



**OFFICE OF THE CHIEF EXECUTIVE
OFFICER**

**SRI VENKATESWARA
BHAKTI CHANNEL, TTD, TIRUPATI**

NOTIFICATION NO. 01 / SVBC/AO/2025, DT. 16.08.2025

Roc. No.: TTD-105022(31)/5/2025-SVBC SECTION - TTD

**RECRUITMENT NOTIFICATION FOR THE POST OF
ADMINISTRATIVE OFFICER (AO) TO (SVBC)
ON CONTRACT BASIS**

Applications are invited for the post of the Administrative Officer (AO) in Sri Venkateswara Bhakti Channel (SVBC) on contract basis initially for a period of 1 (One) year from qualified personnel on payment of remuneration of Rs.60,000/- (Rupees Sixty thousand only) per month subject to statutory deductions. **Persons professing Hindu Religion only eligible to apply.**

The Applicant should belong to the state of **Andhra Pradesh** as per the rules prescribed by the Andhra Pradesh State Govt.

For details and notification please visit website:

<http://www.svbcttd.com/Tenders.html>

Name of the Post - **Administrative Officer (SVBC) -01 Post**

Last date and time to apply - 05:00 PM on 04.09.2025

Eligible and interested candidates should send their applications to the below mentioned address along with the application annexed with this Notification, resume and testimonials in evidence of their qualification, experience, caste certificates and other relevant documents required in evidence of their eligibility to the post.

Address:

“Application for the post of “Administrative Officer (SVBC)”

The Chief Executive Officer
Sri Venkateswara Bhakti Channel (SVBC)
Opposite Regional Science Centre
S.V.Zoo Park Road,
Beside Dhyanaramam, Alipiri,
TIRUPATI-517507.Andhar Pradesh
Contact: 0877-2264419 / 0877-2264423

If applicant desires to send in soft copy, they should send all the above required documents to the email address: ceosvbcoffice@gmail.com

Overview:

- Sri Venkateswara Bhakti Channel [SVBC] is established during the year 2007, with an object to design and develop the programmes aimed to promote Sanatana Dharma, Hindu religious discourses on Vedas, Upanishads, Epics etc., by telecasting Sevas, Rituals, Poojas, Religious celebrations conducted at Tirumala and other places.
- Sri Venkateswara Bhakti Channel [SVBC] is registered under Section 25 [non-profit entity] of the companies Act – 1956.

Role:

- Sri Venkateswara Bhakti Channel [SVBC] is seeking Minimum 10 years of related experience in HRM function at managerial level, out of which at least 3 years in TV Channel for the post of Administrative Officer, S.V.B.C.

Required Qualifications:

- First class Post Graduate from a recognized University in India.
- Or**
- Post-Graduation in Human Resource Management
 - The applicant shall be a Hindu by religion.

Experience:

- Having Minimum 10 years of related experience in HRM function at managerial level, out of which at least 3 years in TV Channel.
- Preference will be given to those who have retired from AP Govt. or TTD and have well versed in administrative rules and procedures.
- Should be native of State of Andhra Pradesh.

Selection Process:

- Through a selection committee and by conducting interview process after short listing candidate found prima facie eligible and suitable.

Age Limit:

- Minimum of 50 years and Maximum of 65 years

Nature of Appointment:

- Contract basis

Term of Office:

- For a period of one year subject to satisfactory performance.

Remuneration:

- Rs.60,000/- (Rupees Sixty Thousand Only) per month

Subject to statutory deductions as per norms.**Termination Clause:**

- Where the Administrative Officer (AO) is unable to accomplish the assigned works or the quality of the completed work is not to the satisfaction of the client Company i.e., **C.E.O., S.V.B.C.**
- The Administrative Officer (AO) fail in timely achievement of the milestones as decided by the client Company ie., **C.E.O., S.V.B.C.**
- Where the Administrative Officer (AO) is found lacking in honesty and integrity or the undertakings provided and Certificates of Qualification are proved to be false subsequently.
- Where the Administrative Officer (AO) fails to comply with or is in breach or contravention of any applicable laws.
- In the event of termination of the Contract, Administrative Officer (AO) Services shall be stand cancel and effective from the date of termination of the contract.
- Without prejudice to any other rights, the client Company i.e., S.V.B.C., may retain such amounts from the payments due to the Administrative Officer (AO), as may be required to offset any losses caused to client Company i.e., S.V.B.C., as a result of any act / omission / breach, violations of terms committed by the AO.
- The client Company i.e. **C.E.O, S.V.B.C.** having every right to terminate the Administrative Officer (AO) even without giving any prior notice.

Place of Work: Tirupati**Out of pocket expenses during outstation travel if any on official purpose:**

- Will be reimbursed **as per the norms** on production of original bills / vouchers. They are outstation travel, conveyance during outstation stay, accommodation charges, per diems etc. on official tours.

Application Process:

Interested candidates **shall** submit their application in the prescribed format along with CV and covering letter on or before **04.09.2025** to the address given above in this notification.

Right to Modify / Cancel Recruitment Notification:

- The Company, i.e., SVBC has the right to modify / cancel the recruitment notification at any stage / point of time without assigning any reasons thereof.

For more details please visit the SVBC website:
<http://www.svbcttd.com/Tenders.html>

CHIEF EXECUTIVE OFFICER

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER

Latest Passport
Size Photo

(1) Name of the Candidate:

(2) Date of Birth:

(3) Name of the Caste:

(4) Category & Group (A/B /C/D)

(5) Physically Challenged: Yes / No (*If Yes specify*)

(6) Religion:

(7) Present / Permanent Address:

S/o / D/o / W/o

Door No:

Street:

Town / Village

District:

State:PIN:.....

Mobile No: +91

(8) AADHAR No: (9) PAN No.....

(10) e-Mail ID:

(11) Married: Yes / No

(12) Gender: Male / Female

(13) Blood Group:

(14) Alternate Contact: Name

Mobile Number:

(15) ACADEMIC QUALIFICATION (Starting from school leaving to Graduation)

YEAR		Name of the Course	School/ College/ University	% of Marks Secured
TO	FROM			

(16) PROFESSIONAL QUALIFICATION (Any Professional Degree / Diploma)

Year		Name of the Course	College / University	% of Marks Secured
From	To			

(17) PREVIOUS EMPLOYMENT:

Name of the Organization	Department	Designation	Nature of Work	Duration (From / To)

(18) LANGUAGES KNOWN:

LANGUAGE	TELUGU	HINDI	ENGLISH	OTHERS
SPEAK				
READ				
WRITE				

DECLARATION:

I hereby declare that the information given herein is true & correct to the best of my knowledge and belief. In case any of the information furnished by me is found to be incorrect in future, I will be liable for summary dismissal from the post.

DATE: -

(Signature of the Applicant)

Check list for the Documents to be submitted along with application:

1. Copies of Educational Certificates.
2. Copies of Marks lists of Educational Qualifications.
3. Copy of Caste / PH certificates (in case of SC, ST, BC & PH as applicable)
4. Copies of Experience Certificates.
5. Copy of Aadhaar Card.
6. Any other relevant proofs as applicable.