

**ANNEXURE-I**

**RECRUITMENT NOTIFICATION**

**Rc.No.89/ICPS/PKM/2023,Dt.07.11.2023**

Prakasam District of "DISTRICT CHILD PROTECTION UNIT"(DCPU)", "SPECIALIZED ADOPTION AGENCY"(SAA) and CHILD WELFARE COMMITTEE" invites applications from eligible Female persons' age 25 (above) to 42 (Cut-off) and age relaxation for SCs, STs & BCs up to 47 Years as on 01.07.2023 only for the following positions through contract basis. Rule of Reservation is not applicable to the staff which are appointed on contractual basis in DCPUs for implementation of ICPS.

A.P. Society for Protection and Empowerment of women and Children

**Positions for "DISTRICT CHILD PROTECTION UNIT" (DCPU) ON CONTRACT BASIS:**

- District Child Protection officer (DCPO) -1 post, Remuneration:Rs.44,023/-.
- Protection Officer (Institution Care) -1 post, Remuneration:Rs.27,804/-.
- Legal Cum Prohibition Officer (LCPO) -1 post, Remuneration:Rs.27,804.
- Social Worker (Male)-1 post, Remuneration:Rs.18,536/-.
- Data Analyst-1 post, Remuneration:18,536/-.
- Out Reach Worker(Female)-1 Post, Remuneration.Rs.10,592/-

**Positions for "SPECIALIZED ADOPTION AGENCY" (SAA), ON CONTRACT BASIS.**

- Nurse-1 (Female) Post, Remuneration: Rs.11,916/-.
- Doctor (part time)-1 post, Remuneration:Rs.9,930/-
- Chowkidar -1 (Female) Post, Remuneration: Rs.7,944/-/-.

**Positions for "CHILD WELFARE COMMITTEE" (CWC) ON OUTSOURCING BASIS:**

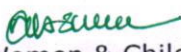
- Data Entry Operator-01 post, , Remuneration Rs.11,916/-

Prakasam District of "DISTRICT CHILD PROTECTION UNIT"(DCPU)", "SPECIALIZED ADOPTION AGENCY"(SAA) and CHILD WELFARE COMMITTEE" invites applications from eligible persons' age 25 (above) to 42 (Cut-off) and age relaxation for SCs, STs & BCs up to 47 Years as on 01.07.2023 only for the following positions through contract basis. Rule of Reservation is not applicable to the above posts.

For information about the required qualification, eligibility criteria, last date for application submission and the prescribed application for positions announced log-on to [https://prakasam.ap.gov.in/notice\\_category/recruitment](https://prakasam.ap.gov.in/notice_category/recruitment), <http://wcdsc.ap.gov.in>, <http://wcdw.ap.gov.in>, Candidates desiring to apply can download the Application Form and send the completed application to the Project Director, District Women and Child Development Agency, Ongole, Prakasam District within stipulated time.

Sd/- \*\*\*\*\*

Collector & District Magistrate  
and Chairman of District Child  
Protection Scheme, Ongole,  
Prakasam District.

  
District Women & Child Welfare &  
Empowerment Officer (FAC),  
Ongole, Prakasam District.

  
S/A

| Sl No | Name of the Post  | Under DCPU / SAA | Mode of recruitment/ Remuneration | Job Description/ Responsibilities   | Educational Qualification  |
|-------|---|------------------|-----------------------------------|---|--|
| 01    | District Child Protection officer (DCPO) (Contract basis) | DCPU             | <b>Contractual Rs.44,023/-</b>    | <p>The DCPO shall</p> <p>(i) Function as the unit in-charge of the District Child Protection Unit.</p> <p>(ii) be responsible for carrying out all the functions of the District Society of the " A.P Society for Protection and Empowerment of Women and Children"</p> <p>(iii) Shall be responsible for implementing the ICPS in the District. He will be assisted by a Protection Officers, Legal Officer and admin team.</p> <p>And such other responsibilities as may be entrusted by D.C.P.Society from time-to-time.</p> | <p><u>Education Qualifications &amp; Experience:</u></p> <p>(a) Should have a post graduation in, Social Work (MSW)/ Masters Degree in Psychology/ MA-Sociology, 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 at a programme coordination level.</p> <p>(c) Should have good rapport/partnership with the NGOs/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 &amp; Oral and ability pursue the matters with all concerned.Ability to work on a computer and capable of using Ms-Office Package (MS Word and Excel) and also capable of using internet.</p>  |
| 02    | Protection Officer (Institution Care)                     | DCPU             | <b>Contractual Rs.27,804/-</b>    | <p>The Protection Officer (Institutional Care) would ensure effective implementation of child protection programmes and policies relating to children in need of care and protection at the district and local levels. She shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection. Will report to DCPO.</p>  | <p><u>Education Qualifications &amp; Experience:</u></p> <p>(a) Should have a post graduate in, Social Work (MSW)/ Masters Degree in Rural Development/Psychology/Msc, Home Science 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 women and Children.</p> <p>(c) Should have good rapport with the 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 &amp; Oral and ability 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 Internet.</p> |


