

ANNEXURE - A
GOVERNMENT OF ANDHRA PRADESH
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT OFFICE
OF THE DISTRICT WOMEN AND CHILD WELFARE AND
EMPOWERMENT OFFICER, NARASARAOPET, PALNADU DISTRICT.
File No.347/A1, Dt:24.11.2023
RECRUITMENT NOTIFICATION

The District Women & Child Welfare & Empowerment Officer, Narasaraopet, Palnadu District invites the applications for various posts from the eligible candidates with required qualifications to work in the District Child Protection Unit 12 posts (M/F)(DCPU) & Specialized Adoption Agency 11 posts (only for women) (SAA) of Narasaraopet, Palnadu District and Children Home 8 posts (only for women), Piduguralla of Palnadu District. The following positions are purely on Contract, out sourcing and part time basis and age limit as on 01.07.2023 (18 to 42 Years). The post wise details are furnished below:

STATEMENT SHOWING THE ESSENTIAL QUALIFICATION AND EXPERIENCE
NOTIFIED BY GOVT. OF ANDHRA PRADESH FOR DCPU, SAA & CHILDREN HOMES

S.No.	Position	No of posts sanctioned	Consolidated remuneration	Essential Qualification & Experience	Desirable
1	District Child Protection Officer – DCPU	01 (contract basis)	44,023	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	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. Proficiency in Computers.
2	Protection Officer (Institutional Care) – DCPU	01 (contract basis)	27,804	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. OR Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University	At least 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers
3	Protection Officer (Non Institutional Care) – DCPU	01 (contract basis)	27,804	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. OR Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University	2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers
4	Legal cum	01	27,804	LLB from recognized	Experience of at least 2 years

	Probation Officer – DCPU	(contract basis)		university.	of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues
5	Counselor – DCPU	01 (contract basis)	18,536	Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. (OR) PG Diploma in Counselling and Communication.	At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development. Proficiency in Computers
6	Social worker	02 (contract basis)	18,536	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university.	Weightage for work experience candidate Proficiency in Computers
7	Accountant-DCPU	01 (contract basis)	18,536	Graduate in commerce/ Mathematics degree from a recognized university.	At least 1 year experience of working in desired field Computer Skills & command on Tally
8	Data Analyst	01 (contract basis)	18,536	Graduation in Statistics/ Mathematics/Economics/ Computer (BCA) from a recognized university.	Weightage for work experience candidate Proficiency in Computers
9	Asst. cum Data Entry Operator – DCPU	01 (contract basis)	13,240	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers.	Weightage for work experience candidate
10	Outreach Worker – DCPU	02 (contract basis)	10,592	12th passed from a recognize Board/ Equivalent Board Good Communication Skills	Weightage for work experience candidate.
11	Manager/ Coordinator-SAA	01 (contract basis)	23,170	Should have a Post Graduate in Social Work (MSW)/ Masters Degree in Psychology, M.Sc. Home Science (Child Development) from recognized university.	i) Should have at least 3 years experience and knowledge of working on women/ child protection issues including 1 year of overseeing institutions that provide residential care and support to children. Experience of working on adoption issues will be an added advantage. ii) Should have good rapport with NGOs who run children's homes/ govt. departments in the district who are working on women and child related issues. iii) Should have demonstrable commitment to women and child concerns and communication skills both written & oral and ability to pursue the matters with all concerned iv) Ability to work on computer and capable is using MS-Office package (MS work and Excel) and also capable of using the internet.
12	Social Worker-cum-Early Child Educator – SAA	01 (contract basis)	18,536	Should have a Bachelor/ Post graduate in Social Work/ /PG Diploma in Psychology / Early Child Care and Development from recognized university	i) Should have 2 years experience and knowledge on women/ child protection issues including 1 year of working with children. Experience of working with WD & CW Dept., or an NGO on adoption issues will be added advantage. ii) Should have good rapport with the NGOs/ Police/ Govt.

					Departments in the district iii) Should have demonstrable commitment to women and child concerns. Should have written & oral communication skills (ability to write and speak fluently English and Telugu) iv) Ability to work on a computer and capable is using MS-office package (MSWord and Excel) and also capable of using the internet.
13	Nurse-SAA	01 (contract basis)	11,916	Should be qualified medical personnel with relevant qualification ANM etc.	
14	Doctor-SAA	01 (part-time)	9,930	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.	
15	Ayah – SAA	06 (contract basis)	7,944	Should have the experience of taking care of infants and children below 6 years	
16	Chowkidar – SAA	01 (contract basis)	7,944	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.,	
17	Store keeper cum Accountant – Children home, Piduguralla	01 (contract basis)	18,536	Should have a Bachelors Degree in Commerce/ Finance (B.Com) from recognized university.	Should have at least 4 years experience and good/ sound knowledge of principles and maintaining accounts and related book keeping. Ability to work on a computer and capable of using MS-Office package (MS Word and Excel), internet independently.
18	Cook- Children home, Piduguralla	01 (out sourcing basis)	9,930	10 th pass/ fail.	a) Should have 3 years experience in cooking in institutions b) physical fitness certificate required
19	Helper-cum-Night Watchman (Women) – Children home, Piduguralla	01 (out sourcing basis)	7,944	7 th class pass/ fail	Should have 3 years experience in cooking and house hold duties, especially work in institutions (physical fitness certificate required)
20	Helper – Children home, Piduguralla	01 (out sourcing basis)	7,944	7 th class pass/ fail	Should have 3 years experience in cooking and house hold duties, especially work in institutions (physical fitness certificate required)
21	House keeper– Children home, Piduguralla	01 (out sourcing basis)	7,944	10 th class pass/ fail, preferably any diploma in house keeping	should have 3 years experience in house keeping and house hold duties (especially working experience in institutions). Physical fitness certificate required.
22	Educator – Children home,	01 (part-time)	10,000	1. B.Sc., B.Ed. in Mathematics and Science,	Should have 3 years in English, Social and other subjects.

	Piduguralla			2. B.A. Degree with B.Ed.	
23	Art & Craft cum Music Teacher – Children home, Piduguralla	01 (part-time)	10,000	10 th class certificate Diploma in embroidery, tailoring and handicrafts i.e., soft toy making, hand made works, painting etc from recognized institute. Music teacher : Diploma in Music from recognized university	Should have 3 years experience in arts and crafts Should have 3 years experience
24	P.T. instructor-cum-Yoga Teacher – Children home, Piduguralla	01 (part-time)	10,000	Degree/Diploma in Physical Education Training and preference	3 years experience in Private or Govt., organizations
	Total	31			

The candidates desiring to apply can download the application from above website <http://palnadu.ap.gov.in>, <http://wdcw.ap.gov.in> and send/submit the filled application form along with attested Xerox copies of education qualifications, Marks lists, experience certificate etc., to the District Women and Child Welfare and Empowerment Officer, Chaakirala Mitta, Barampet, Narasaraopet, Palnadu District- 522601 from ~~25~~ 24.11.2023 to 13.12.2023 on or before 5.00 PM (In working days) directly or by Registered post. Applications arriving late will not be accepted. Only qualified short list candidates will be called for interview.

The Collector & District Magistrate/Chairman Palnadu District reserves the right to cancel the notification at any time without assigning any reasons.

A. Cooper 24/11/23
**COLLECTOR & DISTRICT MAGISTRATE,
 NARASARAOPET, PALNADU DISTRICT.**

24/11/23