

ANNEXURE - A

GOVERNMENT OF ANDHRA PRADESH
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER, NTR
DISTRICT, VIJAYAWADA.

RECRUITMENT NOTIFICATION

The District Women & Child Welfare & Empowerment Officer, (DWCWEO) NTR District, Vijayawada invites applications for various posts from the eligible candidates with required qualifications to work in One Stop Centre, Vijayawada under Mission Shakthy (only FOR FEMALE Candidates).

The following positions are purely on Contract/Outsourcing basis. The post wise details are hereunder furnished :

Sl.No.	Name of the Post	No.of prescribed Posts in Mission Shakti	Proposed Salary structure in Rs.
1	Centre Administrator	1	34,000/-
2	Case Worker	2	19,500/-
3	Psycho-Social Counsellor	1	20,000/-
4	Office Assistant with computer knowledge	1	19,000/-
5	Multi-purpose Staff /Cook	3	13,000/-
6	Security Guard/Night Guard	3	15,000/-

Local Women Candidates are only eligible to apply the above Posts. Age limit 18 to 42 years . 5 years age relaxation to the SC,ST,BC,EWS Candidates and 10 years to PWD Candidates.

For further information from District Web Site "ntr.ap.gov.in." The prospective candidates may download the application form prescribed in Annexure-C and may send/submit the filled application along with attested Xerox copies of education qualifications, Marks lists , experience, Caste certificate etc., to the District Women & Child Welfare & Empowerment Officer, Door No.6-93,SNR Academy Road, Uma Sanker nagar, 1st line, Kanuru,NTR District,Vijayawada-520007 from 07.02.2024 to 19.02.2024 before 5.00 PM (in all working days) directly by hand. Only qualified shortlisted candidates will be called for interview.

The District Collector & Chairman, District Selection Committee, NTR District reserves the right to cancel/modify the notification at any time without assigning any reasons.

Applications received after the due date shall not be considered.


DISTRICT WOMEN & CHILD WELFARE
& EMPOWERMENT OFFICER,
NTR DISTRICT, VIJAYAWADA.



ANNEXURE - B

RECRUTIEMENT OF POSTS IN ONE STOP CENTRE,VIJAYAWA(LOCAL WOMEN CANDIDATES ONLY ELIGIBLE)

Sl. No.	Name of the Post	No. of Posts	Qualifications	Remuneration in Rs.	Age
1	Central Administrator (Contract Women)	1	<ul style="list-style-type: none"> Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years" experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 year experience of counseling either within or outside the same set-up. She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. 	34,000/-	18-42 years age as on 01.07.2024
2	CaseWorker (Contract Women)	2	<ul style="list-style-type: none"> Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years" experience of working on women related relevant domains in a Government or Non-Government project/programme. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. 	19,500/-	18-42 years age as on 01.07.2024
3	Psycho-social Counsellor (Outsourcing Women)	1	<ul style="list-style-type: none"> The service could be outsourced to any woman having professional degree / diploma in psychology / psychiatry / neurosciences with a background in health sector and preferably with at least 3 years" experience of working within a Government or Non-Government health Project/ programme at the district level. Local women candidates should be applied 	20,000/-	18-42 years age as on 01.07.2024

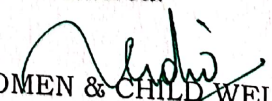
4	Office Assistant with computer knowledge (Outsourcing Women)	1	<ul style="list-style-type: none"> The services could be outsourced to any person who is a graduate with at least diploma in computers/ IT etc with a minimum of 3 years" experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with Government or Non-Governmental/IT-based organizations. Local women candidates should be applied 	19,000/-	18-42 years age as on 01.07.2024
5	Multi-purpose Staff / Cook (Outsourcing Women)	3	<ul style="list-style-type: none"> The multi-purpose activity could be outsourced to any person who is literate with knowledge/ experience of working in the relevant domain. High School pass or Equivalent will be preferred. Local women candidates should be applied 	13,000/-	18-42 years age as on 01.07.2024
6	Security Guard/ Night Guard (Out Sourcing Women)	3	<ul style="list-style-type: none"> The services could be outsourced to any person having at least 2 years" experience of working as security personnel in a government or reputed organization at the district/ state level. He/shes should preferably be retired military/ para-military personnel. Local women candidates should be applied 	15,000/-	18-42 years age on 01.07.2024

The candidates may download the application form prescribed and may submit the filled application form along with attested Xerox copies of education qualifications, Marks lists, experience Caste certificate etc., to the District Women & Child Welfare & Empowerment Officer, Door No.6-93.SNR Academy Road, Uma Sankernagar, 1st line, Kanuru, NTR District, Vijayawada-520007 **from 07 .02.2024 to 19.02.2024 before 5.00 PM (in all working days)** directly by hand. Only qualified shortlisted candidates will be called for interview.

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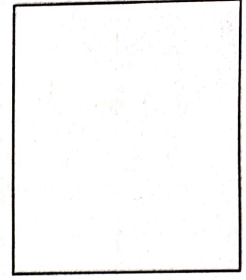
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 & EMPOWERMENT OFFICER,
 NTR DISTRICT, VIJAYAWADA

ANNEXURE - C

CURRICULUM VITAE(CV)

Attested Photo



1 Proposed Position : _____

Adhar No. : _____

2 Name of the Applicant : _____

3 Father's Name : _____

4 Husband's Name : _____

5 Gender : _____

6 Permanent Address : _____

: _____

7 Present Address : _____

8 Native Mandal : _____

9 Native District : _____

10 Telephone/Mobile/Email : _____

11 Date of Birth : _____

12 Nationality : _____ Religion _____ Caste: _____

13 Education qualification (Graduation to Professional Qualification)

Sl.No.	Level Exam	Board/Institution	Year of passing	% Marks obtained	Remarks
1					
2					
2					
4					
5					
6					



14 Membership of professional association (if any): _____

15 Other Training (Indicate significant training since degrees under 5-Education were obtained):

16 Work experience/Employment Record (starting with present position list in reverse order every employment held since graduation, giving for each employment

dates of employment, names of employing organization, Positions held)

(see format here below)

From (Year): _____ to (Year): _____

Employer: _____

Position held: _____

Responsibility handled: _____

17 Languages (for each language Indicate proficiency: good, fair, or poor in speaking, reading and Writing)

18 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 of Project: _____

Year: _____

Location: _____

Client: _____

Main Project features: _____

Positions held: _____

Activities performed: _____

19 Certification

I, the under signed, 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.

Date:

(Signature)

