

ANNEXURE - A

GOVERNMENT OF ANDHRA PRADESH
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER, NTR
DISTRICT, VIJAYAWADA.

RECRUITMENT NOTIFICATION

The District Women & Child Welfare & Empowerment Officer, (DWCWEO) NTR District, Vijayawada invites applications for various posts from the eligible candidates with required qualifications to work in the (1) District Child Protection Unit (ICPS), (2) Specialized Adoption Agency (SAA)(Only for Female) & (3) Children Homes (only FOR FEMALE Candidates).

The following positions are purely on Contract/Outsourcing / Part-time basis. The post wise details are hereunder furnished :

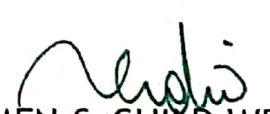
Sl.No.	Name of the Institution	Total Posts	Name of the Post	No.of Posts	Age as on 1-7-2023	Remuneration per month
1	District Child Protection Unit (ICPS)	6	District Child Protection Officer (DCPU)Contract	1	25-35 Yrs	Rs.44023/-
2			Protection Officers (Institutional Care) Contract	1	25-35 Yrs	Rs.27804/-
3			Legal-cum Probation Officer (LCPO) Contract	1	25-35 Yrs	Rs.27804/-
4			Accountant Contract	1	21-35 Yrs	Rs.18536/-
5			Assistant Cum Data Entry Operator(DCPU) Contract	1	21-35 Yrs	Rs.13240/-
6			Outreach Worker(ORW) Contract	1	25-35 Yrs	Rs.10592/-
7	Specialized Adoption Agencies (SAA)	11	Manager/ Coordinator Contract	1	25-35yrs	Rs.23170/-
8			Social Worker Contract	1	25-35yrs	Rs.18536/-
9			ANM (Nurse) Contract	1	25-35 Yrs	Rs.11916/-
10			Doctor (part time)	1	21-35 Yrs	Rs.9930/-
11			Ayah (6 Posts) Contract	6	21-35 Yrs	Rs.7944/-
12			Chowkidar (Watch man) Contract	1	25-35 Yrs	Rs.7944/-

Sl.No.	Name of the Institution	Total Posts	Name of the Post	No.of Posts	Age as on 1-7-2023	Remuneration per month
13	CHILDREN HOMES	15	Store Keeper cum Accountant Contract basis	1	25-35 Yrs	Rs. 18,536/-
14			Cook Out sourcing basis	2	21-35 Yrs	Rs.9,930/-
15			Helper Out sourcing basis	2	21-35 Yrs	Rs.7,944/-
16			House Keeper Out sourcing basis	2	21-35 Yrs	Rs.7,944/-
17			Educator(Part-time)	2	21-35 Yrs	Rs.10,000/-
18			Art & Craft-cum Music Teacher(Part-time)	2	21-35 Yrs	Rs.10,000/-
19			P.T. Instructor-Cum Yoga Teacher(Part-Time)	2	21-35 Yrs	Rs.10,000/-
20			Helper Cum Night Watchwomen Out sourcing basis	2	21-35 Yrs	Rs.7,944/-

For further information from District Web Site "ntr.ap.gov.in." The prospective candidates may download the application form prescribed and may send/submit the filled application form along with attested Xerox copies of education qualifications, Marks lists , experience certificate etc., to the District Women & Child Welfare & Empowerment Officer, Door No.6-93.SNR Academy Road,UmaSankernagar, 1st line, Kanuru,NTR District,Vijayawada-520007 from 07-11-2023 to 21-11-2023 before 5.00 PM (in all working days) directly. Only qualified shortlisted candidates will be called for interview.

The District Collector & Chairman,District Selection Committee, NTR District reserves the right to cancel/modify the notification at any time without assigning any reasons.

Applications received after the due date shall not be considered.


 DISTRICT WOMEN & CHILD WELFARE
 & EMPOWERMENT OFFICER,
 NTR DISTRICT, VIJAYAWADA.

