

ANNEXURE -A

GOVERNMENT OF ANDHRAPRADESH WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT

OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER TIRUPATI DISTRICT

RECRUITMENT NOTIFICATION

The District Women Child Welfare & Empowerment Officer (DW&CW&EO) Tirupati District invites application for various posts from the eligible candidates with required qualifications to work in the Sishugruha, Tirupati District the positions are purely on contract basis. The post-wise details are furnished below.

Age limit for all posts 25 to 42 years.

Indicative Qualification of staff of Specialized Adoption Agency under Mission Vatsalya Scheme.

| S.No. | Positions | No. of Post | Eligibility Criteria | Age | Remuneration per month |
|-------|---|-------------------|--|----------------|------------------------|
| 1. | Social Worker-cum- Early Childhood Educator | 01- (Female only) | a) Should have a Bachelors / Post graduate in Social Work / PG Diploma in Psychology/ Early Childhood Care and Development, from recognized university (b) Should have at least 2 years experience and knowledge of working on women/child protection issues including 1 years of working with children. Experience of working with WD&CW Dept...or an NGO on adoption issues will be an added advantage. (c) Should have good rapport with the NGOs/Police / Govt. Departments in the district who are working with children in conflict with law. (d) Should have demonstrable Commitment to women and child concerns. Should have written & oral communication skills (ability to write and speak fluently English and Telugu). (e) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also capable of using the internet. | 25 to 42 years | Rs.18,536/- |
| 3. | Nurse | 01- Female Only | Should be qualified medical personnel. With relevant qualifications ANM etc.. | 25 to 42 years | Rs.11,916/- |

| | | | | | |
|----|--------------------|---|--|----------------|------------|
| 4. | Doctor (Part time) | 01 | Should be Medical Doctor having completed a minimum of MBBS and has been practicing. Specialization in Pediatric Medicine necessary. Should be able to give time to the SAA on regular basis and in emergency situations. | - | Rs.9,930/- |
| 5. | Ayah | 06 – Female Only SC-W - 1 OC - 3 BC-A-W - 1 OC-PH-W - 1 | Should have the experience of taking care of infants and children below 6 years. | 25 to 42 years | Rs.7,944/- |
| 6. | Chowkidar | 01- Female only | 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.. | 25 to 42 years | Rs.7,944/- |

- I. For further information the applicants may go through the district web site <https://tirupati.ap.gov.in/>.
- II. The prospective candidates may download the application form prescribed and may submit the filled application form along with proper Gazetted Officer attested Xerox copies of education qualifications, mark lists, experience certificates, certificate in computers, study certificates up to 10th etc., to the O/o. District Women & Child Welfare & Empowerment Office, Room No.505, 'B' Block, Collector's Office, Daminedu, Tiruchanuru(P), Tirupati District from 17.01.2024 to 26.01.2024 (within 10 days from the date of publication of notification) before 5.00 PM. Only qualified shortlisted candidates will be called for interview and top listed candidates shall be considered for selection.
- III. The Collector & District Magistrate, Tirupati District reserves the right to cancel the notification at any time without assigning any reasons.
- IV. Applications received after the due date shall not be considered.
- V. Age relaxation is provided as per the Government of Andhra Pradesh rules in force.



Collector & District Magistrate,
Tirupati District

Handwritten signature in black ink

2/2

Latest passport
size PHOTO

Application Form

Note: - 1. All columns of the application must be filled by the candidate.
2. Copies of all required certificates according notification duly attested by a Gazetted Officer must be enclosed.

Position Applied For: _____

[1] PERSONAL INFORMATION:

Name _____

Residential Address: _____

Phone Number: _____ Mobile Number: _____

Email id: _____

Sex: Female Male

Date of Birth:

| | | | |
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|--|--|--|--|

 Age as on 1.7.2024: _____

Nationality and Religion: _____

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

Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offence?
Yes _____ No _____

If yes particulars thereof and present status: _____

Have you been associated with any organization that has been blacklisted OR has been proved of financial fraud? Yes _____ No _____

If yes, please explain:

What date are you available to start work? _____

[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) | Total Marks | Obtained Marks | % of Marks scored |
|---------|--|--------------------------------|--------|-------------------|-------------|----------------|-------------------|
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

Highlight Trainings you have attended (list only the trainings that are related to women & child protection)

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

[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 |
|--------------------------|-----------------------------|------------------|-----------------------|----------------------|-------------------|---------------------|
| | | | | | | |
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Total no. of years employment experience in relevant field: _____

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 |
|-----------------------------|------------------------------|--|--|
| | | | |
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| | | | |
| | | | |

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 _____

Your Achievements in the area of women and child protection: _____

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 _____

:: CHECK LIST ::

| Sl. No. | Enclosures | Status |
|----------------|---|---------------|
| 1 | Marks memo of SSC (or) equivalent certificate | Yes/No |
| 2 | Latest caste certificate (in case of SC/ST/BC) | Yes/No |
| 3 | Latest EWS (Economically Weaker Sections) certificate issued by the competent authority in case of EWS categories | Yes/No |
| 4 | Latest physically handicapped certificate issued in sadarem. | Yes/No |
| 5 | Ex-service men / women in armed forces certificate (if applicable) | Yes/No |
| 6 | Study certificates from Class-IV to X where the candidate studied. | Yes/No |
| 7 | Marks memos of all the years of qualifying examination | Yes/No |
| 8 | Provisional / Permanent certificate of qualification | Yes/No |
| 9 | Permanent registration certificate of Medical Board / A.P. Nurses & Midwives Council / A.P. Para Medical Board. | Yes/No |
| 10 | Service certificate issued by the concerned government departmental institution head (if applicable) | Yes/No |
| 11 | Latest passport size photograph of the applicant was affixed with attestation | Yes/No |

Signature of the applicant