

**ANNEXURE - A**

**GOVERNMENT OF ANDHRA PRADESH  
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT  
OFFICE OF THE DISTRICT WOMEN AND CHILD WELFARE &  
EMPOWERMENT OFFICER, WD&CW DEPARTMENT, ANAKAPALLI  
DISTRICT.**

**NOTIFICATION FOR RECRUITMENT OF FOLLOWING POSTS IN  
SPECILIZED ADOPTION AGENCY & CHILDREN HOMES (KASIMKOTA &  
NARSIPATNAM ) ANAKAPALLI DISTRICT**

**File. No. e-55176/2024/A3, Dt: 01/01/2025**

The District Women & Child Welfare and Empowerment Officer, Anakapalli District invites applications from the eligible (preferably Local candidates) candidates for the following posts in the Specialized Adoption Agency Anakapalli and Children Homes working under the administrative control of O/o. District Women & Child Welfare and Empowerment Officer at Anakapalli District.

**1. Indicative Qualification of staff of SAA under Mission Vatsalya**

<b>S.No.</b>	<b>Name of the post</b>	<b>No of posts Vacant and roster</b>	<b>Type of Post</b>	<b>Remuneration</b>	<b>Eligibility Criteria</b>
1.	Manger  Age 25-42 Years (as on 01.07.2024)	01 (OC)	Contract	Rs.23,170/-	(a) Should have a Post graduate in, Social Work (MSW) / Masters Degree in Psychology, M.Sc Home Science (child development) from recognized university.  (b) 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 adoptions issues will be an added advantage.  (c) Should have good rapport with the NGOs who

					<p>run children's homes/ govt. departments in the district who are working on women and child related issues.</p> <p>(d) Should have demonstrable Commitment to women and child concerns and communication Skills both written &amp; oral and ability to pursue the matters with all concerned.</p> <p>(e) Ability to work on a computer and capable issuing MS-Office package (MSWord and Excel) and also capable of using the internet.</p>
2.	<p>Doctor (Part time)</p> <p>Age 25-42 Years (as on 01.07.2024)</p>	01 (OC)	Part time	Rs.9,930/-	<ol style="list-style-type: none"> <li>1. Should be Medical Doctor having completed a minimum of MBBS and has been practicing. Specialization in Pediatric Medicine necessary.</li> <li>2. Should be able to give time to the SAA daily and in emergency situations.</li> <li>3. Two years' experience</li> </ol>
3.	<p>Ayah</p> <p>Age 25-42 Years (as on 01.07.2024)</p>	03 OC SC OC	Contract	Rs.7,944/-	<ol style="list-style-type: none"> <li>1. Should have complete 7<sup>th</sup> class</li> <li>2. Should have the experience of 3 years in taking care of infants and children below 6 years.</li> </ol>
4..	<p>Chowkidar</p> <p>Age 25-42 Years (as on 01.07.2024)</p>	01 OC	Contract	Rs.7,944/-	<ol style="list-style-type: none"> <li>1. Should have complete 7<sup>th</sup> class.</li> <li>2. Committed and agile person with no past record of moral turpitude</li> <li>3. Should have the experience of 3 years</li> </ol>

					taking care of children.
Total Posts	06				

It is to inform that the education, experience and technical qualification marks will be awarded to eligible candidates after verification of application and certificates as follows;

### 1.1 MANAGER -SAA

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	Post graduate in, Social Work (MSW) / Master's Degree in Psychology, M.Sc Home Science (Child Development) from recognized university.	(25)	(a) 91-100%	(25)
			(b) 81-90%	(23)
			(c) 71-80%	(21)
			(d) 61-70%	(19)
			(e) 51-60%	(17)
			(f) 50% & Below	(15)
2	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 adoptions issues will be an added advantage.	(20)	(a) 2 - 3 Years	(20)
			(b) 1 - 2 Years	(15)
			(c) 0-1 years	(10)
3	Good computer Skills (Must have Certificate)	(25)	MS Office with Internet	(25)
			MS Office	(10)
5	Marks for Interview conducted by Committee Members committee	(30)	Based on the performance of interview	(30)
<b>TOTAL MARKS</b>		<b>(100)</b>		

