

**OFFICE OF THE DISTRICT WOMEN AND CHILD WELFARE &  
EMPOWERMENT OFFICER,WD&CW DEPARTMENT, VIZIANAGARAM.**

**Notification for Recruitment of following posts in District Child Protection Unit(DCPU),Specialized Adoption Agency(SAA) and Children Homes in Vizianagaram District.**

No.1109/202023/A2, MVS(ICPS), dt. 02.12.2023

The District Women & Child Welfare and Empowerment Officer, WD&CW Dept.,1<sup>st</sup> Floor, Collectorate Complex, Vizianagaram - 535003 invites applications from the eligible candidates for the following posts in the District Child Protection Unit(DCPU) Specialized Adoption Agency(SAA) and Children Homes working under the administrative control of O/o. District Women & Child Welfare and Empowerment Officer at Vizianagaram.

**1. District Child Protection Unit:**

Sl. No	Name of the Post	Eligibility Criteria	Nature of Appointment	No.Pos ts	Monthly Eligible Remunerat ion(PM)
1	District Child Protection Officer	a). 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. b).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. c).Proficiency in Computers.	Contract Basis	1	44,023/-
2	Assistant cum Data Entry Operator	a).12 <sup>th</sup> pass from a recognized Board/ Equivalent Board with Diploma/ Certificate in Computers. b).Weightage for work experience candidate	Contract Basis	1	13,240/-
<b>2. Specialized Adoption Agency(Applicable for Women candidate only)</b>					
1	Social Worker cum Early Childhood Educator	a) Should have Graduate preferably in BA in Social Work/Sociology/Social Sciences from recognized University.	Contract Basis	1	18,536/-



		<p>b) 2years experiences with the Govt./ NGO preferably in the field of Women &amp; Child Development.</p> <p>C) 1 year of overseeing institutions that provide residential care and support to children</p> <p>d)Proficiency in Computers (MS Office with Internet)</p>			
<b>3.Children Home,Vizianagaram(Applicable for Women candidates only)</b>					
1	Cook	<p>a).Should have 3 years Experience in cooking in institutions and capable to cook for 50 inmates (children),</p> <p>b).10<sup>th</sup> class pass/fail, Physicalfitness certificate required as per ICPS guidelines(G.O.RT.No.114, dt.28.05.2015)</p>	Out Sourcing Basis	2	9,930/-
2	Helper cum Night Watchmen	<p>7<sup>th</sup> class pass/fail, should have 3years experience in cooking and house hold duties, especially work in institutions.(Physical fitness certificate required). as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)</p>	Out Sourcing Basis	1	7,944/-
3	House Keeper	<p>10<sup>th</sup> class pass/fail, preferable any diploma in housekeeping, Should have 3 years Experience in housekeeping and house hold duties (especially working experience in institutions, Physical fitness certificate required as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)</p>	Out Sourcing Basis	1	7,944/-
4	Educator	<p>B.Sc,B.Ed in Mathematics and Science, should have 3 years experience, B.A Degree with B.Ed should have 3 years experience in English, Social and other subjects as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015) Time: Morning Shift:04:30 AM to 05:30 AM and Evening Shift:06:00 to 08:00 PM as per ICPS guidelines.</p>	Part Time	1	10,000/-
5	Art & Craft cum Music Teacher	<p>a).10<sup>th</sup> class certificate, Diploma in embroidery, tailoring and handicrafts</p>	Part Time	1	10,000/-



		<p>i.e., soft toy making, handmade works, painting etc. From recognised institute,</p> <p>b).should have 3 years experience in arts and crafts</p> <p>c)Music teacher: Diploma in Music from recognised university, should have 3 years experience as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)</p>			
6	PT Instructor cum Yoga Teacher	<p>Degree/Diploma Physical Educational Training and preference 3 years experience in Private or Govt.,Organisations as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015).</p> <p>Time:Work from 06:30 to 07:30 AM and 04:30 to 05:30 PM all working days on Sundays 06:30 to 08:30 AM &amp; 04:30 to 06:30 PM as per ICPS guidelines</p>	Part Time	1	10,000/-

**4.Children Home,Gajapathinagaram(Applicable for Women candidates only)**

1	Storekeeper cum Accountant	<p>a).Graduate in Commerce/ Mathematics degree from recognized University.</p> <p>b).At least 1year experience of working in desired field</p> <p>c).Computer Skills &amp; command on Tally</p> <p>d).Proficiency in Computer (MS Office with Internet)</p>	Contract Basis	1	18,536/-
2	Cook	<p>a).Should have 3 years Experience in cooking in institutions and capable to cook for 50 inmates (children),</p> <p>b).10<sup>th</sup> class pass/fail, Physical fitness certificate required as per ICPS guidelines(G.O.RT.No.114, dt.28.05.2015)</p>	Out Sourcing Basis	1	9,930/-
3	Helper cum Night Watchmen	<p>7<sup>th</sup> class pass/fail, should have 3years experience in cooking and house hold duties, especially work in institutions.(Physical fitness certificate required). as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)</p>	Out Sourcing Basis	1	7,944/-



