

# **INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS**

## **I. Type of Posts**

S. No	Designation	Monthly Emoluments per person	Qualification	Security Deposit	Age Limit
1	Assistant Retail Outlet Supervisor (AROS)	9,000/-	Any Graduate above 21 years of age, having Computer Knowledge. Candidate must belong to the District as per the proof of ID card like Adhar card , Voter ID, Ration Card etc., on contract basis.	Rs 50000 (Rupees Fifty thousands only)	34 years as on 01-07-2013 . 5 years relaxation for SC,ST,BCs and PH candidates
2	Sales Personnel	7,700/-	10 <sup>th</sup> Class Pass and above 21 years of age. Candidate must belong to the District as per the proof of ID card like Adhar card , Voter ID, Ration card etc., on contract basis.	Rs 150000 ( Rupees One lakh fifty thousands only)	34 years as on 01-07-2013 . 5 years relaxation for SC,ST,BCs and PH candidates

## **II. Application Fee :**

- ⇒ Candidate can pay the application fee in any e-seva centre. Candidates are required to obtain Journal Number before filling up online application form.
- ⇒ This Journal Number and the Date of Birth are required to be filled up at the time of filling online application.
- ⇒ Application Fee :
  - o SC / ST / BC : Rs. 50/-
  - o Others : Rs. 100/-

## **III. Online application Login Address :**

Applicants after obtaining the Journal Number in e-seva centre, should login to the website of the CGG for making online application. URL of the website is as follows : <http://apbcl.cgg.gov.in>

- IV Candidate are required to download the guidelines / instructions before filling up the application form and acquaint themselves with the Terms and Conditions of the proposed Contractual Appointments.

- V After successful completion of Online submission of application form, candidates are required to download a copy of the printout of the application form.
- VI Candidate are required to sign the printout and affix a latest photo and sign across the photo. This printout along with the xerox copies of the qualification, age and caste shall be submitted to the Joint Collector before the stipulated date. A separate Box will be made available at the Joint Collector's Office and candidates are required to drop the envelope containing application printout along with Xerox copies.

#### **VII CRITERIA FOR RANKING AND SELECTION:**

The Selection shall be non-arbitrary , transparent and on merit . The candidate who has secured highest aggregate marks in the graduation or tenth class examination, respectively, for ARSOs and sales personnel shall be considered for contractual work. For example if candidate A secures 95.25% of marks in his qualifying examination and candidate B secures 92.75% in his qualifying examination (Graduate) candidate A will be approved.

The Rule of reservation shall be followed as per the rules applicable to the State Government appointments . The District shall be taken as a unit for this purpose. Roster points for cycle of every 100 points category wise shall be followed. While issuing advertisements , the District Managers are required to specify the number of contractual appointments proposed to be made each category wise.

For example: If 20 posts are required in the category of Sales personnel , the 1<sup>st</sup> 20 points of the roster in cycle of 100 points shall be filled up in the 1<sup>st</sup> instance. If any further posts are required to be filled, roster points shall continue from 21<sup>st</sup> point onwards. The District Selection Committee may keep the wait list by following the order of merit . Draft selection list shall be displayed by the Selection Committee showing the percentage of marks secured by each individual. This shall be published on the notice board of Joint Collector. A minimum of (3) days time shall be given to file objections if any. After considering the objections received if any, a final list may be finalized and such final list shall be followed for making contractual appointments.

Though the retail outlets are scattered all over the district, the district shall be taken as unit for appointment and the candidates shall be willing to work at any retail outlet as decided by the committee.

#### **VIII TENURE OF APPOINTMENT :**

All the contractual appointments shall be valid only upto 30-06-2013.

#### **IX JOB CHART AND TERMS AND CONDITIONS:**

The following job chart and terms and conditions of contractual appointments are mentioned here under, which shall be incorporated in the contract agreements .

#### **X TERMS AND CONDITONS:**

This Appointment made is purely on contract basis and on consolidated pay.

