

జిల్లా స్త్రీ మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారి వారి కార్యాలయము, అన్నమయ్య జిల్లా.

ప్రకటన సంఖ్య.01/పి1/MVS/ANMDISTRICT/2024, తేది:02/12/2024

పత్రికా ప్రకటన

జిల్లా స్త్రీ మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారి వారి కార్యాలయము, అన్నమయ్య జిల్లా. బాల సదనములు రాజంపేట, లక్ష్మిరెడ్డిపల్లి, మదనపల్లి యందు ఖాళీగా యున్నటువంటి దిగువ తెలుపబడిన పోస్టులకు ఎదురుగా చూపబడిన అర్హతల ప్రకారము కాంట్రాక్టుపద్ధతిన భర్తీ చేయుటకు గాను అర్హులైన అభ్యర్థుల నుండి దరఖాస్తులు కోరడమైనది. ఈ నియామకములు పూర్తిగా తాత్కాలికము మరియు ప్రభుత్వం వారిచే జారీ చేయబడు ఉత్తర్వుల మేరకు వారి పెర్సార్మన్స్ ఆధారముగా వారి యొక్క సర్వీసు కొనసాగింపబడును.

S. No.	Post	Remuneration and required Qualifications for the post	Nature of Appointment
1	Office in charge (Contract basis)	<p><b>Salary:</b> Rs.33,100.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b></p> <ol style="list-style-type: none"> <li>Post-Graduate degree in Social Work/ Sociology/ Child Development/ Human Rights Public Administration/ Psychology/psychiatry/Law/Public Health/Community Resource Management from a recognized University, at least 3 years of experience of working with the Govt/Non-Government Organization in Documentation, Training &amp; Capacity Building, Project formulation /implementation, monitoring and supervision preferably in the field of Women and Child Development/ Social Welfare.</li> <li>Proficiency in Computers</li> </ol> <p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>Management of the institution</li> <li>Receive Children from CWCs and provide regular updates to the CWC &amp; DCPS on the progress of each child in the CCI.</li> <li>Establish linkages with other agencies for providing various support and services to children like vocational training, exposer visits etc.,</li> <li>Stay within the surroundings of the institution and coordinate with the superintendent/Matron to work 15 days night duties.</li> <li>Ensure to maintain minimum standards of care in the institution.</li> <li>Pass certain instructions on the issues at the institutional level during the Management Committee Meetings.</li> <li>Monitor and track abuse against children at the institutional level.</li> <li>Ensure training and capacity development of various staff of the institution.</li> <li>The duties and responsibilities of superintendents as mentioned vide G.O.Ms.No. 412employment and social welfare (HI) Dept., dt 15.06.1974. should be followed (copies enclosed)</li> <li>Shall be able to coordinate with ICDS Ministerial staff for preparation of bills to presented to the STO.</li> </ol>	Contract basis

2	Cook	<p><b>Salary:</b> Rs.9,930.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b></p> <ol style="list-style-type: none"> <li>a. Should have 3 years' experience in cooking in institutions.</li> <li>b. 10<sup>th</sup> class pass/fail</li> <li>c. Physical fitness certificate required.</li> </ol> <p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Ensure preparation of timely and hygienic meals for the children. (Approximately 50-70) as per the planned menu.</li> <li>b. Provide special meals on holidays, festivals and for sick.</li> </ol>	Out Sourcing basis.
3	Helper	<p><b>Salary:</b> Rs.7,944.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b></p> <ol style="list-style-type: none"> <li>a. 7<sup>th</sup> class pass/fail, should have 3 years of experience in cooking and house hold duties, especially work in institutions. (Physical fitness certificate required)</li> </ol> <p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Provide support to the cook in maintaining timelines and quality of meals being cooked for children.</li> <li>b. Clean and cooking utensils and the kitchen every round of cooking.</li> <li>c. Shall make sure that the premises of the children home are maintained clean &amp; tidy in coordination with house keeper.</li> <li>d. Shall be able to use the electrical appliances available in the kitchen in a proper way.</li> <li>e. Shall make sure that safe drinking water is provided to the children.</li> </ol>	Out Sourcing basis.
4	House-keeper	<p><b>Salary:</b> Rs.7,944.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b></p> <ol style="list-style-type: none"> <li>a. 10<sup>th</sup> class pass/fail, preferable any diploma in housekeeping, should have 3 years' experience in housekeeping and house hold duties (especially working experience in institutions) physical fitness certificate required.</li> </ol> <p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Sweep, scrub, mop and polish floor</li> <li>b. Dust and polish furniture and fittings.</li> <li>c. Clean metal fixture and fittings.</li> <li>d. Empty and clean trash containers.</li> <li>e. Dispose of trash in a sanitary manner. Wipe glass surfaces.</li> <li>f. Make up beds and change linen as and when required. Keep the rooms clean and tidy with the help of children.</li> <li>g. Wash windows as scheduled. Sort, Wash, load and upload laundry.</li> <li>h. Operate mechanized cleaning equipment.</li> <li>i. Maintain all cleaning equipment and materials in a safe and sanitary working condition.</li> <li>j. Monitor and report necessary domestic repairs and replacements.</li> <li>k. Ensure proper maintenance and provide safe and</li> </ol>	Out Sourcing basis.

