

ANNEXURE - C

CURRICULUM VITAE(CV)

Photo

Attested

- 1 Proposed Position : _____
- 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):

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- 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)

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- 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

10th, Inter, Degree, PG, (Provisional & Marks list) other Edl. Qualifications Etc.

Technical Qualifications

Experience Certificate

Cast Certificate, Nativity, Aadhar Card Xerox copies.

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/2025 Dt.18.11.2025

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) West Godavari District, Bhimavaram under Mission Shakthi and Mission Vatsalya.

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

DISTRICT CHILD PROTECTION UNIT (DCPU) :

Sl.No	Name of the Post	Under DCPU	Roster	Age 01.07 .2025	Mode of Recruitment & Remuneration	Educational Qualification
1	Social Workers 1 Female	DCPU	General	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 Computer
2	Data Analyst -1	DCPU	General	25-42 years	Contract Rs.18,536/-	*Graduation in Statistics/ Mathematics/Economics Computer (BCA) from a recognized university. *Weightage for work experience Candidate. *Proficiency in Computer.

CHILDREN HOME, TANUKU:

1	House Keeper-1 Female	Children Home, Tanuku	General	25to 42 Years	Out Sourcing Rs.7944/-	10 th class pass / fail, should have 3 years experience in house keeping and house hold duties (especially working experience in institutions) Physical Fitness Certificate required.
2	Educator-1 Female	Children Home, Tanuku	General	25to 42 Years	Part time 10000/-	B.Sc, B.Ed in Mathematics and Science, should have 3 years experience,

Sl.No	Name of the Post	Under DCPU	Roster	Age 01.07.2025	Mode of Recruitment	Educational Qualification
<u>SPECIALIZED ADOPTION AGENCY (SAA) :</u>						
1	Manager/ Coordinator Female	SAA	General	25-42 years	Contract Rs.23170/-	a) Should have a Post graduation in Social Work(MSW)/ Master Degree in Psychology, MSC 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 NGOs who run Children's Homes/ Govt, departments in the district who are working on Women and Child related issues. d) Should have Demonstrable Commitment to women and Child Concerns and Communication Skills both written & oral and ability to pursue the matters with all concerned. c) Ability to work on a Computer and Capable of using MS- Office package (MS word and Excel) and also capable of using the Internet..
2	Doctor(Part time)	SAA	General	25-42 Years	Contract Rs.9930/-	* Should be qualified medical Doctor having Completed a Minimum of MBBS and has been Practising. * Specialisation in Pediatric Medicine necessary. Should be able to give time to SAA on regular basis and in Emergency situations.
3	Ayabs-3 Female	SAA	1.BC-B 1.General 1.EWS	30-42 Years	Contract Rs.7944/-	* Committed and no Past record of moral turpitude. * Local Women candidates should be applied (Bhimavaram Municipality & Rural, Veeravasaram, Palakoderu Mandals only).

ONE STOP CENTRE (OSC) :

1	Multi-purpose Staff / Cook- 1 Female	OSC	BC-A	30-42 Years	Outsourcing Rs.13,000/-	* 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. * Local women candidates should be applied
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The prospective candidates may download the application form prescribed from the website **westgodavari.ap.gov.in** 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, Collectorate Compound, Bhimavaram, West Godavari District. Pin 534202 from **19.11.2025 to 29.11.2025 before 5.00 PM (in all working days)** directly. Only qualified shortlisted candidates will be called for interview. Local 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.

 **18/11/25**
DISTRICT WOMEN & CHILD WELFARE
& EMPOWERMENT OFFICER,
West Godavari District, Bhimavaram.