09/11/2023

ANNEXURE - B

1) DISTRICT CHILD PROTECTION UNIT(ICPS) (Contract Basis Posts)

S N O	Positions	No.of Posts	Remuner ation per Month Rs.	Eligibility Criteria	Age as on 01.07.2023
1	District Child Protection Officer (DCPU)	1	Rs.44023/-	Post Graduate degree in Social Work /Sociology/Child Development/ Human Rights Public Administration/Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University At least 3 years of experience of working with the Govt/Non-Government Organization in Documentation, training & Capacity Building, Project formulation /implementation, monitoring and supervision preferably in the field of Women & Child Development/Social Welfare. Proficiency in Computers. Mandatorily Local candidates should be engaged.	25-35 Yrs
2	Protection Officers (Institutional Care)	1	Rs.27804/-	Post Graduate degree in Social Work/Sociology/Child Development/Human Rights Public Administration/Psychology/ Psychiatry/Law/ Public Health / Community Resource Management from a recognized University. OR Graduate in Social Work/Sociology/Child Development/ Human Rights Public Administration/Psychology/Psychiatry/aw/Public Health/Community Resource Management from a recognized University with 2 years' experience in project formulation/implementation, monitoring and supervision in the preferably in the field of Women & Child Development/Social Welfare * Proficiency in Computer Mandatorily Local candidates should be engaged.	25-35 Yrs
3	Legal-cum Probation Officer (LCPO)	1	Rs.27804/-	LLB from recognized university Experience of at least 2 years of working with Govt./ NGO/Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Mandatorily Local candidates should be engaged.	25-35 Yrs
5	Assistant Cum Data Entry Operator (DCPU)	1	Rs.13240/-	12 th pass from a recognized Board/Equivalent Board with Diploma/Certificate in Computers Weightage for work experience candidate Mandatorily Local candidates should be engaged.	21-35 Yrs
6	Outreach Worker (ORW)	1	Rs.10592/-	12 th passed from a recognized Board/Equivalent Board Good Communication Skills Weight age for work experience candidate. Mandatorily Local candidates should be engaged.	25-35 Yrs

2)Specialized Adoption Agencies (SAA) (Contract basis) only for Women candidates

S No	Positions	No.of Posts	Remuneration per Month Rs.	Eligibility Criteria	Age as on 01.07.2023
1	Manager/ Coordinator	1	Rs.23170/-	<p>a) Should have a Post-graduation in Social Work(MSW)/ Master Degree in Psychology, MSC Home Science(Child Development) from Recognized University.</p> <p>b) Should have at least 3 years' experience and Knowledge of working on Women/ Child Protection issues including 1 year of Overseeing institutions that provide residential care and support to Children. Experience of working on adoptions issues will be an added advantage.</p> <p>c) Should have good Rapport with NGOs who run Children's Homes/ Govt, departments in the district who are working on Women and Child related issues.</p> <p>d) Should have Demonstrable Commitment to women and Child Concerns and Communication Skills both written & oral and ability to pursue the matters with all concerned.</p> <p>e) Ability to work on a Computer and Capable of using MS- Office package (MS word and Excel) and also capable of using the Internet.</p> <p>Mandatorily Local candidates should be engaged.</p>	25-35 Yrs
2	Social Worker	1	Rs.18536/-	<p>a) Should have a Bachelors / Post graduation in Social Work (MSW)/ PG diploma in Psychology/ Early Child hood Care and Development from Recognized University.</p> <p>b) Should have at least 2 years' experience and Knowledge of working on Women/ Child Protection issues including 1 year of working with Children. Experience of working with WD&CW Dept or an NGO on adoption issues will be an added advantage.</p> <p>c) Should have good Rapport with NGOs/ Police / Govt. Departments in the district who are working with children in conflict with Law.</p> <p>d) Should have Demonstrable Commitment to women and Child Concerns. Should have written and oral Communication Skills (ability to write and Speak fluently English and Telugu).</p> <p>e) Ability to work on a Computer and Capable of using MS- Office package(MS word and Excel) and also capable of using the Internet</p> <p>Mandatorily Local candidates should be engaged.</p>	25-35 Yrs

S. no	Positions	No. of Posts	Remuneration per Month Rs.	Eligibility Criteria	Age as on 01.07.2023
3	ANM (Nurse)	1	Rs.11,916/-	a) Should be qualified medical Personnel, with relevant qualifications ANMs etc. Mandatorily Local candidates should be engaged.	25-35 Yrs
4	Doctor (part time)	1	Rs.9,930/-	a) Should be qualified medical Doctor having Completed a Minimum of MBBS and has been Practicing. Specialization in Pediatric Medicine necessary. Should be able to give time to SAA on regular basis and in Emergency situations. Mandatorily Local candidates should be engaged.	25-35 Yrs
5	Ayah	6	Rs.7,944/-	a) SSC failed or passed b) Committed and no Past record of moral turpitude. Mandatorily Local candidates should be engaged.	21-35 Yrs
6	Chowkidar (Watch man)	1	Rs.7,944/-	a) SSC failed or passed b) Committed and no Past record of moral turpitude and a person who does not have addictions like drinking Alcohol, Chewing Gutka etc. Mandatorily Local candidates should be engaged.	21-35 Yrs

