

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 District Child Protection Unit (DCPU), Specialized Adoption Agency (SAA), Children Homes (General & SC) in NTR District, Vijayawada under Mission Vatsalya (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	Name of the Unit/Agency	No.of Posts prescribed in Mission Vatsalya	Proposed Salary structure in Rs.
1	Accountant	DCPU	1	18,536/-
2	Assistant Cum Data Entry Operator	DCPU	1	13,240/-
3	Doctor (part time)	SAA	1	9,930/-
4	Ayah	SAA	6	7,944/-
6	Chowkidar(Watch man)	SAA	1	7,944/-
7	Educator(Part-time)	Children Homes(Gen&SC)	1	10,000/-
8	Art & Craft-cum Music Teacher(Part-time)	Children Homes(Gen&SC)	2	10,000/-
9	P.T. Instructor-Cum Yoga Teacher(Part-Time)	Children Homes(Gen&SC)	2	10,000/-
10	Cook (Out sourcing basis)	Children Homes(Gen&SC)	1	9,930/-
11	Helper Out sourcing basis	Children Homes(Gen&SC)	1	7,944/-
12	House Keeper Out sourcing basis	Children Homes(Gen&SC)	2	7,944/-
13	Helpur Cum Night Watchmen(Women) Out sourcing basis	Children Homes(Gen&SC)	1	7,944/-

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 No31-4-29A, Gadde Purna CHandra Rao Road, Maruthi Nagar, 2nd Lane, Vijayawada, NTR District from **13.10.2025 to 22.10.2025 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 DISTRICT CHILD PROTECTION UNIT (ICPS)
(Contract Basis Posts)
(LOCAL CANDIDATES ONLY ELIGIBLE)

s.no	Positions	No.of Posts	Remunerati on per Month Rs.	Eligibility Criteria	Age
1	Accountant	1	Rs.18,536/- Per Month	Graduate in commerce/ Mathematics degree from a recognized university. At least 1 year experience of working in desired field Computer Skills & command on Tally Mandatorily Local candidates should be engaged	Age-18-42 as on 01.07.2025
2	Assistant Cum Data Entry Operator	1	Rs.13,240/- Per Month	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate Weightage for work experience candidate Proficiency in computers Mandatorily Local candidates should be engaged	Age-18-42 as on 01.07.2025
	Total:	2			

Specialized Adoption Agencies (SAA) (Contract basis)
only for Female candidates

Sl. No	Positions	No.of Posts	Remuneratio n per Month Rs.	Eligibility Criteria	Age
1	Doctor (part time)	1	Rs.9,930/- Per Month	e) Should be qualified medical Doctor having Completed a Minimum of MBBS and has been Practising. Specialisation in Pediatric Medicine necessary. Should be able to give time to SAA on regular basis and in Emergency situations. f) Mandatorily Local candidates should be engaged	Age-18-42 as on 01.07.2025
2	Ayah	6	Rs.7,944/- Per Month	g) SSC failed or passed h) Committed and no Past record of moral turpitude. i) Mandatorily Local candidates should be engaged	Age-18-42 as on 01.07.2025
3	Chowkidar (Watch man)	1	Rs.7,944 Per Month	g) SSC failed or passed h) Committed and no Past record of moral turpitude and a person who does not have addictions like drinking Alcohol, Chewing Gutka etc. i) Mandatorily Local candidates should be engaged	Age-18-42 as on 01.07.2025
	Total:	8			

CHILDREN HOMES (only FOR FEMALE Candidates)


S.no	Positions	No.of Posts	Remuneration per Month Rs.	Eligibility Criteria	Age
1	Educator(Part-time)	1	Rs.10,000/- Per Month	a)Any degree/PG with B.Ed., b)2 years Teaching experience in any Child Care Institution c)Computer knowledge must d)Mandatorily local candidates should be engaged.	Age-18-42 as on 01.07.2025
2	Art & Craft-cum Music Teacher(Part-time)	2	Rs.10,000/- Per Month	a)Any Degree with certificate course in Art/Craft/Music. b)2 Years working experience in Child Care institutions c)Computer knowledge must d)Mandatorily local candidates should be engaged	Age-18-42 as on 01.07.2025
3	P.T. Instructor-Cum Yoga Teacher(Part-Time)	2	Rs.10,000/- Per Month	a)Any Degree with Certificate course in concerned field b)2 Years working experience in Child Care institutions c)Computer knowledge must d)Mandatorily local candidates Should be engaged	Age-18-42 as on 01.07.2025
4	Cook Out sourcing basis	1	Rs.9,930/- Per Month	a)SSC failed/Passed b) Working experience as Cook in Child Care Institutions c) Mandatorily local candidates should be engaged.	Age-18-42 as on 01.07.2025
5	Helper Out sourcing basis	1	Rs.7,944/- Per Month	a)SSC failed or passed b) Committed and no Past record of moral turpitude. c) Mandatorily local candidates should be engaged.	Age-18-42 as on 01.07.2025
6	House Keeper Out sourcing basis	2	Rs.7,944/- Per Month	a)SSC failed or passed b) Committed and no Past record of moral turpitude. c) Mandatorily local candidates should be engaged	Age-18-42 as on 01.07.2025
7	Helpur Cum Night Watchmen(Women) Out sourcing basis	1	Rs.7,944/- Per Month	a)SSC failed or passed b)Committed and no Past record of moral turpitude. c)Mandatorily local candidates should be engaged.	Age-18-42 as on 01.07.2025
	Total:	10			