4	House Keeper	10 <sup>th</sup> class pass/fail, preferable any diploma in housekeeping, Should have 3 years Experience in housekeeping and house hold duties (especially working experience in institutions, Physical fitness certificate required as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)	Out Sourcing Basis	1	7,944/-
5	Educator	B.Sc,B.Ed in Mathematics and Science, should have 3 years experience, B.A Degree with B.Ed should have 3 years experience in English, Social and other subjects as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015) Time: Morning Shift:04:30 AM to 05:30 AM and Evening Shift:06:00 to 08:00 PM as per ICPS guidelines.	Part Time	1	10,000/-
6	Art & Craft cum Music Teacher	a).10 <sup>th</sup> class certificate, Diploma in embroidery, tailoring and handicrafts i.e., soft toy making, handmade works, painting etc. From recognised institute, b).should have 3 years experience in arts and crafts c)Music teacher: Diploma in Music from recognised university, should have 3 years experience as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)	Part Time	1	10,000/-
7	PT Instructor cum Yoga Teacher	Degree/Diploma Physical Educational Training and preference 3 years experience in Private or Govt.,Organisations as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015). Time:Work from 06:30 to 07:30 AM and 04:30 to 05:30 PM all working days on Sundays 06:30 to 08:30 AM & 04:30 to 06:30 PM as per ICPS guidelines	Part Time	1	10,000/-



**5.Children Home,Bobbili(Applicable for Women candidates only)**

1	Storekeeper cum Accountant	a).Graduate in Commerce/Mathematics degree from recognized University. b).At least 1year experience of working in desired field c).Computer Skills & command on Tally d).Proficiency in Computer (MS Office with Internet)	Contract Basis	1	18,536/-
2	Cook	a).Should have 3 years Experience in cooking in institutions and capable to cook for 50 inmates (children), b).10 <sup>th</sup> class pass/fail, Physical fitness certificate required as per ICPS guidelines(G.O.RT.No.114, dt.28.05.2015)	Out Sourcing Basis	1	9,930/-
3	Helper cum Night Watchmen	7 <sup>th</sup> class pass/fail, should have 3years experience in cooking and house hold duties,especially work in institutions.(Physical fitness certificate required). as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)	Out Sourcing Basis	1	7,944/-
4	Educator	B.Sc,B.Ed in Mathematics and Science, should have 3 years experience, B.A Degree with B.Ed should have 3 years experience in English, Social and other subjects as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015) Time: Morning Shift:04:30 AM to 05:30 AM and Evening Shift:06:00 to 08:00 PM as per ICPS guidelines.	Part Time	1	10,000/-
5	Art & Craft cum Music Teacher	a).10 <sup>th</sup> class certificate, Diploma in embroidery, tailoring and handicrafts i.e., soft toy making, handmade works, painting etc. From recognised institute, b).should have 3 years experience in arts and crafts c)Music teacher: Diploma in Music from recognised university, should have 3 years experience as per	Part Time	1	10,000/-



		ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)			
6	PT Instructor cum Yoga Teacher	Degree/Diploma Physical Educational Training and preference 3 years experience in Private or Govt.,Organisations as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015). Time:Work from 06:30 to 07:30 AM and 04:30 to 05:30 PM all working days on Sundays 06:30 to 08:30 AM & 04:30 to 06:30 PM as per ICPS guidelines	Part Time	1	10,000/-

All eligible candidates are requested to logon to <https://vizianagaram.ap.gov.in> and download application form, Educational qualifications and experience prescribed to the above posts from **Recruitment Notification for the Vacant Positions( Contractual, Out Sourcing & Part Time) under Mssion Vatsalya(ICPS), A.P Society for Protection and Empowerment of Women and Children.** and send the filled in application along with enclosures before 11-12-2023. The candidate age should be 25-42 years as on 01.07.2023 and SC/ST/BC candidates relaxed 5 years of age. For any further information, please contact O/o the Dist.Women & Child Welfare & Empowerment Office, 1<sup>st</sup> Floor, Collectorate Complex, Vizianagaram - 535003 during the working hours. Applications without furnishing/enclosing requisite information will not be considered. Only qualified and short listed candidates will be called for interview/discussion and top listed candidates shall be considered for selection. The under signed officer is reserves the right to cancel the notification without assigning any reasons.

Sd/-xxxxxxxxxxxxxxxxx  
District Collector &  
Chairman of the Selection  
Committee of DCPS  
Vizianagaram

// T.C.F.B.O.//

*[Handwritten Signature]*  
Dist.Women & Child Welfare and  
Empowerment Officer  
Vizianagaram