

**GOVERNMENT OF ANDHRA PRADESH
WOMEN AND CHILD WELFARE DEPARTMENT
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT
OFFICER – TIRUPATI DISTRICT.**

Rc.No.228/A2/2023,

Dt.06.11.2023

**RECRUITMENT NOTIFICATION
(POSHAN ABHIYAAN)**

**Recruitment of Contratual Posts in District Project Management Unit (DPMU) & Block
Project Management Unit (BPMU), Tirupati DIST.**

The District Women & Child Welfare & Empowerment Office, Tirupati District invites applications from the eligible candidates **from: 06.11.2023 to 25.11.2023** for the posts of District Coordinattor, District Project Assistant and Block Coordinators on Contractual Basis through District Selection Committee. Posts Detailed Below.

Sl. No.	Name of the Post	No. of Posts	Place of Work	Roster Point	Remuneration per month
01	District Coordinator	01	Tirupati, Tirupati District.	Open Competition	Rs.30,000/-
02	District Project Assistant	01	Tirupati, Tirupati District.	Open Competition	Rs.18,000/-
03	Block Coordinator	07	Blocks:- 1.Renigunta 2.Pichatur 3.Sullurupeta 4.Naidupeta 5.Venkatagiri 6.Kota 7.Gudur	SC – (W) – 1 VH – (W) – 1 ST – (W) – 1 BC – B – (W) – 1 OC – 2 OC-(W) – 1	Rs.20000/-

- Candidates and download the Notification and Application form from the website <https://tirupati.ap.gov.in>.
- All desirous and eligible candidates shall apply after satisfying themselves as per the terms and conditions of this recruitment notification. Applications forms along with attested Xerox Copies of Education qualification, Experience Certificates, Caste Certificates, Nativity Certificates etc. shall be sent through any mode directly or by Register Post to the District Women & Child Welfare & Empowerment Officer, Room No.505-507, 5th Floor, B-Block Collector Office, Daminedu Tirupati – 517503, Tirupati District. From dt.06.11.2023 to 25.11.2023. before 5.00 P.M (in working days)

- There will be reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes, Physically Challenged, Women, Ex-Service men and Meritorious Sports Persons as per Rule 22 and 22 (A) of A.P. State and Subordinate Service Rules.
- Submission of application form by the candidate is considered that he / she has read the notification and shall abide by the terms and conditions laid down there under. Only Qualified Short listed candidates will be called for interview. General Mock tests will be conducted as per the requirement desirable.
- The District Collector / Chairman, Tirupati District reserves the right to cancel the notification at any time without assigning any reasons.
- Applications received after the due date shall not be considered and without proper adequate qualifications and certificates applications shall be rejected.

Sd/-District Collector
Tirupati District.

S. Jayalal 6/11/23
DW & CW & EO
Tirupati District.

[Signature]
6/11/23

**Statement showing the Essential Qualification and Experience notified by MWCD, GOI
for Individual Consultants positions at DPMU and BPMU Levels.**

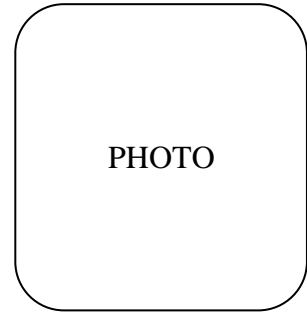
Position	Consolidated Remuneration	Essential Qualification & Experience	Desirable	Scope Work
<p>District Coordinator (1 per District)</p> <p>(Upper Age limit upto 42 Years as on 01.07.2023)</p>	Rs:30,000/- Per month.	<p>Graduate or Certification/Diploma in Computer Science or I.T</p> <p>1) At least 2 years experience in application maintenance & support.</p> <p>2) Good oral & Written communication skills in local language.</p> <p>3) Computer literacy must.</p> <p>4) Willingness to travel a must.</p> <p>5) Mandatorily local candidates should be engaged.</p>	<p>*4 Yrs experience in application maintenance</p> <p>*Formal training on IT/ computer</p> <p>*Experience Working with technology and software application support</p> <p>* Proven ability to successfully handle multiple tasks within a team environment.</p> <p>*Great attention to detail and problem solving skills</p>	<p>1.Supporting training of Block Helpdesk in ICT-RTM.</p> <p>2.Supervise Block Helpdesk</p> <p>3.Support District Level ICDS officials on usage of CAS system.</p> <p>4.Escalate issues as needed.</p> <p>5.Logging and managing issues in the Issue Tracker application (CAS application).</p> <p>6.Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</p> <p>7.Extend help for lost/stolen phones.</p> <p>8.Monitor worker activity reports.</p> <p>9.Follow up on actions from activity reports.</p> <p>10.Any other tasks that may be assigned by the Director.</p>

