

**ANNEXURE - A**

GOVERNMENT OF ANDHRA PRADESH  
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT  
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER,  
POLAVARAM DISTRICT.

**RECRUITMENT NOTIFICATION**

The District Women & Child Welfare & Empowerment Officer,(DWCWEO) Polavaram District invites applications for various posts from the eligible **FEMALE** candidates with required qualifications to work in the One Stop Centre as the positions are purely on Contract basis (coterminous with the scheme) . The post wise details are furnished below:

- Age limit for all posts 25 – 42 years as on 01-07-2026. (Age relaxation is provided as per Government rules in force )

. Indicative Qualification of staff of One stop center under Mission Shakti

S.N	Name of the Post	N o. of Po sts	Qualifications	Remunara -tion per month	Age (as on 01.07.2026)
1	Central Administrator (Woman ) Contract basis	1	<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 women 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 local community so that local human resource and expertise is utilized for effective functioning of the center.</li></ul>	34,000/-	25-42 years
2	Case Worker (Woman) Contract basis	2	<ul style="list-style-type: none"><li>• Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years" experience of working on women related relevant domains in a Government or Non-Government project / programme.</li><li>• She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the center.</li></ul>	19,500/-	25-42 years

3	Para Legal Personnel / Lawyer (Woman) Contract basis	1	<ul style="list-style-type: none"> <li>In the absence of Legal Advisors provided by District Legal Services Authority, the legal counselling service 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> </ul>	20,000/-	25 - 42 years
4	Para Medical Personnel (Women) Contract basis	1	<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 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> </ul>	19,000/-	25-42 years
5	Psycho-social Counselor (Woman) Contract basis	1	<ul style="list-style-type: none"> <li>The service 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> </ul>	20,000/-	25-42 years
6	Office Assistant with computer knowledge (Woman) Contract basis	1	<ul style="list-style-type: none"> <li>The services 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> </ul>	19,000/-	25-42 years
7	Multi-purpose Staff / Cook (Woman) Contract basis	3	<ul style="list-style-type: none"> <li>The multi-purpose activity to any person who is literate with knowledge/ experience of working in the relevant domain. High School pass or Equivalent will be preferred.</li> </ul>	13,000/-	25-42 years
8	Security Guard/ Night Guard (Woman) Contract basis	3	<ul style="list-style-type: none"> <li>The services to any person having at least 2 years" experience of working as security personnel in a government or reputed organization at the district/ state level. She should preferably be retired military/ para-military personnel.</li> </ul>	15,000/-	25-42 years

The candidates (**FEMALE Only**) who desires to apply can download the application from above website <http://polavaram.ap.gov.in> and send/submit the filled application form along with attested Xerox copies of education qualifications, marks lists, experience certificate etc., to the District Women & Child Welfare & Empowerment Officer, Devipatnam Road, Beside Sub-Collector Office, Polavaram.district-533288 from 26-02-2026 to 15-03-2026 on or before 5.00 PM (In working days) directly or by Registered post. Applications arriving late will not be accepted. Only qualified short list candidates will be called for interview.

The Collector & District Magistrate / Chairman. Polavaram District reserves the right to cancel the notification at any time without assigning any reasons.

  
COLLECTOR & DISTRICT MAGISTRATE  
POLAVARAM DISTRICT

**పత్రిక ప్రకటన**

జిల్లా మహిళా మరియు శిశు సంక్షేమ మరియు సాధికారత కార్యాలయం పోలవరం జిల్లా వారి పరిధిలో మంజూరైన వన్ స్టాప్ సెంటర్ నందు పని చేయుటకు పూర్తి గా కాంట్రాక్ట్ పద్ధతి (coterminous with the scheme) ద్వారా క్రింది పేర్కొనిన పోస్టులకు సెలెక్షన్ కమిటీ ఛైర్మన్ శ్రీయుత జిల్లా కలెక్టర్ వారు ఒక సంవత్సర కాలము నకు పని చేయుటకు పూర్తి అర్హత గల మహిళా అభ్యర్థినిలు నుండి మాత్రమే ధరఖాస్తులు కొరబడుచున్నవి.

