



Government of Andhra Pradesh

Society for Social Audit, Accountability and Transparency (SSAAT)

Dept. of Rural Development,

1st Floor, Neeladri Towers, SriRam Nagar, 6th Battalion Road, Atmakur, Mangalagiri, Guntur-522503

Notice No:100(A)/SSAAT/AP/HR/2018

Date: 12/12/2022

Vacancy Positions - On Contract Basis

Sl. No.	Name of the Post	Category	Criteria
1	HR Manager	No. of Vacancies	1
		Qualification	MBA(HR)/MHRM
		Age	30 to 45 Years
		Eligibility	<ul style="list-style-type: none"> • Minimum 5+ years of experience in HR in any Reputed Organization. • Preference will be given to who have worked in a) Government departments/Corporations/Societies (or) b) Private Organizations handled above 300 employees. • Good Knowledge in HR Policies, Recruitment procedures and handling legal issues related to HR. • Experience in Development of New Policies and Administration processes. • Good knowledge in English and Telugu & MS Office. • Good communicating and writing skills and also experience in file writing.
		Resource Fee	37,000 to 42,000**
		Location	APSSAAT Mangalagiri, Guntur District.
		Selection Process	Written test (Descriptive and Objective)and Interview.
2	Administrative	No. of Vacancies	1

	Officer	Qualification	Retired Government Officer
		Age	NA
		Eligible	1. Retired Government Officer in the cadre of section officer (Secretariat Department) /Asst. Director of the Directorates / PSUs with the experience who has dealt with the subjects of in any Govt. departments/ /Corporations/Societies/ A D (PSU) Directors are eligible. 1. Administration, Establishment & Vigilance. 2. Well versed with development of welfare scheme of Government. 3. Subject matters of independent societies.
		Resource Fee	28,000 to 33,500**
		Location	APSSAAT Mangalagiri, Guntur District.
		Selection Process	Interview
3	Administrative Assistant	No. of Vacancies	1
		Qualification	Retired Government Officer
		Age	NA
		Eligible	1. Knowledge on RTI, Govt. Go's, Legal matters & establishment matters. 2. Good communication and writing skills in both English and Telegu.
		Resource Fee	17,500 to 21,000**
		Location	APSSAAT Mangalagiri, Guntur District.
4	Accounts Assistant	No. of Vacancies	1
		Qualification	Retired Government Officer

		Age	NA
		Eligible	1. Preference will be given for the persons who retired from Treasuries and Accounts Dept., AP. 2. Handling the Cash Books and Accounts; Verification of Bills & Preparation of Payment Vouchers. 3. Good experience in preparation of office budget estimates and experience in office accounting procedures.
		Resource Fee	15,000 to 18,000**
		Location	APSSAAT Mangalagiri, Guntur District.
		Selection Process	Interview
5	Programme Manager-CB	No. of Vacancies	1
		Qualification	PG in any of the Social Sciences/ MSW with good academic background.
		Age	30 to 45 Years
		Eligible	1. Minimum 5+ Years of Experience in associating in organising training programmes & Training management in any Government Departments/Corporations/Societies (Or) in any private organization above 300 employees. 2. Good Knowledge in session plans & Training Methodologies. 3. Knowledge in Report writing and Liasoning with Govt. Officials of State Govt. & MoRD. 4. Knowledge on State and Central sponsored Schemes. 5. Strong skills in MS Office. Good communication skills in both English and Telugu.
		Resource Fee	40,000 to 46,000**
		Location	APSSAAT Mangalagiri, Guntur District & Need based trainings at field level.

		Selection Process	Written test (Descriptive and Objective), Interview and Mock Session
6	Programme Co-ordinator	No. of Vacancies	1
		Qualification	Post Graduation/MSW
		Age	30 to 45 Years
		Eligible	1. Minimum 5+ Years of experience in Social work/Social audit/Social Activist/ Social Services/NGOs. 2. Experience in the cadre of State/Zonal Level Coordination. Atleast Coordinate cadre in a Project end to end process. 3. Handling the State/District Level Govt. Projects Administatitive work, Planning, Implementation Individually/ Independently. 4. Good Knowledge in report writing and Administrative Processes. 5. Good Knowledge in Qualitative and Quantative skills.
		Resource Fee	40,000 to 42,500**
		Location	APSSAAT Mangalagiri, Guntur District / Field (Entire State).
		Selection Process	Written test (Descriptive and Objective)and Interview.

** The Pay Range (Resource Fee Range) indicated against the posts is subject to increase as per CPI points from time to time.

Instructions to the Candidate:

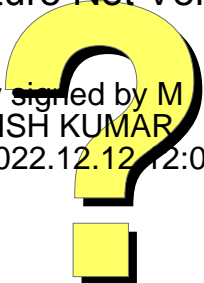
1. Any Candidate who has been removed/discontinued from SSAAT will not be considered.(If applied, their applications will be rejected at any stage of the Recruitment or after Recruitment).
2. Based on the Higher qualification and experience age may be relaxed.
3. Preference will be given to the candidate from local state.

4. Weightage will be given to SSAAT working employees with 2 years' experience in the relevant section/subject.
5. No TA & DA will be given for attending the Written Test and Interview.
6. Based on the Performance during the Probation period (3 Months) will be appointed on Contract basis for a period of one year.
7. The candidate with immediate relative/family member who is either a political representative or connected with the implementing agency of the schemes being audited by APSSAAT are not eligible. (If applied, their applications will be rejected at any stage of the Recruitment or after Recruitment).

M Jagadish Kumar
Director
12/12/2022

Signature Not Verified

Digitally signed by M
JAGADISH KUMAR
Date: 2022.12.12 12:05:46 IST





Andhra Pradesh Society for Social Audit, Accountability and Transparency

Department of Rural Development, Govt. of Andhra Pradesh
Ground Floor, Neeladri Towers, 6th Battalion Road, Atmakur(V), Mangalagiri-522503

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RECRUITMENT

Applications are invited from the eligible and experienced candidates for recruitment on contract basis, for the following positions.

Sl.no	Name of the Post	Qualification	No. of Posts	Pay (Rs.)
1	HR Manager	MBA(HR)/MHRM	1	Rs. 37,000 to 42,000 **
2	Administrative Officer	Retired Government Officer	1	Rs 28,000 to 33,500 **
3	Administrative Assistant	Retired Government Officer	1	Rs. 17,500 to 21,000 **
4	Accounts Assistant	Retired Government Officer	1	Rs. 15,000 to 18,000 **
5	Programme Manager-CB	PG in any of the Social Sciences/ MSW with good academic background.	1	Rs. 40,000 to 46,000 **
6	Programme Co-ordinator	Post-Graduation/MSW	1	Rs. 40,000 to 42,500 **

Candidates are requested to apply online at <https://apssaat.cgg.gov.in/APSSAATNEWUI/notification.do> between **13-12-2022 to 02-01-2023**. No other means/mode of applications will be accepted except online mode. Before applying, candidates are advised to read the detailed application for determining eligibility and qualification available at website i.e., <https://apssaat.cgg.gov.in/APSSAATNEWUI/notification.do>

Sd/-
DIRECTOR-APSSAAT

For Queries

Reach Us: (+91) 086452 94300

Email: apsocialaudit@gmail.com

Office Address

Andhra Pradesh Society for Social Audit, Accountability and Transparency
Department of Rural Development, Govt. of Andhra Pradesh
Ground Floor, Neeladri Towers, 6th Battalion Road, Atmakur(V), Mangalagiri-522503