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|----|--------------------------------------|------|------------------------------------|---|--|
| 03 | Legal Cum Prohibition Officer (LCPO) | DCPU | <b>Contractual<br/>Rs.27,804/-</b> | The Legal cum Probation Officer shall coordinate and supervise all the programmes and activities relating to Juveniles in Conflict with law. S/He would provide support to JJB at district levels. S/he shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required. Will report to DCPU. | <p><b><u>Education Qualifications &amp; Experience:</u></b></p> <p>(a) Should have a post graduate in Law-(LLB/LLM) from recognized university.</p> <p>(b) Should have at least 4 years experience and knowledge of working on women/child protection issues including 2 years of working of Child related legal issues and experience of working with the JJBs will be an added advantage.</p> <p>(c) Should have good rapport with the NGO's/Govt., departments in the district who are working on women and child protection related issues. And should have a good understanding of child rights and protection issues.</p> <p>(d) Should have demonstrable commitment to women and child concerns and communication skills both written &amp; oral and ability to pursue the matters with all concerned.</p> <p>(e) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also Capable of using the internet.</p> |
| 04 | Social Worker (Male)                 | DCPU | <b>Contractual<br/>Rs.18,536/-</b> | The Social Workers should be responsible for coordinating field level activities in their respective jurisdiction of the DCPU. The two social workers, of which one shall be a woman, shall also assist the <b>SJPU</b> in discharging their duties. These Social Workers shall be assisted by the Outreach Workers for carrying out field level interventions.   | Should have a Bachelors/ Post Graduate in Social Work /MSW /PG in Psychology from recognized university.   |

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|----|-------------------------|------|------------------------------------|--|---|
| 05 | Data Analyst            | DCPU | <b>Contractual<br/>Rs.18,536/-</b> | <p>The Data Analyst shall be responsible for</p> <p>Assisting the DCPO in preparing format for data collection. Analysis of data collected.</p> <p>Provide technical assistance to the WD &amp; CW Dept/Society in improving the existing database at the district level.</p> <p>Data entry analysis for monitoring. Support preparation of formats.</p>   | <b><u>Education Qualifications &amp; Experience:</u></b><br>(a) Should have a Degree in Economics/Statics/Mathematics.<br>(b) Should have at least 2 years experience in data management and analysis and using packages such as SPSS.<br>(c) Should have excellent working knowledge of MS-Office, especially Ms Excel. Good Knowledge methods of data collection and generating formats for data collection.<br>(d) Should have demonstrable strong written & oral communication skills(ability to write and speak fluent English and Telugu.<br>(e) Special Achievements or contribution in the earlier tenure in the field of data analysis/management at the District Level OR worked with Govt., Dept., NGOs on in analyzing their data and generating reports. |
| 06 | Out Reach Worker-Female | DCPU | <b>Contractual<br/>Rs.10,592/-</b> | <p>The Outreach Workers shall assist the Social Workers/Protection Officers in carrying out their roles and responsibilities. Every District Level Society shall have 2 Out Reach Workers and will report to Protection Officers and Legal cum Probation Officer.</p> <p>The Outreach Workers will work as a link between the community and the District Child Protection Society and shall be responsible for identifying families and children at risk and offer necessary support services. The Outreach Workers shall also be responsible for developing good networking and linkage with the Anganwadi Workers and members of panchayat/local bodies at community/block levels.</p> | <b><u>Education Qualifications &amp; Experience:</u></b><br>(a) Should have a Bachelors Degree(preferably in Social work, Child development) from recognized university.<br>(b) Should have at least 3 years experience and knowledge of working on women/child protection issues at the community level. Experience of working with WDCW Dept., on child related issues will be an added advantage.<br>(c) Should have good rapport with the NGOs who are working with children at the grass-root level/Anganwadies of the WDCW Department in the district.<br>(d) Ability to work on a computer and capable is using MSWord.  |

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|----|---------------------|-----|------------------------------------|---|---|
| 07 | Nurse               | SAA | <b>Contractual<br/>Rs.11,916/-</b> | Maintenance of health records of all children. In case of any child emergency should be informed to the authorities immediately. Educating the ayahs in handing the new born baby in SAA. Supervising proper timely feeding. Children weight register.  | <b><u>Education Qualifications &amp; Experience:</u></b><br>Should be qualified medical personal with relevant qualification ANM etc.,  |
| 8  | Doctor (part time)  | SAA | <b>Contract,<br/>Rs.9,930/-</b>    | Should be able to give time to the SAA on regular basis and in emergency situations   | Should be Medical Doctor having completed a minimum of MBBS and has been practicing Specialization in Pediatric Medicine necessary.   |
| 9  | Chowkidar           | SAA | <b>Contract,<br/>Rs.7,944/-</b>    | To work as night Watchman in Sisugruha  | <b><u>Education Qualifications &amp; Experience:</u></b><br>Committed and agile person with no past record of moral turpitude and a person who does not have additions like drinking alcohol, chewing gutka etc.,   |
| 10 | Data Entry Operator | CWC | <b>Outsourcing<br/>Rs.11,916/-</b> | The Data Entry Operators shall support the programme Manager & PO in work related data entry and other admin work. Provide documentations support in and out of office (during workshops/seminars). Support the Accounts Officer in documentation. Support and also in the works entrusted from time-to-time. | <b><u>Education Qualifications &amp; Experience:</u></b><br>(a) Preferably having a Bachelors Degree in any discipline and a Diploma in Computer Application.(20 points for higher qualification and 20 points marks obtained in B.<br>(b) Should have at least 2 years experience of working as a Data Entry Operator.<br>(c) Knowledge and experience of doing admin work and file management and other office works. |

**1.Date of Receipt of Applications : 09.11.2023 from 10.30 A.M**

**2.Last Date of Receipt of Applications :22.11.2023 up to 05.00 P.M ( in the Office hours Only)**

  
District Women & Child Welfare &  
Empowerment Officer (FAC),  
Ongole, Prakasm District.