

**ANNEXURE - A**

**GOVERNMENT OF ANDHRA PRADESH  
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT  
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER,  
ALLURI SITHARAMA RAJU DISTRICT.**

**File No.280/A1, Dt:01.11.2023**  
**RECRUITMENT NOTIFICATION**

The District Women & Child Welfare & Empowerment Officer, Alluri Sitharama Raju District invites the applications for various posts from the eligible candidates with required qualifications to work in the District Project Management Unit (DPMU) and Block Project Management Unit (BPMU) The following positions are purely on Contract basis. The post wise details are furnished below:

S.No.	Name of the Post	No.of Posts	Place of work	Roaster Points	Remuneration per month in Rs.
1	District Coordinator (Age 25-40 years as on 01-07-2023)	1	<b>Paderu, A.S.R.District</b>	Open Competition	<b>30,000/-</b>
2	District Project Assistant (Age 25-40 years as on 01-07-2023)	1	<b>Paderu, A.S.R.District</b>	Open Competition	<b>18,000/-</b>
3	Block Coordinator (Age 25-40 years as on 01-07-2023)	11	<b><u>ICDS Blocks</u></b> Munchingput, G.Madugula, Chinthapalli, Koyyuru, Rajavommangi, Addateegala, Gangavaram, Rampachodavaram, Maredumilli, Kunavaram & Yetapaka	OC-4 OC (W) - 1 OC(W) (VH) – 1 SC (W) – 2 ST (W) – 1 BC-A (W) -1 BC-B (W) - 1	<b>20,000/-</b>

The candidates desiring to apply can download the application from above website <http://allurisitharamaraju.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 & Child Welfare & Empowerment Officer, Near Talasingi, Beside Balasadan, Paderu, A.S.R.district-531024 from **01-11-2023** to **10-11-2023** 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. Alluri Sitharama Raju District reserves the right to cancel the notification at any time without assigning any reasons.

Sd/- SUMIT KUMAR, I.A.S.,  
COLLECTOR & DISTRICT MAGISTRATE  
ALLURI SITHARAMA RAJU DISTRICT

**ANNEXURE – B**

**STATEMENT SHOWING THE ESSENTIAL QUALIFICATION AND EXPERIENCE BOTIFIED BY MWCD, GOI FOR INDIVIDIAL CONSULTANTS POSITION AT DPMU & BPMU LEVELS.**

Position	Consolidate d Remunerati on	Essential Qualification & Experience	Desirable	Scope Work
District Coordinator District Level  (Age 25 to 40 years as on 01.07.2023)	Rs.30,000/- per month	Graduate or Certification /Diploma in Computer Science or IT <ul style="list-style-type: none"> <li>• At least 2 years experience in application maintenance &amp; support.</li> <li>• Good oral &amp; Written communication in local language.</li> <li>• Computer literacy must.</li> <li>• Willingness to travel a must.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 years experience in application Maintenance &amp; Support</li> <li>• Formal training on IT/ computer</li> <li>• .Experience working with technology and software application support</li> <li>• . Proven ability to successfully handle multiple tasks within a team environment</li> <li>• .Great attention to detail &amp; Problem solving skills</li> </ul>	<ol style="list-style-type: none"> <li>1.Supporting Training of Blocks helpdesk in ICT-RTM</li> <li>2.Supervise Block helpdesk</li> <li>3.Support District Level ICDS officials on usage of CAS system</li> <li>4.Esclate issues as needed</li> <li>5.Logging and managing issues in the Issue Tracker application (CAS application)</li> <li>6.Provide general application support i.e, solve issues escalated from Block level in regard to mobile application, web application or reporting</li> <li>7.Extend help for lost / stolen phones</li> <li>8.Monitor worker activity reports</li> <li>9.Followup on actions from activity reports</li> <li>10.Any other tasks that may be assigned by the Commissioner/Director / DW&amp;CW&amp;EO</li> </ol>
District Project Asst. in District Level  (Age 25 to 40 years as on 01.07.2023)	Rs.18,000/- per month	Graduate Degree / Post Graduate Diploma in Management / Social Sciences/Nutrition. <ul style="list-style-type: none"> <li>• -Minimum 2 years wok experience of capacity building, with supervisory skills</li> <li>• -Good oral and written communication skills in local language and fair skills in English.</li> <li>• Good Computer skills / Knowledge of internet / email</li> <li>• -Ability to work in a team and</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years experience of working in social program</li> <li>• Experience of working on Government Programs in the social sector – Health Nutrition, Education, Water and Sanitation</li> <li>• Formal training on IT /computer</li> <li>• -Worked with front line workers in any Social Dev. Programme of Govt.</li> <li>• -Proven ability to successfully handle multiple tasks</li> </ul>	<ol style="list-style-type: none"> <li>1.Support and surprise timely implementation of all Mission activities in the district.</li> <li>2.Facilitates ad participate in all capacity building initiatives undertaken within the project at district and block levels</li> <li>3.Periodically assess capacity building needs of district and block level ICDS Staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO/ Commissioner/ Diretor / DW&amp;CW&amp;EO</li> <li>4.Ensure timely completion and monitoring of planned community mobilization of planned community mobilization activities within he district to strengthen the demand for ICDS Services</li> </ol>