### 1.2 Doctor(Part Time) -SAA

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	Doctor having completed a minimum of MBBS and has been practicing.	(40)	(a) 91-100%	(40)
			(b) 81-90%	(35)
			(c) 71-80%	(30)

	Specialization in Paediatric Medicine necessary.		(d) 61-70%	(25)
			(e) 51-60%	(20)
			(f) 50% & Below	(15)
2	2 year experience	(30)	(a) Above 2 years (b) 1 - 2 Years (c) 0-1 years	(30) (20) (10)
5	Marks for Interview conducted by Committee Members committee	(30)	Based on the performance of interview	(30)
	<b>TOTAL MARKS</b>	<b>(100)</b>		

**1.3 Ayah -SAA**

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	For acquiring 7 <sup>th</sup> class	(30)		30
2	3 years' experience of taking care of infants and children below 6 years	(40)	(a) 2 - 3 Years (b) 1 - 2 Years (c) 0-1 years	(40) (30) (20)
5	Marks for Interview conducted by Committee Members committee	(30)	Based on the performance of interview	(30)
	<b>TOTAL MARKS</b>	<b>(100)</b>		

**1.4 Chowkidar -SAA**

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	For acquiring 7 <sup>th</sup> class	(30)	<b>N/A</b>	30
2	3 years' experience of taking care of infants and children below 6 years	(40)	(a) 2 - 3 Years (b) 1 - 2 Years (c) 0-1 years	(40) (30) (20)
5	Marks for Interview conducted by Committee Members committee	(30)	Based on the performance of interview	(30)
	<b>TOTAL MARKS</b>	<b>(100)</b>		

**3. Indicative Qualification of candidates of Children Homes under Mission Vatsalya**

S.No	Name of the Post Vacant	Place of Vacant	No.of posts Vacant	Remuneration per month	Nature of Appointment	Roster	Eligibility Criteria
1	"COOK"  Age 25-42 Years (as on 01.07.2024)	Kasimkota	02 (Female)	9,930/-	Out Sourcing basis	OC SC	<ol style="list-style-type: none"> <li>Should have 3 years' Experience in cooking in institutions and capable to cook for 50 inmates (children)</li> <li>10<sup>th</sup> class pass/fail,</li> <li>Physical fitness certificate required as per ICPS guidelines (G.O.RT.No.114, dt.28.05.2015)</li> </ol>
		Narisipatnam	01 (Female)			OC	
2	Helper cum Night Watchmen	Kasimkota	01 (Female)	7,944/-	Out Sourcing basis	OC	<ol style="list-style-type: none"> <li>7<sup>th</sup> class pass/fail,</li> <li>Should have 3years experience in cooking and house hold duties, especially work in institutions. (Physical fitness certificate required). as per ICPS guidelines (G.O. RT. No. 114, dt.28.05.2015)</li> </ol>
	1..Helper	Narisipatnam	01 (Female)			OC	
	2..Helper cum Night Watchmen Age 25-42 Years (as on 01.07.2024)		01 (Female)			OC	

							15)
3	“House Keeper”  Age 25-42 Years (as on 01.07.2024)	Kasimkota	01 Female	7,944/-	Out Sourcing basis	OC	1. 10 <sup>TH</sup> Class pass/fail, preferable any diploma in housekeeping, 2. Should have 3 Years’ experience in housekeeping and household duties (especially working experience in institutions) Physical Fitness Certificate required. (G.O.RT.No.114, dt.28.05.2015)
		Narisipatnam	01 Female			OC	
4	“Music Teacher”  Age 25-42 Years (as on 01.07.2024)	Kasimkota	01 Female	5000/-	Part time	OC	1. Should have diploma in Music from recognised institute 2. Should have 3 years of Experience
		Narisipatnam	01 Female	5000/-	Part time	OC	
	Total Posts		10 posts				