- 1) The Retail Outlet Supervisor (ROS), Assistant Retail Outlet Supervisor (AROS) and Sales personnel should produce Security Deposit of Rs.2.50 lakhs , Rs.1.5 lakhs and 50,000/- respectively by way of Fixed Deposit Receipt (FDR) from any scheduled bank in favour of APBCL Depot concerned .
- 2) The ROS, AROS and Sales personnel are not entitled for any other pay, except the consolidated pay.
- 3) The ROS,AROS and sales personnel remuneration will be Rs.12000, - p.m, Rs.9000/- per month and Rs.7700/- p.m respectively.
- 4) The ROS,AROS and sales personnel will be responsible for the cash transactions, the stock available in the outlet proper accounting of stock, receipts sales and. closing balance
- 5) The ROS,AROS and sales personnel are responsible for properly locking and keeping the key of the outlet in safe custody.
- 6) The ROS,AROS and sales personnel will issue receipt to consumers, and

shall be responsible for remittance of sale proceeds in the bank, placing of Indents with the depot, maintenance of cash, stock and Sales

- 7) The ROS AROS have to carry out the instructions given to them by Depot Manager , APBCL from time to time in running the outlet.
- 8) The ROS,AROS and sales personnel will be held personally responsible for any shortage of stock / cash, defects in maintenanc<sup>e</sup> of records. They have to keep the outlet in clean and hygienic conditions.
- 9) The Supervisors in case of failure to discharge the duties allotted to them will be terminated without any notice and his Security Deposit will be forfeited.
- 10) The Salesmen will sell the liquor as per the demand by the Consumers and issue the bill.
  - 11) The salesmen will also be responsible for unloading stocks from lorry / tempo / van etc.. in the shop, display of bottles in the shop, clean the dust over the bottles, racks and premises every day and maintain cleanliness and keep the outlet in hygiene condition.
- 12) The Sales personnel will be held responsible for the shortage of stock / cash.
- 13) The ROS,AROS and sales personnel should give an undertaking that they will not ask for either permanency, regularization or preference in any other employment in Government or APBCL by virtue of their being employed as contract basis employee in the outlet.
- 14) The sales personnel of the outlet will be under the immediate control of the ROS and AROS.
- 15) The Supervisors and Sales personnel will be posted to other outlets in case of necessity.
- 16) The ROS,AROS and sales personnel should report for duty everyday. Weekly holiday as notified by the Depot Manager shall be followed. Contractual staff are entitled for 1 day casual leave for every one month. They are not entitled for any other medical leave etc., Period of absence in excess of eligible leave will be treated as unauthorized absence and Depot Manager

shall deduct the proportionate pay.

- 17) The ROS and AROS should maintain the attendance register for outlet Supervisor and Salesmen and the movement register should also be maintained specifying the actual time of leaving the shop and for which purpose.
- 18) The ROS, AROS and sales personnel should keep the shop open on all working days in a week from 11.00 a.m. to 10.00 p.m as prescribed in the Excise Act.
- 19) One sales man and one supervisor ( supervisor /ARSO) shall be available at any point of time during the business hours. Shift system of duties shall be organized and approved by Depot Manager so that every person is required to work for (8) hours.
- 20) The Security Deposit furnished by the contractual staff will be returned along with interest accrued thereon on expiry of contract period.
- 21) The ROS, AROS and sales personnel should not claim any amount more than what they have consented to have as their consolidated pay .
- 22) The monthly pay of the ROS, AROS and sales personnel should be paid by the Manager/ Chief Manager , after recovering any amount for the breakages, missing and loss etc.. on the last day of the month on receipt of extract of Attendance Register.
- 23) The ROS, AROS and sales personnel are not entitled to employ any other person in the outlet for any reason whatsoever.
- 24) The ROS, AROS and sales personnel shall remit cash as per the direction given from time to- time in the banks specified by APBCL Head Office / Chief Managers /Managers and maintain proper records as stipulated by Depot Manager.
- 25) **THE RETAIL OUTLET SUPERVISORS, ASSISTANT RETAIL OUTLET SUPERVISOR AND SALES PERSONNEL SHOULD SELL THE STOCK OF IMFL / BEER ETC., ONLY AT MRP RATES.**
- 26) Irregularities, discrepancies, malpractices and impropriety

noticed in the maintenance of prescribed accounts and registers or in maintenance of stock will warrant severe action against all of them including criminal prosecution.