		<p>willingness to travel extensively.</p> <ul style="list-style-type: none"> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<p>within a team environment</p> <ul style="list-style-type: none"> <li>• Great attention to detail &amp; Problem solving skills</li> </ul>	<p>5. Make regular monitoring and supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule.</p> <p>6. During monitoring and Supervision visits review and ensure maintenance of reporting formats for all Mission activities</p> <p>7. Ensure effective coordination between the existing ICDS Programme activities and project activities, wherever required in collaboration with the DPO / DW&amp;CW&amp;EO</p> <p>8. Ensure Collaboration of Utilization Certificates from Anganwadis for activities under the Mission and their correct aggregation at the CDPO, DPO &amp; DW&amp;CW&amp;EO</p> <p>9. Prepare monthly progress / monitoring reports in the prescribed formats for project activities and submit the same to the DPO / DW&amp;CW&amp;EO / Commissioner / Director ICDS</p> <p>10. Coordinate with the related line departments at the district level for facilitating convergent / multi sectoral activities under the Mission</p> <p>11. Facilitate engagement with potential Civil society organizations, NGOs, etc. for partnership and support for project implementation</p> <p>12. Any other task assigned by DPO / DW&amp;CW&amp;EO</p>
<p>Block Coordinator</p> <p>(Age 25 to 40 years as on 01.07.2023)</p>	<p>Rs.20,000/- Per month</p>	<p>Graduate.</p> <ul style="list-style-type: none"> <li>• At least 2 years experience of working with technology and software application support.</li> <li>• Good oral and written communication in local language.</li> <li>• Mandatorily local</li> </ul>	<ul style="list-style-type: none"> <li>• Formal training on IT / Computer</li> <li>• Worked with front line worker in any Social Development Program of Government</li> <li>• Proven ability to successfully handle multiple tasks within a team</li> </ul>	<p>1. Supporting training to AWWs and Supervisors in information and Communication Technology enabled Real time Monitoring (ICT – RTM)</p> <p>2. Monitoring usage of ICT – RTM by AWWs by using CAS Reports and follow-up on low usage</p> <p>3. Providing in-person and over phone trouble shooting support to users facing hardware or software</p>

		<p>candidates should be engaged.</p>	<p>environment</p> <ul style="list-style-type: none"> <li>• Attention to detail and problem solving skills.</li> </ul>	<p>problems with mobiles tablets ad basic issues with CAS application.</p> <p>4.Logging issues in the Issue Tracker application, which is part of CAS</p> <p>5.Trainings reinforcement to AWWs identified as low performers using CAS reports.</p> <p>6.Providing performance feedback to AWWs</p> <p>7.Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.</p> <p>8.Excalation of issues to Block / District Coordinator via the Issue Tracker Application. Criteria for excavation will be defined in CAS Guidelines.</p> <p>9.Supporting Block Level ICDS officials on usage of CAS System</p> <p>10.Any other task as indicated by CDPO</p>
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**CURRICULAM VITAE (CV)**

PHOTO

1. Position Name: \_\_\_\_\_
2. Name of the candidate: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Address for correspondence: \_\_\_\_\_
- \_\_\_\_\_

5. Telephone/Mobile/E-mail: \_\_\_\_\_

6. Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age as on 01.07.2023 :- \_\_\_ Yrs. \_\_\_ Months.  
(certificate must be enclosed)

