

**ANNEXURE-I**

**RECRUITMENT NOTIFICATION**

**Rc.No.89/ICPS/PKM/2023,Dt.09 .10,2024**

Prakasam District of "**DISTRICT CHILD PROTECTION UNIT"(DCPU)", "SPECIALIZED ADOPTION AGENCY"(SAA) and CHILDREN HOMES (ONGOLE & GIDDALUR)"** invites applications from eligible persons' age 25 (above) to 42 (Cut-off) and **age relaxation for SCs, STs & BCs up to 47 Years** as on 01.07.2024 only for the following positions through contract basis. Rule of Reservation is not applicable to the staff which are appointed on contractual basis in DCPUs for implementation of ICPS.

**Table**

Sl No	Name of the Post	Under DCPU/ SAA/ Ch.Homes	Mode of Recruitment/ Remuneration	Job Description/ Responsibilities	Educational Qualification
01	Social Worker (Female) Age: 25-42 Years	DCPU	Contractual Rs.18,536/-	The Social Workers should be responsible for coordinating field level activities in their respective jurisdiction of the DCPU. The two social workers, of which one shall be a woman, shall also assist the <b>SJPU</b> in discharging their duties. These Social Workers shall be assisted by the Outreach Workers for carrying out field level interventions.	<b><u>Education Qualifications &amp; Experience :</u></b>  (3)Should have a Bachelors/ Post Graduate in Social Work /MSW /PG in Psychology from recognized university.  (4) Should have at least 3 years experience and knowledge of working on women/child protection issues including 2 years of working with Children in Conflict with law. experience of working with Police Department on Child related issues will be an added advantage.  (3) Should have good rapport with the NGO's Police/Govt., departments in the district who are working with children in Conflict with law.  (4) Should have demonstrable commitment to women and child concerns,Should have written and Oral communication skills (ability to write and Speak fluently English and telugu).ability to write case reports.(submit copies of the reports).  (6) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also Capable of using the internet.

02	Data Analyst Age: 25-42 Years	DCPU	Contractual Rs.18,536/-	<p>The Data Analyst shall be responsible for Assisting the DCPO in preparing format for data collection. Analysis of data collected. Provide technical assistance to the WD &amp; CW Dept/Society in improving the existing database at the district level. Data entry analysis for monitoring. Support preparation of formats.</p>	<p>(a) Should have a Degree in Economics/Statics/Mathematics.</p> <p>(b) Should have at least 2 years experience in data management and analysis and using packages such as SPSS.</p> <p>(c) Should have excellent working knowledge of MS-Office, especially Ms Excel. Good Knowledge methods of data collection and generating formats for data collection.</p> <p>(d) Should have demonstrable strong written &amp; oral communication skills(ability to write and speak fluent English and Telugu.</p> <p>(e) Special Achievements or contribution in the earlier tenure in the field of data analysis/management at the District Level OR worked with Govt., Dept., NGOs on in analyzing their data and generating reports.</p>
3	Social Worker (Female) Age: 25-42 Years	SAA	Contract, Rs.18,536/-	<p>Should have at least 2 years experience and knowledge of working on women/child protection issues including 1 year of 1 years of working with children. Experience of working with WD&amp;CW, Should have demonstrable Commitment to women and child concerns. Should have written &amp; oral communication skills (ability to write and speak fluency English and Telugu), Ability to work on a computer and capable is using Ms-Office package (Ms-Word and Excel) and also capable of using the internet.</p>	<p>(3) Should have a Bachelors / Post Graduate in Social Work /PG Diploma in Psychology/ Early Childhood Care and Development, from recognized university.</p> <p>(4) Should have at least 2 years experience and knowledge of working on women/child protection issues including 1 years of working with Children experience of working with WD &amp; CW Department or an NGO on adoption issues will be an added advantage.</p> <p>(3) Should have good rapport with the NGO's Police/Govt., departments in the district who are working with children in Conflict with law.</p> <p>(4) Should have demonstrable commitment to women and child concerns,Should have written and Oral communication skills (ability to write and Speak fluently English and telugu).ability to write case reports.(submit copies of the reports).</p> <p>(5) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also Capable of using the internet.</p>

