) (SADARAM Certificate to be enclosed)	
9	Sports Certificates if Any	
10	Whether Ex Service Man/Women	Yes / No
11	Local / Non Local	
12	Educational Qualification:	Degree with PGDCA / B.Sc., (Comp)/B.Com (Comp)/ MCA/B.Tech(Comp)
13	Aadhar No.	
14	Mobile No.	
15	Address for Communication and Mail ID:	

**MARKS OBTAINED IN THE REQUISITE QUALIFICATION  
(INCLUDING TECHNICAL)**

Name of the Technical Course studied	Month and Year of the Passing the Tech. Education	Total Marks (Excluding Languages)	Secured Marks (Excluding Languages)	Percentage
SSC				
Intermediate				
Degree				
MCA				
B.Tech., (CSE)				
B.Tech., (CSIT)				



**OUTSOURCING/CONTRACT WORKING EXPERIENCE**  
**DETAILS IF ANY AS ON DATE:**

Sl. No	Name of the Institution	Outsourcing / Contract	Period of Service		Total Period (YY-MM-DD)	Service Certificate issued by the competent Authority enclosed (YES/NO)
			From	To		

**DETAILS OF SCHOOL EDUCATION:**

Sl. No	Class	Year of Passing	School in which studied	District
1	IV			
2	V			
3	VI			
4	VII			
5	VIII			
6	IX			
7	X			

**DECLARATION**

I, Smt./Kum./Sri....., D/o, S/o.....  
 ..... certify that, the above particulars furnished by me are correct to the best of my knowledge. I also agree that in the event of any particulars furnished in my application being found to be incorrect or false at later date, my candidature will be cancelled summarily.

**Signature of the Candidate**

**Candidates are instructed to submit the documents in the following order:**

1	Filled prescribed Application Form	Yes /No
2	S.S.C or Equivalent Examination Marks Memo	Yes /No
3	Intermediate or 10+2 Examination Marks Memo	Yes /No
4	Degree	Yes /No
5	MCA., / B.Tech., (CSE) / B.Tech., (CSIT)	Yes /No
6	Latest Caste certificate issued by the Tahsildar concerned	Yes /No
7	Study certificates for the Years from 4 <sup>th</sup> Class to 10 <sup>th</sup> Class. In case of private study candidates, the residence certificate obtained from the Tahsildar concerned for 04 to 07 years prior to SSC and its equivalent	Yes /No
8	PH Certificate(SADAREM CERTIFICATE) in respect of candidates claiming reservation under PH quota	Yes /No
9	The candidates who are working on Outsourcing/Contract basis under earmarked Government Institutions/State and Central Government schemes should enclose their service certificates signed by competent authorities along with attested copy of appointment order to allow for service weight age.	Yes /No

**Note:** 1). Application without the required enclosures will be rejected and the applicant will be treated as ineligible without any notice.

2). All the Xerox documents should be made self-attestation.

**Signature of the Candidate**

**PROSPECTUS**

**OFFICE OF THE DISTRICT HEAD - HOUSING, APSHCL., ANANTHAPURAMU**

**RECRUITMENT OF CERTAIN POSTS ON OUTSOURCING BASIS**

**PROSPECTUS FOR NOTIFICATION NO 02/2022 DATED:30.11.2022**

The Managing Director, Vijayawada has permitted for filling up of the following posts to work on outsourcing basis with a consolidated pay against each.

The payment will be made through Andhra Pradesh Corporation for Outsourced Services (APCOS).

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Educational Qualification</b>	<b>Remuneration per month</b>
(1)	Data Entry Operators	13	Degree with PGDCA / B.Sc., (Comp) / B.Com (Comp) / MCA / B.Tech (Comp)	Rs.18500.00



**Notification No. 02/2022 Guidelines and Instructions to the Candidates:**

The filled in application should be submitted in person / by register post duly enclosing the following certificates with self-attestation at O/o the District Head - Housing, Ananthapuramu from **04.12.2022** to **14.12.2022** the working days from 10.30 AM to 05.00 PM. The application without the signature of the candidate or without the following enclosures will summarily be rejected.

1	Filled prescribed Application Form
2	S.S.C. (or) Equivalent Examination Marks Memo
3	Intermediate or 10 + 2 Examination Marks Memo
4	Degree
5	PGDCA
6	MCA / B.Tech., (Comp.)
7	Latest Caste certificate issued by the Tahsildar concerned
8	Study certificates for the Years from 4 <sup>th</sup> Class to 10 <sup>th</sup> Class. In case of private study candidates, the residence certificate obtained from the Tahsildar concerned for 04 to 07 years prior to SSC and its equivalent
9	PH Certificate (SADAREM CERTIFICATE) in respect of candidates claiming reservation under PH quota
10	The candidates who are working on Outsourcing/Contract basis under earmarked Government Institutions/State and Central Government schemes should enclose their service certificate signed by competent authorities along with attested copy of appointment order to allow for service weight age.

**Age:-**

- (1) OC Candidates should not have completed 42 years as on 30.11.2022.
- (2) SC/ST/BC Candidates should not have completed 47 years as on 30.11.2022.

**Reservation:-**

Sl. No.	Name of the Cadre	No. of posts	Qualification prescribed	Roaster Point	Order of Roster community wise
(1)	Data Entry Operators	1	Degree with PGDCA / B.Sc., (Comp) / B.Com (Comp) / MCA / B.Tech (Comp)	69	Minorities - Women
		1		57	OC - Women
		1		59	OC - Women
		1		61	OC - Women
		1		63	OC - Women
		1		65	OC - Women
		1		67	OC - Women
		1		58	ST - General
		1		83	ST - General
		1		75	ST - Women
		1		77	SC - Women
		1		79	BC - Women
		1		81	BC - Women
	<b>Total</b>	<b>13</b>			

**Mode of Selection:**

Technical exam will be conducted by National Informatic Center Ananthapuramu, the date of examination will be intimated very soon.

*Ch*  
30/11  
**District Head - Housing,  
A.P. State Housing Corporation Ltd.,  
Ananthapuramu.**