		<p>healthy living environment to the inmates.</p> <p>l. Keep sufficient essential medicines to handle minor health problems including First-Aid Kit with stock of emergency medicines.</p> <p>m. Take care of children in all aspects such as to help children in daily activities (day to day activities) whenever necessary while they are going school and take care of sick children.</p>	
5	Educator (Part Time)	<p><b>Salary:</b> Rs.10,000.00  <b>Age:</b> 30 to 45 years  <b>Qualification:</b></p> <p>a. B.Sc., B.Ed. in Mathematics and Science, should have 3 years' experience.  b. B.A Degree with B.Ed., should have 3 years' experience in English, Social and other subjects.</p> <p><b>Job Responsibilities:</b></p> <p>a. Eligible to teach Maths and Science  Eligible to teach English and other subjects along with Spoken English.</p>	Contract basis
6	Art & Craft cum Music Teacher (Part-Time)	<p><b>Salary:</b> Rs.10,000.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b></p> <p>a. 10<sup>th</sup> class certificate  b. Diploma in embroidery, tailoring and handicrafts i.e., soft toy making, handmade works, painting etc. from recognised institute.  c. Should have 3 years' experience in arts and crafts.  d. Music Teacher: Diploma in Music from recognised university.  e. Should have 3 years' experience.</p>	Contract basis
7	P.T. Instructor cum Yoga Teacher (Part-time)	<p><b>Salary:</b> Rs.10,000.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b></p> <p>a. Degree/Diploma Physical Educational Training and preference 3 years' experience in Private or Govt., organisations.</p> <p><b>Job Responsibilities:</b></p> <p>a. Giving Proper training to the students in games and sports.  b. Conduct physical training classes regularly every day in the early hours of morning in the premises of the institutions.  c. Work from 6.30 to 7.30 AM and 4.30 to 5.30 PM on all working days.  d. On Sundays 6.30 to 8.30 AM and 4.30 to 6.30 PM  e. Will take all possible steps to ensure the participation of all the children in Games and Sports.  f. Develop by mobilising support and cooperation from concerned agencies/Govt., Depts with active involvement of the staff and students.</p>	Contract basis

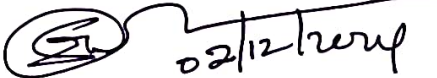


8	Helper-cum-Night Watchmen (Women) (out sourcing)	<p><b>Salary:</b> Rs.7,944.00  <b>Age:</b>30 to 45 Years  <b>Qualification:</b>  a. 7<sup>th</sup> class pass/fail, should have 3 years of experience in cooking and house hold duties, especially work in institutions. (Physical fitness certificate required)</p> <p><b>Job Responsibilities:</b>  a. Provide support to the cook in maintaining timelines and quality of meals being cooked for children.  b. Clean and cooking utensils and the kitchen every round of cooking.  c. Shall make sure that the premises of the children home are maintained clean &amp; tidy in coordination with house keeper.  d. Shall be able to use the electrical appliances available in the kitchen in a proper way.  e. Shall make sure that safe drinking water is provided to the children.  f. Shall attend Night duties to safe guard the children.</p>	Out Sourcing basis.
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అర్హత, నిర్ణయ ప్రమాణాలు మరియు దరఖాస్తు ఫారంలను <https://annamayya.ap.gov.in> వెబ్ సైట్ నుండి పొందగలరు. అర్హత మరియు నిర్ణయ ప్రమాణాల ప్రకారము అన్ని అర్హతలున్న అభ్యర్థులు పూర్తి చేసిన దరఖాస్తులను సంబంధిత దృవీకరణ పత్రములు జతపరచి ఈ నోటిఫికేషన్ ప్రచురితమైన దినము నుండి తేది: 13-12-24 లోపు కార్యాలయ పని దినములు మరియు పని వేళల యందు జిల్లా స్త్రీ మరియు శిశు సంక్షేమ మరియు సాధికారత అధికారి వారి కార్యాలయము, opp: కె. టి. సి. ఫంక్షన్ హాల్, సుండుపల్లి రోడ్, రాయచోటి, అన్నమయ్య జిల్లా యందు సమర్పించవలయును.