4	Doctor (part time) Age: 25-42 Years	SAA	Contract, Rs.9,930/-	Should be able to give time to the SAA on regular basis and in emergency situations	Should be Medical Doctor having completed a minimum of MBBS and has been practicing Specialization in Pediatric Medicine necessary.
5	Staff Ayah (Female) Age: 25-42 Years	SAA	Contract, Rs.7,944/-	Look after the Sisugruha children, maintain cleanliness of rooms, surrounding including play articles and cradles of children, ensure proper timely feeding to the children.	Should have the experience of taking care of infants below 6 years
6	Chowkidar (Female) Age: 25-42 Years	SAA	Contract, Rs.7,944/-	To work as night Watchman in Sisugruha	Committed and agile person with no past record of moral turpitude and a person who does not have additions like drinking alcohol, chewing gutka etc.,
7	House Keeper (Female) Age: 25-42 Years	Children Home Ongole	Out sourcing Rs:7944/- (As per Mission Vastalya / ICPS Guidelines)	a.Sweep, scrub, mop and polish floor. b. Dust and polish furniture and fittings. c. Clean metal fixture and fittings. d. Empty and clean trash containers. e. Dispose of trash in a sanitary manner, Wipe galss surfaces f. Make up beds and change linen as and when required. Keep the rooms clean & tidy with the help of children. g. Wash windows as scheduled. Sort, wash, load and upload laundry. h. Operate mechanized cleaning equipment. i. Maintain all cleaning equipment and	10 <sup>th</sup> class pass/Fail, preferable any diploma in house keeping should have 3 years experience in house keeping and house hold duties (especially working experience in institutions) physical fitness Certificate required.

				<p>materials in safe and sanitary working condition.</p> <p>j. Monitor and report necessary domestic repairs and replacements.</p> <p>k. Ensure proper maintenance and provide safe and 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>	
8	Store keeper Cum Accountant (Female), Age: 25-42 Years	Children home Giddalur	Contractual Rs.18,536/-	<p>a).The Accountant shall maintain relevant registers for stocks &amp; accounts effectively.</p> <p>b).She shall also monitor budgets and update the ledgers/Cash books on a daily basis.</p> <p>c).shall be able to prepare bills to STO with the guidance of ICDS Ministerial staff and the Office-in-charge.</p>	<p>a) should have a Bachelors Degree in commerce/Finance (B.Com) from recognized University.</p> <p>b) should have at least 4 years experience and good/should maintaining accounts and related book keeping.</p> <p>c) Ability to work on a computer and capable of using Ms-Office package(Ms word and Excel) internet independently.</p>

9.	Educator-1 Educater-2 (Part-Time) (2) Teachers (Female)	Childen home ,Ongole	1.Rs;5000/- 2.Rs:5000/-	<b>Eligible to teach</b> Math's and Science <b>Eligible to teach</b> English and other subjects along with Spoken English. (morning shift – 4.30 A.M to 5.30 A.M. Evening shift 6.00 PM to 8.00 PM)	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.
	Educator-1 Educater-2 (Part-Time) (2) Teachers (Female)	Childen home , Giddalur	1.Rs;5000/- 2.Rs:5000/-		
10	1.Art & Craft 2. Music Teacher (Part-Time) @(2) Teachers (Female)	Childen home ,Ongole	.Rs;5000/- 2.Rs:5000/-	<b>Art &amp; Crafts Teacher</b> Impart training in arts and crafts training to the children and encourage children to pursue their interest and participate in extracurricular activities in schools  <b>Music Teacher</b> d. Teach light and classical music to all children e. To identify the inmates who are having zeal in the singing and mould them as the best singer. f. Should have 3 years experience.	a.10 <sup>th</sup> class certificate. b.Diploma in embrosdary, tailoring and handicrafts i.e., soft toy making hand made works, paining etc. From recognized institute. c.Should have 3 years experience in arts and crafts d.Music Teacher: Diploma in Music from recognized university. e.Should have 3 years experience.
	1.Art & Craft 2. Music Teacher (Part-Time) @(2) Teachers (Female)	Childen home , Giddalur	1.Rs;5000/- 2.Rs:5000/-		
11	1.P.T.Instr uctor 2. Yoga Teacher (Part time) ) 2 Teachers (Female)	Childen home ,Ongole	1.Rs;5000/- 2.Rs:5000/-	<b>a.</b> Giving Proper training to the students in games and sports. <b>b.</b> Conduct physical training classes regularly every day in the early day in the early hours of morning in the premises of the instituions. <b>c.</b> work from 6.30	Degree/Diploma Physical Educational Training and preference 3 years experience in private or Govt. Organizations.

				<p>to 8.30 A.M.&amp; 4.30 to P.M.on all working days.</p> <p><b>d.</b>On Sundays 6.30 to 8.30 A.M&amp; 4.30 to 6.30 P.M</p> <p><b>e.</b>Will take all possible steps to ensure the participation of all the children in Games and Sports.</p> <p><b>f .</b>Develp by mobilizing support and cooperation from concerned agencies /Govt., Depts.with active involvement of the staff and students.</p>	
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For information about the required qualification, eligibility criteria, last date for application submission and the prescribed application for positions announced log-on to, [https://prakasam.ap.gov.in/notice\\_category/recruitment](https://prakasam.ap.gov.in/notice_category/recruitment), Candidates desiring to apply can download the Application Form and send the completed application to the District Women and Child Welfare and Empowerment Officer, Ongole, Prakasam District within stipulated time i.e.14.10.2024 10.30 A.M to 21.10.2024 05.00 P.M.

Sd/- XXX  
Collector&Dist.Magistrate,  
Prakasam District.

*Arjun*  
District Women&Child Welfare &  
Empowerment Officer,(FAC)  
Ongole.

*21/10/24*