

**ANDHRA PRADESH STATE ORGANIC PRODUCTS CERTIFICATION AUTHORITY**  
**RARS PREMISES, LAM FARM, GUNTUR – 522034**  
**Ph No: 8074707792, E-mail: [apsopcadir@gmail.com](mailto:apsopcadir@gmail.com)**

**NO.APSOPCA/Estt/01/2024**

**Dt. 12.11.2024**

**EMPLOYMENT NOTIFICATION**

Applications are invited from eligible and interested candidates for filling up of the posts of “Inspector Cum Reviewer” in the scale of pay of Rs. 35,120 /- consolidated salary per month.

Name of the Post	“Inspector Cum Reviewer”
No. of Vacancies	02
Qualifications	Agril. Post-graduates or Graduates (with the stipulation that the Basic Degree should be B.Sc. (Ag) (4 years course) from any recognized University/Deemed University
Work Experience	Minimum in 2 years’ experience in organic certification (as organic Inspector) as per NPOP Chapter 4 Clause 4.2.15.
Age	Max age is 39 years as on 01.11.2024 with a relaxation of 5 years in respect of SC/ST/BC/Disabled (handicapped candidates).
How to apply	<p>a. Interested candidates shall submit their Resume in person or by post or e-mail (<a href="mailto:apsopcadir@gmail.com">apsopcadir@gmail.com</a>) along with copies of testimonials/Certificates to reach the Director, APSOPCA, RARS Premises, LAM Farm, Guntur – 522034 on or before 5.00 PM on 18.11.2024.</p> <p>b. The Resume should contain Full Name, Father/Husband’s Name, Gender, Date of Birth, Age as on 01.11.2024, Caste/Community, Education Qualifications from SSC to PG/Graduates with % of Marks, Division/Grade, Native district, Nativity as per studies from 4<sup>th</sup> class to 10<sup>th</sup> class, Experience, Permanent &amp; Mailing Address, Email ID, Phone / Mobile No.</p>
Receipt of Applications/Resumes	14.11.2024 to 20.11.2024
Mode of Selection	Purely based on interview to be held on 25.11.2024 at 10.00 AM at O/o Director, APSOPCA, RARS Premises, LAM Farm, Guntur – 522034.
Scale of Pay	Rs. 35,120 /- consolidated amount per month
Place of job	Guntur, Andhra Pradesh
Key Responsibilities	<b><u>Reviewer:</u></b> <ul style="list-style-type: none"><li>• To receive requests from operator(s), reply queries and dispatch application packages to</li></ul>

	<p>clients, etc.</p> <ul style="list-style-type: none"> <li>• Verification of Applications as per the Standards laid down.</li> <li>• Register the operators in Trace Net</li> <li>• Verification of data in Trace-Net</li> <li>• Perform any other work entrusted from time to time.</li> <li>• To assist the evaluator with other technical or certification activities and carry out any other duties as required</li> </ul> <p><b><u>Inspector:</u></b></p> <ul style="list-style-type: none"> <li>➤ To undertake inspection work in compliance with statutory requirements of Organic Certification standards and procedures.</li> <li>➤ Visiting operators, conducting audits, drawing up reports and making recommendations in a timely, efficient and professional manner.</li> <li>➤ To keep confidential any commercially sensitive or other confidential information gained during inspection work.</li> <li>➤ To attend training sessions as and when required.</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>➤ Knowledge of products, People management Skills, Motivator, Planning and Implementation, Analytical Skills, Initiative, Flexibility, Good Communication and Team Work</li> </ul>

The candidates should be conversant in Telugu, English, Hindi and capable of interacting with the farmers and will be liable to be visited anywhere in India, if selected. TA & DA will be paid for their tours travelled by the “Inspector Cum Reviewer”.

Resumes received after the due date or without enclosing certificates will be summarily rejected. The APSOPCA will not be responsible for any postal delay in receipt of application and No TA/DA will be paid for attending the interview

**Sd/-**  
**DIRECTOR**  
**APSOPCA, GUNTUR**