గడువు తేది తర్వాత వచ్చిన దరఖాస్తులు, మరియు అసంపూర్తిగా సమర్పించిన దరఖాస్తులను, మరియు సంబంధిత దృవీకరణ పత్రములు జతపరచని ఎడల సదరు దరఖాస్తులను పరిగణలోనికి తీసుకొనబడవు. అర్హతా ప్రమాణాలను సరించి కుదించబడిన జాబితాలోని అభ్యర్థులను మాత్రమే ఎంపిక ఇంటర్వ్యూ నకు పిలువబడుదురు. మరియు నియామకములు జరుపు తేదీ నాటికి అమలులో యున్న/జారీ చేయబడు నిబంధనల ప్రకారము ఈ నియామకములు జరుగును.

ఎటువంటి కారణములు తెలియబరుచకనే ఈ ప్రకటన రద్దు పరచుటకు లేదా వాయిదా వేయుటకు లేదా మార్పులు చేయుటకు దిగువ సంతకముదారు వారికి పూర్తి అధికారములు కలవు.



జిల్లా కలెక్టర్ & చైర్మన్,

అన్నమయ్య జిల్లా.



## Application Form

**Note:** - 1. All columns of the application must be filled by the candidate.  
2. Copies of all required certificates according notification duly attested by a Gazetted Officer must be enclosed.

Position Applied For: \_\_\_\_\_

### [1] PERSONAL INFORMATION:

Name \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email id: \_\_\_\_\_

Sex: Female                      Male

Date of Birth: 

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Age as on 01.07.2024: \_\_\_\_\_

Nationality and Religion: \_\_\_\_\_

Whether the candidate belongs to S.C. or S.T. or B.C. if so particulars: \_\_\_\_\_

Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offence?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes particulars thereof and present status: \_\_\_\_\_

Have you been associated with any organization that has been blacklisted OR has been proved of financial fraud ? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**[2] EDUCATION INFORMATION:** Please give details of your education track record (from high school to PG)

Sl. No.	Qualifications (Degree/PG) with specialization	Name of the College/University	Degree	Period (from -to)	% of Marks scored

Highlight Trainings you have attended (list only the trainings that are related to women & child protection)

Topic of Training	Training organized by - venue	Duration of the training

**[3] EMPLOYMENT HISTORY :** [Give details of the last 3 postings]

Name of the Organisation	Position held / Designation	Period (from-to)	Address Phone: Email:	Job Responsibilities	Last Salary drawn	Reasons for Leaving

Total no. of years employment experience in relevant field: \_\_\_\_\_

Work experience in collaboration with NGO/Govt.. depts./agencies if any

Position held / Designation	Name of the Project /Program	Name of the Organisation / Dept../Agency partnered with.	Duration of such collaboration/partnership

**May We Contact Your Present Employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Computer Skills: How do you rate yourself.**

Skill in using the computer	Excellent/ Good / Average /No experience
Skill in using the MS-Word, MS-Excel & Power point.	Excellent/ Good / Average /No experience
Skill in using the using the internet	Excellent/ Good / Average /No experience

Skills and Competencies you have that would benefit the program here:

i. \_\_\_\_\_

ii \_\_\_\_\_

iii \_\_\_\_\_

Your Achievements in the area of women and child protection: \_\_\_\_\_

\_\_\_\_\_

**Awards/Citations received:** \_\_\_\_\_

**References: (Please give details of two references)**

**(1)** Name/Title Address & Phone no: \_\_\_\_\_

\_\_\_\_\_

Relationship with referee: \_\_\_\_\_

**(2)** Name/Title Address & Phone no: \_\_\_\_\_

\_\_\_\_\_

Relationship with referee: \_\_\_\_\_

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Signature \_\_\_\_\_

Date \_\_\_\_\_