

## 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 District Child Protection Unit (DCPU) 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 DCPU under Mission Vatsalya ( page no. 61 to 62 as per reference 3<sup>rd</sup> cited above) :**

S.No.	Positions	No. of Post	Eligibility Criteria	Age	Remuneration
1.	Protection Officer (Institutional Care)	01	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>OR</b> B) Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare C) Proficiency in Computer	25-42 Years	Rs.27,804/- per month


2.	Protection Officer- (Non-Institutional Care)	01	<p>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.</p> <p>OR</p> <p>B) Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare</p> <p>C) Proficiency in Computers</p>	25-42 Years	Rs.27,804/- per month
3.	Legal-cum Probation Officer (LCPO)	01	<p>A) LLB from recognized university</p> <p>B) Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women &amp; Child Rights.</p> <p>C) Good understanding of Women &amp; Child right &amp; protection issues.</p>	25-42 Years	Rs.27,804/- per month
4.	Social Worker	01	<p>A) Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university.</p> <p>B) Weight age for work experience candidate</p> <p>C) Proficiency in Computers</p>	25-42 Years	Rs.18,536/- per month
5.	Accountant	01	<p>A) Graduate in commerce/ Mathematics degree from a recognized university.</p> <p>B) At least 1 year experience of working in desired field</p> <p>C) Computer Skills &amp; command on Tally</p>	25-42 Years	Rs.18,536/- per month



6.	Data Analyst	01	A) Graduation in Statistics/ Mathematics/Economics/ Computer (BCA) from a recognized university. B) Weight age for work experience candidate C) Proficiency in Computers	25-42 Years	Rs.18,536/- per month
7.	Assistant Cum Data Entry Operator (DCPU)	01	A) 12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. B) Weightage for work experience candidate	25-42 Years	Rs.13,240/- per month
8.	Outreach Worker (ORW)	02 (01 Female & 01 Male)	A) 12th passed from a recognize Board/ Equivalent Board Good Communication Skills. B) Weightage for work experience candidate.	25-42 Years	Rs.10,592/- per month

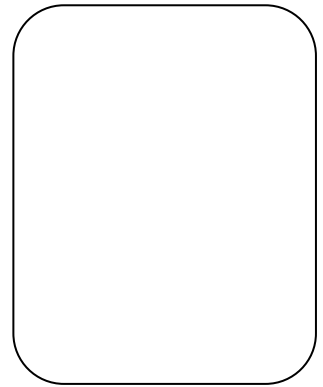
\*Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26.

- 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 attested Xerox copies of education qualifications, mark lists, experience certificates, certificate in computers, study certificates up to 10<sup>th</sup> etc., to the DW & CW & EO, Tirupati District, from 20.11.2023 to 04.12.2023 (within 15 days from the date of publication of notification) before 5 .00 PM. Only qualified short listed 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

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**Application Form**



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 01.07.2013: \_\_\_\_\_

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)	% of Marks scored

0 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

Total no. of years employment experience \_\_\_\_\_

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

Position held / Designation	Name of the Project /Program	Name of the Organisation / 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 \_\_\_\_\_

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 \_\_\_\_\_