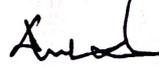
- Age limit for all posts 25 – 42 years as on 01-07-2026.(Age relaxation is provided as per Government rules in force)

**. Indicative Qualification of staff of One Stop Center under Mission Shakti**

S.No.	Name of the Post	No. of Posts	Qualifications	Remuneration per month	Age (as on 01.07.2026)
1	Central Administrator (Woman)	1	<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 women 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 local community so that local human resource and expertise is utilized for effective functioning of the center.</li> </ul>	34,000/-	25-42 years
2	Case Worker (Woman)	2	<ul style="list-style-type: none"> <li>• Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years' experience of working on women related relevant domains in a Government or Non-Government project/programme.</li> <li>• She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the center.</li> </ul>	19,500/-	25-42 years
3	Para Legal Personnel / Lawyer (Woman)	1	<ul style="list-style-type: none"> <li>• In the absence of Legal Advisors provided by District Legal Services Authority, the legal counselling service 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> </ul>	20,000/-	25 - 42 years
4	Para Medical Personne (Woman)	1	<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 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> </ul>	19,000/-	25-42 years

5	Psycho-social Counselor (Woman)	1	<ul style="list-style-type: none"> <li>The service 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> </ul>	20,000/-	25-42 years
6	Office Assistant with computer knowledge (Woman)	1	<ul style="list-style-type: none"> <li>The services 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> </ul>	19,000/-	25-42 years
7	Multi-purpose Staff/ Cook (Woman)	3	<ul style="list-style-type: none"> <li>The multi-purpose activity to any person who is literate with knowledge/ experience of working in the relevant domain. High School pass or Equivalent will be preferred.</li> </ul>	13,000/-	25-42 years
8	Security Guard/ Night Guard (Woman)	3	<ul style="list-style-type: none"> <li>The services could to any person having at least 2 years" experience of working as security personnel in a government or reputed organization at the district/ state level. She should preferably be retired military/ para-military personnel.</li> </ul>	15,000/-	25-42 years

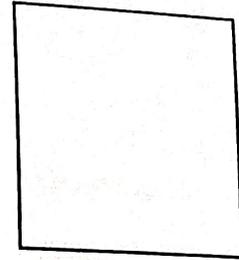
ఆసక్తి గల మహిళా అభ్యర్థినిలు (Female Only) డిస్ట్రిక్ట్ వెబ్ సైటు (<http://polavaram.ap.gov.in>) నుండి ధరఖాస్తు ( CV) డౌన్ లోడ్ చేసుకొని టర్మ్స్ ఆఫ్ రిఫరెన్స్ (TOR) ప్రకారం పూర్తి చేసి అన్నీ ద్వవ పత్రాలు నఖలు జత చేసి ది: 26.02.2026 నుండి 16.03.2026 లోపల కార్యాలయ పని దినములలో ( సాయంత్రం 5.00 గంటల లోపు ) జిల్లా మహిళా మరియు శిశు సంక్షేమ మరియు సాధికారిత అధికారిణి , దేవిపట్నం రోడ్. సబ్ కలెక్టర్ కార్యాలయం ప్రక్కన , పోలవరం జిల్లా Pin.No.533288 వారికి సమర్పించవలెను.

  
 కలెక్టరు మరియు జిల్లా మెజిస్ట్రేట్  
 పోలవరం జిల్లా

**ANNEXURE - B**  
**CURRICULUM VITAE(CV)**

Attested Photo

1 Proposed Position : \_\_\_\_\_  
Adhar No. : \_\_\_\_\_



2 Name of the Applicant : \_\_\_\_\_  
3 Father's Name : \_\_\_\_\_  
4 Husband's Name : \_\_\_\_\_  
5 Gender : \_\_\_\_\_  
6 Permanent Address : \_\_\_\_\_

7 Present Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

8 Native Mandal : \_\_\_\_\_  
9 Native District : \_\_\_\_\_  
10 Telephone/Mobile/Email : \_\_\_\_\_  
11 Date of Birth : \_\_\_\_\_

Age as on  
01.07.2026 :- \_\_\_\_\_ Yrs. \_\_\_\_\_ Months. (certificate  
must be enclosed)

12 Nationality : \_\_\_\_\_ Religion \_\_\_\_\_ Caste: \_\_\_\_\_

13 Education qualification (Graduation to Professional Qualification)

Sl.No.	Level Exam	Board/Institution	Year of passing	% Marks obtained	Remarks
1					
2					
2					
4					
5					

14 Membership of professional association (if any): \_\_\_\_\_

15 Other Training (Indicate significant training since degrees under 5-Education were obtained): \_\_\_\_\_

16 Work experience/Employment Record (Certificate must be enclosed) [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From	To	Period (Years & Months)	Employer	Positions held	Responsibility handled

**12. Computer skills (certificate must be enclosed):**

From (Year): \_\_\_\_\_ to (Year): \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Responsibility handled: \_\_\_\_\_

**17 Languages (for each language Indicate proficiency: good, fair, or poor in speaking, reading and Writing)**

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

**18 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: \_\_\_\_\_

**19 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature)