

ANNEXURE - A

GOVERNMENT OF ANDHRA PRADESH  
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT  
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER, West  
Godavari District Bhimavaram.

RECRUITMENT NOTIFICATION

The District Women & Child Welfare & Empowerment Officer, (DWCWEO) West Godavari District, Bhimavaram invites applications for various posts from the eligible candidates with required qualifications to work in One Stop Centre, West Godavari District, Bhimavaram under Mission Shakti (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 Posts prescribed in Mission Shakti | Proposed Salary structure in Rs. |
|--------|--|--|----------------------------------|
| 1      | Central Administrator                        | 1  | 34,000/-                         |
| 2      | Case Worker @Rs.19,500/-                     | 2  | 19,500/-                         |
| 3      | Para legal Personnel/Lawyer                  | 1  | 20,000/-                         |
| 4      | Para Medical Personnel                       | 1  | 19,000/-                         |
| 5      | Psycho-Social Counsellor                     | 1  | 20,000/-                         |
| 6      | Office Assistant with computer knowledge     | 1  | 19,000/-                         |
| 7      | Multi-purpose Staff /Cook @Rs.13,000/- each  | 3  | 13,000/-                         |
| 8      | Security Guard/Night Guard @Rs.15,000/- each | 3  | 15,000/-                         |

Local Women Candidates are only eligible to apply the above Posts.

For further information from District Web Site [\\_\\_\\_\\_\\_](#). The prospective candidates may download the application form prescribed and may send/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.202,Collectorate Compound, Bhimavaram, West Godavari District. Pin 534202 from 09.02.2024 to 17.02.2024 before 5.00 PM (in all working days) directly. Only qualified shortlisted candidates will be called for interview.

The District Collector & Chairman, District Selection Committee, West Godavari District, Bhimavaram 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,  
West Godavari District, Bhimavaram.

ANNEXURE - B

RECRUITMENT OF POSTS IN ONE STOP CENTRE, West Godavari District,  
Bhimavaram (LOCAL WOMEN CANDIDATES ONLY ELIGIBLE)

| Sl. No. | Name of the Post                           | No. of Posts | Qualifications  | Roster       | Remunara-tion in Rs. | Age                              |
|---------|--|--------------|---|--------------|----------------------|----------------------------------|
| 1       | Central Administrator<br>(Contract Women ) | 1            | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> | OC-1         | 34,000/-             | 18-42 years age as on 01.07.2024 |
| 2       | CaseWorker<br>(Contract Women)             | 2            | <ul style="list-style-type: none"> <li>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.</li> <li>She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre.</li> </ul>   | OC-1<br>SC-1 | 19,500/-             | 18-42 years age as on 01.07.2024 |
| 3       | Para Legal Personnel / Lawyer              | 1            | <ul style="list-style-type: none"> <li>In the absence of Legal Advisors provided by District Legal Services Authority, the legal counselling service could be outsourced to any person having a degree in Law/with legal training or knowledge of laws with at least 3 years 'experience of working within a Government or Non-Government women related project/programme at the district level or to any practicing Lawyer with at least 2 years' experience of litigation in any court of law.</li> <li>Local women candidates should be applied</li> </ul>                     | OC-1         | 20,000/-             | 18-42 years age as on 01.07.2024 |



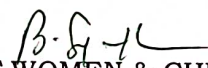
|   |  |   |   |              |          |                                  |
|---|--|---|---|--------------|----------|----------------------------------|
| 4 | Para Medical Personnel                                       | 1 | <ul style="list-style-type: none"> <li>In the absence of a regular Para Medical Personnel provided by District Health Authorities, the medical assistance service could be outsourced to any woman having professional degree/diploma in paramedics 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.</li> <li>Local women candidates should be applied</li> </ul> | OC-1         | 19,000/- | 18-42 years age as on 01.07.2024 |
| 5 | Psycho-social Counsellor (Outsourcing Women)                 | 1 | <ul style="list-style-type: none"> <li>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.</li> <li>Local women candidates should be applied</li> </ul>   | OC-1         | 20,000/- | 18-42 years age as on 01.07.2024 |
| 6 | Office Assistant with computer knowledge (Outsourcing Women) | 1 | <ul style="list-style-type: none"> <li>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.</li> <li>Local women candidates should be applied</li> </ul>  | OC-1         | 19,000/- | 18-42 years age as on 01.07.2024 |
| 7 | Multi-purpose Staff / Cook (Outsourcing Women)               | 3 | <ul style="list-style-type: none"> <li>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.</li> <li>Local women candidates should be applied</li> </ul>  | OC-2<br>SC-1 | 13,000/- | 18-42 years age as on 01.07.2024 |

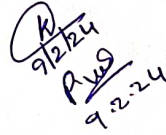
|   |  |   |   |              |          |                               |
|---|--|---|---|--------------|----------|-------------------------------|
| 8 | Security Guard/<br>Night Guard<br>(Out Sourcing Women) | 3 | <ul style="list-style-type: none"> <li>The services could be outsourced to any person having at least 2 years" experience of working as security personnel in a government or reputed organization at the district/ state level. He/sheshould preferably be retired military/ para-military personnel.</li> <li>Local women candidates should be applied</li> </ul> | OC-2<br>SC-1 | 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.202, Collectorate Compound Bhimavaram, West Godavari District Pin.534202 **from 09.02.2024 to 17.02.2024 before 5.00 PM (in all working days)** directly . Only qualified shortlisted candidates will be called for interview. Local Women Candidates are only eligible.

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 DISTRICT WOMEN & CHILD WELFARE  
 & EMPOWERMENT OFFICER,  
 West Godavari District, Bhimavaram



ANNEXURE - C

**CURRICULUM VITAE(CV)**

Attested Photo

|    |  |   |                               |   |
|----|--|---|-------------------------------|---|
| 1  | Proposed Position  | : |                               | <div style="border: 1px solid black; width: 100%; height: 100%;"></div> |
| 2  | Adhar No.  | : |                               |   |
| 3  | Name of the Applicant  | : |                               |   |
| 4  | Father's Name  | : |                               |   |
| 5  | Husband's Name   | : |                               |   |
| 6  | Gender   | : |                               |   |
| 7  | Permanent Address  | : |                               |   |
|    |  | : |                               |   |
| 8  | Present Address  | : |                               |   |
|    |  | : |                               |   |
|    |  | : |                               |   |
| 9  | Native Mandal  | : |                               |   |
| 10 | Native District  | : |                               |   |
| 11 | Mobile   | : |                               |   |
| 12 | Email  | : |                               |   |
| 13 | Date of Birth  | : |                               |   |
| 14 | Nationality  | : | _____Religion_____Caste:_____ |   |
| 15 | Education qualification (Graduation to Professional Qualification) |   |                               |   |

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

16 Technical qualification

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



- 17 Membership of professional association (if any): \_\_\_\_\_  
\_\_\_\_\_
- 18 Other Training (Indicate significant training since degrees under 5-Education were obtained):  
\_\_\_\_\_
- 19 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)
- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 20 Languages (for each language Indicate proficiency: good, fair, or poor in speaking, reading and Writing)  
\_\_\_\_\_
- 21 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: \_\_\_\_\_

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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

(Signature)

Date:

Application Attachments:

Passport Size Photo  
 10<sup>th</sup>, Inter, Degree, PG, (Provisional & Marks list) other Edl. Qualifications Etc.  
 Technical Qualifications  
 Experience Certificate  
 Cast Certificate, Nativity, Aadhar Card