

DISTRICT WOMEN AND CHILD WELFARE AND EMPOWERMENT OFFICE,
EAST GODAVARI DISTRICT, RAJAMAHENDRAVARAM.

**NOTIFICATION NO. 14 /2026,DATED. 20 .02.20226 FOR RECRUITMENT
TO THE POST OF ASSISTANT CUM DATA ENTRY OPERATOR IN JUVENILEE
JUSTICE BOARD, RAJAMAHENDRAVARAM EAST GODAVARI DISTRICT UNDER
MISSION VASTLY.**

Applications from the eligible candidates are invited in the format given here under for temporary appointments to the following category of posts in the Juvenile Justice Board, Rajamahendravaram as per Mission Vatsalya guidelines. The applications should be addressed to the District Women and Child Welfare and Empowerment Officer, East Godavari District, Rajamahendravaram (**DW&CW&EO, E.G. Dt., Mahila Pranganam Compound, Bommuru, Rajahmundry Rural, Pin code:533124**) by mentioning on the top of the envelop as to the post for which the application is sent.

The application form will be available on the East Godavari District Website **eastgodavari.ap.gov.in** and last date for submission of application upto **5.00 PM on 05 .03.2026**

Sl.No	Name of the Post	Number of Vacancies	Eligibility criteria	Remuneration
1	Assistant cum Data Entry Operator	Open category - 01	12th pass from a recognized Board/ Equivalent Board with Diploma Certificate in Computers. Weightage for work experience candidate	Rs.11,916/- PM

Age Limit:

To be eligible the applicant must have completed 18 years and must not have completed 42 years of age as on 01.07.2025 as per the General recruitment of Andhra Pradesh State Subordinate Service Rule vide G.O. Ms. No. 36, General Administration (Service-A) Department, dated 04.03.2025.

Provided that the Upper age limit of 42 years is relaxable by 5 years in respect of the persons under Scheduled Castes/Scheduled Tribes/Backward Classes and EWS.

Mode of Selection:

The selection shall be made through Interview (VIVA VOICE) at Collectorate, Rajamahendravaram.

Copies of documents only (but not the Originals) to be enclosed to the application duly attested:

1. The applicants shall enclose attested copies of certificates of academic, Technical qualifications and Experience, such as, pass certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority, in case they intend to avail reservation under SC, ST, BC persons with Benchmark Disabilities, EWS, Meritorious Sports Persons and Ex-Service Men (The certificate shall show specifically the classification of the group).
2. The applicant claiming reservation under Economically Weaker Sections (EWS), shall enclose the certificate issued in terms of G.O. Ms. No.66, General Administration (Services-D) Department, dated :14.07.2021 and G.O. Ms. No.73, General Administration (Services - D) Department, dated:04.08.2021, EWS Certificate issued by the concerned Tahsildar mentioning therein, that the gross annual family income from all sources is below Rs. 8,00,000/-
3. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7th to 10th classes (or) in case they have not studied in any educational institutions during the whole/a part of the 4 consecutive academic years ending with the academic year or appeared privately for SSC examination/Open School, have to submit Residence Certificate from the concerned Tahsildar for four(04) years preceding the year of passing SSC, examination in Annexure-I in terms of G.O. Ms. No. 729, GAD, (SPF-A) Dept., dt:01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4th to 10th classes and the district where the candidate has studied for maximum period will be considered for treating him/her as local candidate of that Judicial District. If certificates in proof of local candidature are not in accordance with these instructions, the candidate will be treated as non-local.

4. The applicant has to produce original certificates on the day mentioned by DW&CW&EO, East Godavari District for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.
5. Certificates of Academic, Technical qualifications & Experience such as Pass Certificates, Marks list of the Qualifying examination viz. S.S.C or equivalent examination and other certificates to prove their proficiency and skills, if any.
6. Certificates showing the date of birth.
7. Community certificate of SC/ST/BC.
8. A self-addressed postal envelope worth of 5/- postage.
9. Two recent pass-port size photos.
10. In case of physically handicapped, a certificate should be enclosed to that effect.

General Instructions:

1. If the provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.
2. The candidates belongs to Local status in respect of East Godavari are only eligible to apply for the said post.
3. The selection will be made as per the A.P State Legal Services Authority, Rules, 1999.
4. **The Applications shall be submitted through Registered/Speed post and or persons only before 5.00 PM on 05.03.2026**
5. Incomplete applications or applications without the required attested copies of documents as mentioned above, will be summarily rejected.
6. The applications received in any other format will be summarily rejected.
7. Applications are liable to be rejected at any stage, if any information furnished therein is found to be false and the applicants are liable for prosecution for furnishing false information.
8. The candidates shall be disqualified if he/she has been dismissed from a State or Central Government undertaking or local or other authorities or if he or she has been convicted by a court of law for an offence involving moral turpitude, as per Rule 12(4) (d) of A.P State and Subordinate Service Rules, 1996.
9. No person, who has been convicted by a court of Law for an offence involving moral turpitude shall be eligible for appointment.

10. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.
11. Correspondence will not be entertained by the DW&CW&EO, East Godavari under any circumstances, Incomplete/incorrect application will be summarily rejected at any stage.
12. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage before the final selection the application of the candidate will be summarily rejected. In addition the candidate will also be liable for appropriate/prosecution as per Law.
13. The candidate is to be sound health, active habits and free from bodily defects of infirmity, otherwise making her unfit for the service.
14. The applications received after the last date will not be accepted.
15. **The Collector & District Magistrate/Chairman East Godavari District reserves the right to cancel this Notification at any time without assigning any reasons.**

Station: Rajamahendravaram.

Date: 20 -02-2026.

T. Sridhar
District Women & Child Welfare and
Empowerment Officer,
East Godavari District,
Rajamahendravaram.

To

The Principal Magistrate Juvenilee Justice Board, Rajamahendravaram with a request to affix of the same on the Notice Board of respective court.

The D.P.O., Juvenilee Justice Board, Rajamahendravaram with a request to affix of the same on the Notice Board of respective court

Copy Submitted to the Collector & District Magistrate, E.G. Dist., Rajamahendravaram for favor of information.

APPLICATION FORM
APPLICATION FOR THE POST OF ASSISTANT CUM DATA ENTRY OPERATOR

AFFIX RECENT
PASSPORT SIZE
PHOTO (Attested by
Gazetted Officer)

1. Name of the applicant :
(in Block letters)
2. Father's/Mother's/Husband's :
Name
3. Date of Birth and Age as on :
01.07.2025
4. Educational Qualifications :
5. Technical Qualifications :
6. Nationality & Religion :
7. Caste : OC/BC/SC/ST/PH in :
case of reservation (Mention
Sub-Caste)
8. Address for Communication :

9. Permanent Address :

10. Email Id and Contact Number :

11. Employment Exchange
Registration No. & Date.
If any :

12. Local Status :

13. Marital Status :

14. Previous experience, if any :

DECLARATION

I _____ hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief and any untrue averment will disqualify me from holding any appointment in the Department.

Station:

Date:

SIGNATURE OF THE APPLICANT