**2.1 “COOK” Children Home Kasimkota & Narsipatnam**

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	10 <sup>th</sup> class pass/fail	(25)	N/A	(25)
2	Should have 3 years’ Experience in cooking in institutions and	(45)	(a) 3 Years above	(45)
			(b) 2 – 3 Years	(35)

	capable to cook for 50 inmates (children)		(c) 0-2 years	(20)
3	Marks for Interview conducted by Committee Members	(30)	Based on the performance of interview	(30)
	<b>TOTAL MARKS</b>	<b>(100)</b>		

### 2.2 "Helper" Children Home Kasimkota & Narsipatnam

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	7 <sup>th</sup> class pass/fail	(25)	N/A	(25)
2	Should have 3years experience in cooking / house hold duties, especially work in institutions.	(45)	(a) 3 Years above (b) 2 – 3 Years (c) 0-2 years	(45) (35) (20)
3	Marks for Interview conducted by Committee Members	(30)	Based on the performance of interview	(30)
	<b>TOTAL MARKS</b>	<b>(100)</b>		

### 2.3 "House Keeper" Children Home Kasimkota & Narsipatnam

S No	Parameters	Total Marks	% of Marks	Marks to be awarded
1	10 <sup>th</sup> class pass/fail	(25)	N/A	(25)
2	Should have 3 Years' experience in housekeeping and house hold duties (especially working experience in institutions)	(45)	(a) 3 Years above (b) 2 – 3 Years (c) 0-2 years	(45) (35) (20)
3	Marks for Interview conducted by Committee Members	(30)	Based on the performance of interview	(30)
	<b>TOTAL MARKS</b>	<b>(100)</b>		

**2.4 “Music Teacher” Children Home Kasimkota & Narsipatnam**

<b>S No</b>	<b>Parameters</b>	<b>Total Marks</b>	<b>% of Marks</b>	<b>Marks to be awarded</b>
1	Should have Diploma in Music from recognised institute	(35)	(a) 91-100%	(35)
			(b) 81-90%	(30)
			(c) 71-80%	(25)
			(d) 61-70%	(22)
			(e) 51-60%	(20)
			(f) 50% & Below	(15)
2	Should have 3 years' Experience from recognized institute	(35)	(a) 3 Years above	(35)
			(b) 2 – 3 Years	(25)
			(c) 0-2 years	(15)
3	Marks for Interview conducted by Committee Members	(30)	Based on the performance of interview	(30)
<b>TOTAL MARKS</b>		<b>(100)</b>		

**VACANCIES ABSTRACT**

<b>Sl No</b>	<b>Name of the Unit</b>	<b>No. Of posts sanctioned</b>	<b>No. Of posts Filled</b>	<b>No. Of Posts vacant</b>	<b>No. Of Posts Notified</b>
1	Specialized Adoption Agency (SAA)	11	5	6	6
2	Children Homes (Contract/Out Sourcing & Part time) Kasimkota	11	5	6	5
3	(Contract/Out Sourcing & Part time) Narsipatnam	12	6	6	5
	Total	34	16	18	16

**\*Age relaxation is provided as per Government rules in force\***

The candidates (**FEMALE Candidates Only**) Except Doctor (Part Time) who desires to apply can download the application from above website <https://anakaplli.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, Plot No:03, Near Nookambika Temple, Opp Friends club a/c function hall , Anakapalli- 531001, from **06.01.2025 to 25.01.2025** on or before 5.00 PM (In working days) directly or by Registered post. Applications arriving on late will not be accepted. **“Only qualified short list candidates will be called for interview”**.

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

COLLECTOR & DISTRICT MAGISTRATE  
ANAKAPALLI DISTRICT

## CURRICULAM VITAE (CV)

1. **Position Name:** \_\_\_\_\_

2. **Name of the candidate:** \_\_\_\_\_

3. **Father's Name:** \_\_\_\_\_

4. **Address for correspondence:** \_\_\_\_\_

PHOTO

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

6. **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age as on 01.07.2024:-** \_\_\_\_\_ 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):

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**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.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature]* Day/Month/Year