- 27) The accounts and registers prescribed in the Retail Vending Rules and by the Corporation from time to time should be written up on day to day basis without any omissions /commission and deviation. Failure noted on this part will be dealt with seriously including termination of service and forfeiture of Security Deposit.
- 28) The stock and cash on hand should tally with the stock register and cash book maintained at the outlet.
- 29) The ROS,AROS and sales personnel should send report to Manager/Chief Manger , Station House Officer(SHO) and Prohibition and Excise superintendent and reports requested by superior officer Head Office regarding availability / non-availability of stocks on a daily bases.
- 30) The ROS,AROS and sales personnel should sell the stock on 'First In First Out basis'(FIFO) and the retail outlet Supervisor and Salesmen will be held responsible for any stock held over 90 days sedimented stocks in respect of Beer and Wine items due to failure to follow the FIFO system.
- 31) The ROS,AROS and sales personnel shall be jointly and severally responsible for shortage of stock, cash, all acts of pilferage or loss caused to the corporation.
- 32) The ROS,AROS and sales personnel should maintain a conducive atmosphere in the outlet premises without giving room for Law and Order problems.
- 33) The ROS,AROS and sales personnel should render full co-operation to the Inspecting Officer and his team during their inspection of the outlet. All the records, registers and accounts called for by the inspection officers should be produced.
- 34) The ROS,AROS and sales personnel should take utmost care in handling the stock. Loss caused due to handling or pilferage will be binding on them at the rate of recovery for handling loss/missing. The handling loss will be collected at the MRP rate and in case of missing loss 1½ time of the MRP rates. The loss amount calculated

will be collected either from them or will be adjusted in the Security Deposit amount remitted by them.

- 35) In the event of any forfeiture of amounts from out of Security Deposit the outlet ROS, AROS and sales personnel have to replenish the said security deposit amount within seven days and should maintain the full Security Deposit amount at any given point of time.
- 36) The ROS, AROS and sales personnel should not sell any Contraband / Spurious / Seconds etc., in the outlet. In the event of such an act being committed, the ROS, AROS and sales personnel are liable for criminal prosecution under Andhra Pradesh Prohibition Act. and other acts in force for criminal offences apart from summary termination.
- 37) The ROS, AROS and sales personnel shall keep an account of all empty cartons etc.
- 38) The ROS, AROS and sales personnel should not allow any outsider to sell water, fruit juice and snacks and other eatables in the outlet .
- 39) The ROS, AROS and sales personnel should not allow anybody to drink liquor in front of the outlet.
- 40) The ROS, AROS and sales personnel should not sell liquor /Beer to any persons less than 21 years of age.
- 41) The ROS, AROS and sales personnel should not put up any obscene posters / pin ups in the outlet.
- 42) The ROS, AROS and sales personnel should not allow any un-desirable activities to take place in the outlet.
- 43) The ROS, AROS and sales personnel should not allow the outlet premises to be used as a club or for recreation or for Gambling.
- 44) In case of any antisocial activities taking place in the outlet, it should be immediately reported to the Depot Manager/Chief Manager by the ROS, AROS and sales personnel
- 45) The ROS, AROS and sales personnel may also be terminated from service at any time without prior notice.

- 46) The ROS, AROS and sales personnel shall not canvas for any particular brand of IMFS / BEER etc. They should sell the liquor/Beer as demanded by the consumer.
- 47) The ROS, AROS and sales personnel shall not accept any money / gifts / incentives from the manufacturers/ suppliers of IMFL / BEER etc.,
- 48) Failure to comply with any of the conditions mentioned will entail summary termination without notice and forfeiture of security deposit.
- 49) The ROS, AROS and sales personnel whenever they want to quit the Job or to leave the Job they should give in writing atleast one month advance notice to the concerned Manager/Chief Manager IMFL depot. In case, if they leave the Job without giving advance intimation necessary action will be taken against them including forfeiture of Security Deposit.
- 50) The ROS, AROS and sales personnel will not be reappointed after their termination/removal from the contracts.

**XI Contract Agreement :**

Every candidate who has been selected for Contractual Appointment is required to execute Contract Agreement in prescribed form along with Surety Bond.

**XI Last Dates :**

- a) Online submission starts from
  - b) Last date for online submission :
  - c) Last date for filing printed copy :
- of application along with Xerox  
copies of qualification, age, caste  
and ID proof (in the Office of the Chief Manager IML Depot-1 RR)



Address of the Chief Manager:  
IML Depot - 1, APBCL,  
S.No:589 & 590 H.No 584, Pedda Amberpet,  
Laxmareddypalem, Hayatnagar Mandal,  
Dist: RANGAREDDY. 501 505.

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