

## **NOTIFICATION**

1. Applications are invited for filling up of the post of Public Relation Officer (1-Post), Technical associates (1-Post) on outsourcing / contract basis from eligible candidates.
2. Minimum 18 years & Maximum 42 years as on 01/07/2022, as per G.O.Ms.No.105, GA (Ser-A) Dept., Dt.27.09.2021.
3. The details of vacancies are as follows: -

<b>Sl. No.</b>	<b>Post Category</b>	<b>No. of Posts</b>	<b>Remarks</b>
1	Public Relations Officer	1	--
2	Technical Associates	1	Roaster Point No.2 (SC-W)

#### 4. **ELIGIBILITY:**

- a) He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for such service.
- b) His / Her character and antecedents are such as to qualify him/her for such service,
- c) He /She possesses the academic and other qualifications prescribed for the post: and
- d) He/ She is a citizen of India: Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

#### 5. **EDUCATIONAL QUALIFICATIONS:**

- The candidate should possess the prescribed academic qualification as on the date of this notification. In respect of other than prescribed Educational Qualifications, claiming equivalence, the decision of the selection officer shall be final. If the applicant possesses an equivalence of qualification other than prescribed qualification in the notification, applicant should produce a copy of the Government Orders to the Selection Committee in advance within 10 days of last date for submitting applications, failing which their application will be rejected.

<b>SNO.</b>	<b>Name of the Post</b>	<b>Required Qualification/Skills</b>
1	Public Relations Officer	Must hold Post Graduation (in Mass Communication & Journalism) issued by Any University approved by the Govt. of India. Preferably having minimum (3) Yrs of experience in

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		<p>media and communication, Public Relations.</p> <p><b>Skill required: -</b></p> <p>Good Communication Skills in English and Telugu.</p> <p>Office Automation (MS Word, Excel, PowerPoint)</p> <p><b>Job Description: -</b></p> <p><i>Release of Press news, rejoinders, arranging media interviews and other work as instructed by the Officers.</i></p>
2	Technical Associates	<p>Must hold Bachelor's Degree issued by Any University approved by the Govt. of India. Preferably minimum (2) yrs of experience in relevant field.</p> <p><b>Skill required: -</b></p> <ul style="list-style-type: none"><li>• Well versed in Excel</li><li>• Knowledge in coding languages.</li><li>• Knowledge in rdbms/SQL</li><li>• Experience in handling social media</li><li>• Knowledge in data analysis</li><li>• Knowledge in networking.</li><li>• Excellent communication skills</li></ul> <p><b>Job Description: -</b></p> <ul style="list-style-type: none"><li>• To analyze data as and when required.</li><li>• To handle social media.</li><li>• To handle database and manage page of Special Enforcement Bureau.</li><li>• To handle the networking and other hardware related issues.</li><li>• To act as a network administrator.</li><li>• Any other work entrusted by the concerned authority.</li></ul>

6. The selection of candidates to the respective posts in Sl.No.1 & 2, is based on their qualification / merit and age. The selection of candidates shall be short-listed and intimated to their addresses.
7. Once candidates are selected their name is proposed to A.P. Corporation for outsourced services (APCOS), Andhra Pradesh for issuance of appointment orders.

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8. The Pay & Allowance to the posts are as follows;

SNO.	Post Category	Salary
1	Public Relations Officer	50,000/-
2	Technical Associates	20,000/-

9. All the candidates are requested to submit their application with correct data. Request for change in the data, after submission of the application will not be entertained.

10. The candidate shall apply through registered post addressed to "**The Commissioner, Special Enforcement Bureau, 3<sup>rd</sup> Floor, IHC Corporate, RTC Depot Road, Near APIIC IT Park, Mangalagiri – 522503, Andhra Pradesh**".

11. The application can be submitted from **12/06/2023** to **19/06/2023** (No extension of date & time is permitted for filing of applications)

12. The **candidates who desire to file applications to the posts notified above shall be local to Government of Andhra Pradesh.**

13. The candidates have to produce proof of the community claimed in their application at all stages of selection along with the certificates relating to Educational Qualifications and local status certificates etc., Subsequent claim of change of community will not be entertained.

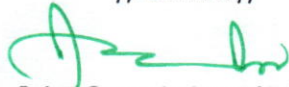
14. The decision on selection of candidates by the selection team/committee is final.

15. If any queries / doubts regarding application process, the applicant shall approach this office on working days and between 10.30 AM to 5.00 PM.


16. Date of interview will be intimated later.

Sd/- **M.Ravi Prakash**  
Commissioner  
Special Enforcement Bureau  
A.P., Mangalagiri

//Attested//



Joint Commissioner(Admin.)

  
16/05/23