7. Caste & Category: \_\_\_\_\_ (Certificate must be enclosed)

8. Education: (Certificates must be enclosed (provisional and Marks memos etc.)

S. No	Level Exam	Board/Institution	Year of Passing	% of marks obtained	Remarks

9 Membership of Professional Associations (if any): \_\_\_\_\_

\_\_\_\_\_

10. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:

\_\_\_\_\_

11. Work experience/Employment Record (Certificate must be enclosed) [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From	To	Period (Years & Months)	Employer	Positions held	Responsibility handled

12. **Computer skills** (certificate must be enclosed):

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13. **Languages known** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

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**14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]*

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
[Signature] Date: \_\_\_\_\_  
Day/Month/Year

**ఆంధ్రప్రదేశ్ ప్రభుత్వము**

**జిల్లా మహిళా మరియు శిశు సంక్షేమ శాఖ విశాఖపట్నం**

**ప్రెస్ నోట్**

**నోటిఫికేషన్ నెం. 280/A1/2023. Dt:01.11.2023**

జిల్లా మహిళా మరియు శిశు సంక్షేమ మరియు సాధికారత కార్యాలయం, అల్లూరి సీతారామరాజు జిల్లా .సాక్షం అంగన్వాడి పోషణ్ 2.0 జిల్లా యందు ఖాళీగా యున్న జిల్లా కోఆర్డినేటర్ (01 position), ప్రాజెక్ట్ అసిస్టెంట్ (01 position) మరియు బ్లాక్ కోఆర్డినేటర్ ( 11 positions) కాంట్రాక్టు పద్ధతిన భర్తీ చేయుటకు గాను అర్హత కల అభ్యర్థుల నుండి దరఖాస్తులు ఆహ్వానించడమైనది.

S. No.	Position	No. of positions		Monthly remuneration
1	District Coordinator (DW&CW&EO)	01	Open Competition	Rs. 30,000-00
2	Project Assistant (DW&CW&EO)	01	Open Competition	Rs. 18,000-00
3	Block Coordinator (ICDS Projects)	11	OC-4 , OC (W) – 1, OC(W) (VH) – 1 SC (W) – 2, ST (W) – 1, BC-A (W) -1 & BC-B (W) - 1	Rs. 20,000-00

**Qualifications:-**

S. No.	Position	No. of posts	Age limit	Qualifications
1	District Coordinator	1 per District	Age 25 to 40 years as on 01.07.2023 for all categories.	Graduate or Certification/Diploma in Computer Science or IT 1. At least 2 years experience in application maintenance & support. 2. Good oral & Written communication in local language. 3. Computer literacy must. 4. Willingness to travel a must. 5. Mandatorily local candidates should be engaged
2	Project Assistant	1 per District	Age 25 to 40 years as on 01.07.2023 for all categories.	Graduate Degree/Post Graduate Diploma in Management/Social Sciences/Nutrition. 1.Minimum 2 years wok experience of capacity building, with supervisory skills 2.Good oral and written communication skills in local language and fair skills in English. 3.Ability to work in a team and willingness to travel Extensively. 4.Mandatorily local candidates should be engaged.
3	Block Coordinator	11 posts in ICDS Projects	Age 25 to 40 years as on 01.07.2023 for all categories.	- Graduate. 1.At least 2 years experience of working with technology and software application support. 2.Good oral and written communication in local language. 3.Mandatorily local candidates should be engaged

ఆసక్తి గల అభ్యర్థులు డిస్ట్రిక్ట్ వెబ్ సైటు ( <http://allurisitharamaraju.ap.gov.in>) నుండి ధరఖాస్తు ( CV) డౌన్ లోడ్ చేసుకొని టర్మ్స్ ఆఫ్ రిఫరెన్స్ ( TOR) ప్రకారం పూర్తి చేసి అన్ని దృవ పత్రాలు నఖలు జత చేసి ది: 01.11.2023 నుండి 10.11.2023 లోపల కార్యాలయ పని దినములలో ( సాయంత్రం 5.00 గంటల లోపు ) జిల్లా మహిళా మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారిణి , తలారిసింగి, బాలసదనము ప్రక్కన, పాడేరు, అల్లూరి సీతారామరాజు జిల్లా Pin.No.531024 వారికి సమర్పించవలెను.

జిల్లా మహిళా మరియు శిశు సంక్షేమ  
మరియు సాధికారత అధికారిణి  
అల్లూరి సీతారామరాజు జిల్లా