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. No31-4-29A, Gadde Purna CHandra Rao Road, Maruthi Nagar, 2nd Lane, Vijayawada, NTR District from **13.10.2025 to 22.10.2025 before 5.00 PM (in all working days) directly by hand.** Only qualified shortlisted candidates will be called for interview.

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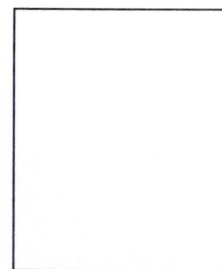
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DISTRICT WOMEN & CHILD WELFARE
& EMPOWERMENT OFFICER,
NTR DISTRICT, VIJAYAWADA

ANNEXURE - C
CURRICULUM VITAE (CV)

Attested Photo



1 Proposed Position : _____
Adhar No. : _____

2 Name of the Applicant : _____

3 Father's Name : _____

6 Husband's Name : _____

7 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.

(Signature)

Date:

ANNEXURE - A

పత్రీక ప్రకటన

మహిళా అభివృద్ధి మరియు శిశు సంక్షేమ శాఖ
జిల్లా స్త్రీ మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారిణి వారి కార్యాలయం, జిల్లా ఎన్టీఆర్

Rc.No. 256/A1/2023, తేది. 04.10.2025.

ఎన్ టి.ఆర్.జిల్లా, మహిళాభివృద్ధి మరియు శిశు సంక్షేమ శాఖ వారి ఆధ్వర్యములో నడపబడుచున్న ICPS, SAA & Children Homes, విజయవాడ నందు కాంట్రాక్టు/ఔట్సోర్సింగ్ పద్ధతిపై పనిచేయుటకు స్థానిక అర్హులైన 18 నుండి 42 సంవత్సరముల వయస్సు కలిగిన మహిళా అభ్యర్థుల నుండి కొరింది పోస్టులకు దరఖాస్తులు కోరియున్నారు. SC,ST,BC,EWS మహిళలకు) 5 సంవత్సరాల వయస్సు సడలింపు మరియు దివ్యాంగులకు 10 సంవత్సరాల వయస్సు సడలింపు (Upper age relaxation) కలదు.

4. ICPS (DCPU) Unit : Accountant - 1, Assistant Cum Data Entry Operator - 1
5. SAA Unit : Part time Doctor-1
Chowkidar (Watch women) - 1 & Ayah posts - 6
6. Children Homes : Educator (Part time)-1,
Art&craft music teacher part time-2 posts,
PT instructor cum Yoga teacher (Part time) - 2 posts
Cook (Out sourcing) - 1, Helper (Outsourcing)-1 posts
House keeper (Out sourcing)-2 posts and
Helper cum Night watchman (Women)(Outsourcing) - 1

పైన ప్రకటించిన పోస్టులకు దరఖాస్తులు స్వీకరించుటకు గడువు 13.10.2025 నుండి 22.10.2025 5.00 PM వరకు, ఆసక్తిగల స్థానిక మహిళా అభ్యర్థులు ntr.ap.gov.in నుండి దరఖాస్తులు డౌన్లోడు చేసుకొని పూర్తిచేసిన అన్ని ధీరువపత్తరాల నకళ్ళు గజెటెడ్ అధికారిచే అటెస్ట్ చేయించి దరఖాస్తులు జిల్లా స్త్రీ మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారిణి వారి కార్యాలయము, డోర్ నెంబర్ 6-93, కార్మిల్ చర్చి ఎదురురోడ్, కానూరు, విజయవాడ వారి కార్యాలయమునకు అభ్యర్థులు స్వయముగా సమర్పించవలెనని జిల్లా స్త్రీ మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారిణి శ్రీమతి షేక్ రుక్సనా సుల్తాన బేగం గారు ఒక ప్రకటనలో తెలిపారు.

జిల్లా సమాచార పౌర సంబంధాల శాఖ అధికారిచే జారీ చేయబడినది

జిల్లా స్త్రీ మరియు శిశు సంక్షేమ
మరియు సాధికారత అధికారిణి
ఎన్ విజయవాడ, జిల్లా. ఆర్.టి.