

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 File No.1953007/A/2026 Dt.27.06.2026**

The District Women & Child Welfare & Empowerment Officer, (DW&CW&EO) West Godavari District, Bhimavaram 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 Home Tanuku, One Stop Centre (OSC) Tanuku, West Godavari District, Bhimavaram under Mission Shakthi and Mission Vatsalya.

The following positions are purely on Contract basis. The post wise details are hereunder furnished :

**District Child Protection Unit (DCPU):**

Sl.No	Name of the Post	Under DCPU	Roster Point / Category	Age As on 01.07.2026	Mode of RecruitMent/ Salary Age	EducationalQualification
1	Social Worker (Female-1)	DCPU	4 / BC-A	25-42 years	Contract Rs. 18,536/-	Graduate preferably in B.A in social Work/ Sociology /Social Sciences from a recognized university.Weightage for work experience Candidate.Proficiency in Computers

**SPECIALISED ADOPTON AGENCY (SAA):**

Sl.No	Name of the Post	Under SAA	Roster Point / Category	Age As on 01.07.2026	Mode of RecruitMent / Salary	EducationalQualification
1	Social Worker cum Early Childhood educator (Female-1)	SAA	General	25-42 years	Contract Rs.18,536/-	a) Should have a Bachelors / Post graduation in Social Work (MSW)/ PG diploma in Psychology/ Early Childhood Care and Development from Recognized University. b) Should have at least 2 years experience and Knowledge of working on Women/ Child Protection issues including 1

						<p>year of working with Children.</p> <p>Experience of working with WD&amp;CW Dept or an NGO on adoption issues will be an added advantage.</p> <p>c) Should have good Rapport with NGOs/ Police / Govt. Departments in the district who are working with children in conflict with Law.</p> <p>d) 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).</p> <p>Ability to work on a Computer and Capable of using MS- Office package( MS word and Excel) and also capable of using the Internet</p>
2	Ayah (Female-1)	SAA	13/General	25-42 years	Contract Rs. 7944/-	<p>Committed and no Past record of moral turpitude. Local women candidates should be applied (Bhimavaram Municipality &amp; Rural, Veeravasaram, Palakoderu Mandals)</p>

**CHILDREN HOME TANUKU :**

Sl.No	Name of the Post	Under Children Home	Roster Point / Category	Age 01.07. 2026	Mode of Recruitment/ Salary	Educational Qualification
<u>1</u>	House Keeper (Female-1)	Children Home Tanuku	General	25-42 years	Contract RS 7944/-	<p>10<sup>th</sup> class pass / fail, should have 3 years experience in house keeping and house hold duties (especially working experience in institutions)</p> <p>Physical Fitness Certificate required</p>

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**ONE STOP CENTER – TANUKU**

Sl. No	Name of the Post	Under One Stop Center	Roster Point / Category	Age 01.07 . 2026	Mode of RecruitMe nt/ Salary	EducationalQualification
<u>1</u>	Central Administrator (Women )	<u>One stop Center Tanuku</u>	7 / SC Group-II	25-42 years	Contract Rs 34,000/-	<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 <b>women</b> 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 <b>local community</b> so that local human resource and expertise is utilized for effective functioning of the centre.</li> </ul>
<u>2</u>	Para Legal Personnel / Lawyer (Women )	<u>One stop Center Tanuku</u>	7 / SC Group-II	25-42 years	Contract Rs.20,000/-	<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>
<u>3</u>	Para Medical Personnel (Women )	<u>One stop Center Tanuku</u>	7 / SC Group-II	25-42 years	Contract Rs.19,000/-	<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>

4	Psycho-social Counsellor (Women)	<u>One stop Center Tanuku</u>	7 / SC Group-II	25-42 years	Contract Rs.20,000/-	<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>
5	Office Assistant with computer knowledge (Women)	<u>One stop Center Tanuku</u>	7 / SC Group-II	25-42 years	Contract Rs.19,000/-	<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>

The prospective candidates may download the application form prescribed from the website [westgodavari.ap.gov.in](http://westgodavari.ap.gov.in) and may send/submit the filled application form along with attested Xerox copies of education qualifications, Marks lists, experience, Caste Certificates and 4<sup>th</sup> to 10<sup>th</sup> Study Certificates etc., to the District Women & Child Welfare & Empowerment Officer, Collectorate Compound, Bhimavaram, West Godavari District. Pin 534202 from **29.06.2026 to 08.07.2026 before 5.00 PM (in all working days)** directly. Only qualified shortlisted candidates will be called for interview. Local women candidates are only eligible.

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.

**Note:** If eligible applications are not received under SC group 2 category, applications received under SC group 3 will be considered.

  
 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 Xerox copies.