

**NOTIFICATION No.1/2024/A3**  
**DATA ENTRY OPERATORS & OFFICE SUBORDINATES RECRUITMENT**

1. Applications are invited through offline for recruitment to the temporary posts of Data Entry Operators and Office Subordinates in Parvathipuram Manyam District.
2. The applicants applied for the post of Data Entry Operators and Office Subordinates the applications should invariably submit their applications to the Administrative Officer, Collector's Office, Parvathipuram Manyam in person or by Registered post along with the attested certificates of their educational qualification.
3. The Proforma for filling application will be available in official website of Parvathipuram Manyam District: (<http://parvathipurammanyam.ap.gov.in>).
4. Last date for submission of application is 08.02.2024 upto 5:00 PM.

Name of the Post	Name of the Office	No. of posts	Qualification	Mode of appointment
Data Entry Operators	D.E.O., & Collector	2	Any Degree with Computer Knowledge	On Outsourcing basis
	O/o the R.Os of four Assembly Constituencies in Parvathipuram Manyam District.	4		
	O/o the R.O. of Parliamentary Constituency	1		
Office Subordinates	D.E.O., & Collector	2	S.S.C or equivalent pass	On Outsourcing basis
	O/o the R.Os of four Assembly Constituencies in Parvathipuram Manyam District.	4		
	O/o the R.O. of Parliamentary Constituency	1		

**I. Selection Procedure:**

- a. The written examination will be conducted for the candidates applying for the above posts.
- b. The written examination will be followed by an interview for the candidates who have qualified the written examination. The interview will be conducted by the District Committee.

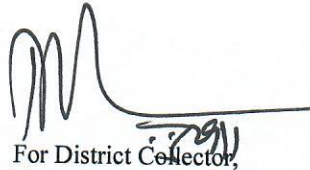
**II. Eligibility Criteria:**

- a. Age Limit: The age of the candidate should be 21 to 35 years as on 31.12.2023.

**III. Terms and Conditions:**

- a. The job tenure is for 8 months from the date of recruitment or till the necessity ceases whichever is earlier.
- b. The application will be rejected for the candidates who attempts to influence the authority and who produces any certificate with wrong information.
- c. The above post will be bound with the Terms & Conditions stipulated in G.O.Rt.No.2528 General Administration (Elections. C) Department, Dt.29.12.2023.

(Issued under note orders of the District Collector & District Election Officer,  
Parvathipuram Manyam District)



For District Collector,  
Parvathipuram Manyam District.