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, Tirpati 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.N o.	Positions	No. of Post	Eligibility Criteria	Age	Remunerati on 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 Deptor 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- Fema le 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 \$\frac{1}{2}6.01.2024\$ (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

Latest passport sizePHOTO

Application Form

Note: - 1. All columns of the application must be filled by the candidate.

2. Copies of all required certificates according notification dulyattested 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: 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? YesNo
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? YesNo
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)

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

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

[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
	3					

Total no.	of years	employment	experience in r	relevant field:	

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

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

May We Contact Your Present Employer? Yes No	
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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 &	Excellent/ Good / Average /No experience
Power point.	
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 ::

S1. 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 bythe 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