Position	Consolidated Remuneration	Essential Qualification & Experience	Desirable	Scope Work
<p>District Project Assistant (1 per District)</p> <p>(Upper Age limit upto 42 Years as on 01.07.2023)</p>	<p>Rs.18,000/- per month.</p>	<p>>Graduate Degree / Post Graduate Diploma in Management / Social Sciences / Nutrition.</p> <p>>Minimum 2 years work experience of capacity building, with supervisory skills.</p> <p>>Good oral and written communication skills in local language and fair skills in English.</p> <p>>Good computer skills/knowledge of internet/email.</p> <p>>Ability to work in a team and willingness to travel extensively.</p> <p>>Mandatorily local candidates should be engaged.</p>	<p>*3 years experience of working in social program.</p> <p>*Experience of working on Government Programs in the Social sector- Health, Nutrition, Education, Water and Sanitation</p>	<ol style="list-style-type: none"> 1.Support and supervise timely implementation of all mission activities in the district. 2.Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 3.Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/ Director, ICDS. 4.Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 5.Make regular monitoring and supportive supervision visits within the district to provide on site support to CDPO's and the ICDS Supervisors to ensure all project activities are completed as per schedule. 6.During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. 7.Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO. 8.Ensure collation of Utilization Certificates from Anganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO Levels. 9.Prepare Monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner / Director, ICDS. 10.Coordinate with the related line departments at the district level for facilitation convergent/ multi-sectoral activities under the Mission. 11.Facilitate engagement with potential civil society organizations, NGO's, etc. for partnership and support for project implementation. 12.Any other task assigned by DPO.

Position	Consolidated Remuneration	Essential Qualification & Experience	Desirable	Scope Work
<p>Block Coordinator</p> <p>(Upper Age limit upto 42 Years as on 01.07.2023)</p>	<p>Rs.20,000/- per month.</p>	<p>Graduate. >At least 2 years experience of working with technology and software application support >Good oral and written communication in local language. >Mandatorily Local Candidates should be engaged.</p>	<p>>Formal training on IT/computer >Worked with front line workers in any Social Development Program of Government >Proven ability to successfully handle multiple tasks within a team environment. >Attention to detail and problem solving skills.</p>	<ol style="list-style-type: none"> 1.Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT - RTM). 2.Monitoring usage of ICT - RTM by AWWs by using CAS Reports and Follow-Up on low usage. 3.Providing in-person and over phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4.Logging issues in the Issue Tracker application, which is part of CAS. 5.Training reinforcement to AWWs identified as low performers using CAS Reports. 6.Providing performance feedback to AWWs. 7.Submitting phones t Original Equipment Manufacturer (OEM) for hardware replacement and repair. 8.Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines. 9.Supporting Block Level ICDS Officials on usage of CAS System. 10.Any other task as indicated by CDPO.

Application Form

Position Applied For: _____



[1] PERSONAL INFORMATION:

1. Name _____.

2. Father's Name: _____

3. Residential Address: _____

a) Permanent: _____

b) Present: _____

4. Telephone Number: _____ Mobile Number: _____

Email id: _____

5. Sex: Female Male

6. Date of Birth:

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7. Age as on 01.07.2023: _____

8. Nationality and Religion: _____

9. Whether the candidate belongs to S.C. or S.T. or B.C. if so particulars: _____

10. Disability, if any: _____

11. Have you been charge-sheeted, convicted of or pleaded guilty to an offence? Yes _____

No _____

If yes particulars thereof and present status: _____

[2] EDUCATION INFORMATION: Please give details of your education track record

(from high school to PG)

Sl. No.	Qualifications (Degree/PG) with specialization	Name of the College/University	Degree	Period (from -to)	% of Marks scored

Highlight Trainings you have attended (list only the trainings that are related to Women & Child Development)

Topic of Training	Training organized by – venue	Duration of the training

[3] EMPLOYMENT HISTORY : [Give details of the last 3 postings]

Name of the Organisation	Position held / Designation	Period (from-to)	Address Phone: Email:	Job Responsibilities	Last Salary drawn	Reasons for Leaving

Total no. of year's employment experience _____

Work experience in collaboration with NGO/Govt.. depts./agencies if any

Position held / Designation	Name of the Project /Program	Name of the Organization / Dept../Agency partnered with.	Duration of such collaboration/partnership

May We Contact Your Present Employer? Yes _____ No _____

Computer Skills: How do you rate yourself.

Skill in using the computer	Excellent/ Good / Average /No experience
Skill in using the MS-Word, MS-Excel & Power point.	Excellent/ Good / Average /No experience
Skill in using the using the internet	Excellent/ Good / Average /No experience

Skills and Competencies you have that would benefit the program here:

i. _____

ii _____

iii _____

You're Achievements in the area of women and child Development: _____

Awards/Citations received: _____

References: (Please give details of two references)

(1) Name/Title Address & Phone no: _____

Relationship with referee: _____

(2) Name/Title Address & Phone no: _____

Relationship with referee: _____

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Signature _____

Date _____