3) CHILDREN HOMES (only FOR FEMALE Candidates)

S N o	Positions	No. of Posts	Remunera tion per Month Rs.	Eligibility Criteria	Age as on 01.07 .2023
1	Store Keeper cum Accountant Contract basis	1	Rs 18,536/-	a) Should have a Graduate in commerce/ Mathematics degree from a recognized university. b) At least 1 year experience of working in desired field. Ability to work on a computer and capable of using MS- Office package, Computerised accounting packages like TALLY and also capable of using the internet independently. Mandatorily local candidates should be engaged.	25-35 Yrs
2	Cook Out sourcing basis	2	Rs.9,930/-	a) SSC failed/Passed b) Working experience as Cook in Child Care Institutions Mandatorily local candidates should be engaged.	21-35 Yrs
3	Helper Out sourcing basis	2	Rs.7,944/-	a) SSC failed or passed b) Committed and no Past record of moral turpitude. Mandatorily local candidates should be engaged.	21-35 Yrs
4	House Keeper Out sourcing basis	2	Rs.7,944/-	a) SSC failed or passed b) Committed and no Past record of moral turpitude. Mandatorily local candidates should be engaged	21-35 Yrs
5	Educator(Part- time)	2	Rs.10,000/-	a) Any degree/PG with B.Ed., b) 2 years Teaching experience in any Child Care Institution c) Computer knowledge must d) Mandatorily local candidates should be engaged.	21-35 Yrs
6	Art & Craft-cum Music Teacher(Part-time)	2	Rs.10,000/-	a) Any Degree with certificate course in Art/Craft/Music b) 2 Years working experience in Child Care institutions c) Computer knowledge must Mandatorily local candidates should be engaged	21-35 Yrs
7	P.T. Instructor- Cum Yoga Teacher(Part-Time)	2	Rs.10,000/-	a) Any Degree with Certificate course in concerned field b) 2 Years working experience in Child Care institutions c) Computer knowledge must d) Mandatorily local candidates Should be engaged	21-35 Yrs
8	Helper Cum Night Watchmen(Women) Out sourcing basis	2	Rs.7,944/-	a) SSC failed or passed b) Committed and no Past record of moral turpitude. Mandatorily local candidates should be engaged.	21-35 Yrs

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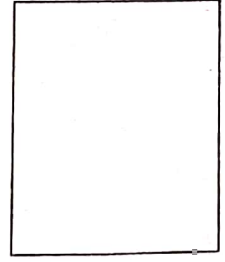
6/11/2023

2023

ANNEXURE - C

CURRICULUM VITAE (CV)

Attested Photo



- 1 Proposed Position : _____
 Adhar No. : _____
- 2 Name of the Applicant : _____
- 3 Father's Name : _____
- 4 Husband's Name : _____
- 5 Gender : _____
- 6 Permanent Address : _____
 : _____
- 7 Present Address : _____

- 8 Native Mandal : _____
- 9 Native District : _____
- 10 Telephone/Mobile/Email : _____
- 11 Date of Birth : _____
- 12 Nationality : _____ Religion _____ Caste: _____

13 Education qualification (Graduation to Professional Qualification)

Sl.No.	Level Exam	Board/Institution	Year of passing	% Marks obtained	Remarks
1					
2					
2					
4					
5					
6					

14 Membership of professional association (if any): _____

15 Other Training (Indicate significant training since degrees under 5-Education were obtained):

16 Work experience/Employment Record (starting with present position list in reverse order every employment held since graduation, giving for each employment

dates of employment, names of employing organization, Positions held)

(see format here below)

From (Year): _____ to (Year): _____

Employer: _____

Position held: _____

Responsibility handled: _____

17 Languages (for each language Indicate proficiency: good, fair, or poor in speaking, reading and Writing)

18 Work undertaken that Best illustrates Capability to Handle the Tasks Assigned (Among the assignments in which the incumbent has been involved, indicate the following Information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position)

Name of assignment of Project: _____

Year: _____

Location: _____

Client: _____

Main Project features: _____

Positions held: _____

Activities performed: _____

13 Certification

I, the under signed, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: -11-2023.

(Signature)