

Government of Telangana
Department of Women Development and Child Welfare
Office of the District Welfare Officer, WCD&SC, Hyderabad.
Recruitment Notification

Rc.No.2432/E/2016.

Dated: 5-10-2020

Applications are invited from the eligible candidates to work in Sishuvihar at Hyderabad on purely contract basis.

Sl.No.	Name of the Post	No. of Posts	Age As on 01.07.20	Eligibility Criteria	Salary/Remuneration payable per month
1	2	3	4	5	6
1	SAA Manager	08	25-35	MSW(Sociology)/Master degree in Psychology/ M.Sc. Home Science, 3 years' Experience in residential care and support to Children and Women	17,500/-
2	Social Workers	07	25-35	Degree/PG in Social Work PG Diploma in Psychology/ECCD 2 years' experience with Adoption issues	14,000/-
3	Nurse/ANM	06	25-35	Should be qualified medical personnel with relevant qualifications ANM etc.	9,000/-
4	Ayahs	23	25-50	10 th pass, Should have the experience of taking care of infants and children below 6 yrs.	6,000/-
5	Choukidars	01	25-50	10 th pass experienced person in plumbing, electric repairing, grass cutting etc. will be preferred	6,000/-
6	Accountant	01	21-35	Bachelor Degree in commerce and 4 yrs experience in Accounting finance etc.,	14,000/-
7	Ast.Cum Data Entry Operator	01	21-35	Bachelor Degree and DCA. 3 yrs experience	10,000/-

For detailed information regarding educational qualifications, experience, other eligibility criteria and prescribed application for the posts notified, log-on to <http://wcdw.tg.nic.in>. The eligible candidates should submit the application in full shape (along with true copies of prescribed certificates. Along with a Passport size Photo addressed to the District Welfare Officer, WCD&SC, first floor, Old Block, Collectorate Complex, Chirag Ali Lane, Nampalli Station Road, Hyderabad PIN: 500 001 on or before **26th OCTOBER 2020 5 PM.**

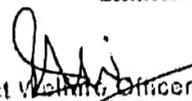
Name of the post should be written on envelop.

Application for each post should be submitted separately.

For any further information contact no. 040 23202355

This office reserves the right to add or delete posts and cancel the notification without assigning any reasons.

Sd/-
District Collector,
Chairman, District Selection Committee,
HYDERABAD.


 District Welfare Officer
 Women, Children,
 Disabled and Senior Citizens
 Hyderabad.

Job Description of the Staff of SAA

Job code	Name of the Position	Job Description /Responsibilities	Type of recruitment	Eligibility- Criteria	Salary per month	Age Specification
SAA-01	Manager/ coordinator	<ul style="list-style-type: none"> • The Manager/ Coordinator of the SAA would ensure effective functioning of the SAA as per the CARA guidelines and ensure that child protection programmes for children under 6 years of age are implemented effectively. • Coordinate with the local CWC. Regularly report to the SARA at the state level. • Periodically report about the progress of the children in the SAA to the Child Welfare Committee and DCPU. • Supervise the sponsorship & foster programme through regular monitoring of the progress as per the child's individual care plan and send periodic reports to the DCPS and CWC. • Prepare individual child care plans and child care options for children in the SAA. • She/he shall be responsible for ensuring effective institutional/ residential care services at the district level for the children placed in the SAA and all records are well maintained and updated as per CARA guidelines. 	Contractual	<ul style="list-style-type: none"> • Master of Social Work (MSW)/ Sociology Masters Degree in Psychology/ M.Sc. Home Science from recognized university • Should have atleast 3 years experience and knowledge of working on child protection issues including 1 year of overseeing institutions that provide residential care and support to women and children • Should have good rapport with the NGOs who run children's homes/ govt. departments in the district who are working on women and child related issues • Should have demonstrable Commitment to child concerns and communication skills both written & oral and ability to pursue the matters with all concerned. • Ability to work on a computer and capable is using MS - Office package (MS Word and Excel_ and also capable of using the internet 	17,500/-*	25-35 years

Job code	Name of the Position	Job Description / Responsibilities	Type of recruitment	Eligibility- Criteria	Salary per month	Age Specification
SAA-02	Social Worker cum Early Childhood Educator	<ul style="list-style-type: none"> The Social Worker will be responsible for coordinating field level activities with regard to adoption issues as well as the taking care of the ECE in the SAA, in the district. The Social Worker shall report to the Manager/ Coordinator of the SAA. 	Contractual	<ul style="list-style-type: none"> Should have a Bachelors/Post graduate in Social Work/ PG diploma in Psychology/ Early Childhood care and Development, from recognized university Should have at least 2 year experience and knowledge of working/child protection issues including 1 years of working with WDC&CW Dept. or an NGO on adoption issues will be an added advantage. Should have good rapport with the NGOs/ Govt. departments in the district who are working with children in conflict with law. Should have demonstrable Commitment to women and child concerns. Should have written & oral communication skills (ability to write and speak fluently English & Telugu). Ability to work on a computer and capable in using MS - Office package (MS Word and Excel) and also capable of using the internet. 	14,000/-*	25-35 years

Job code	Name of the Position	Job Description / Responsibilities	Type of recruitment	Eligibility- Criteria	Salary per month	Age Specification
SAA-03	Accountant	<ul style="list-style-type: none"> The Accountant shall maintain the Society accounts effectively in the implementation of ICPS. S/He shall also monitor budgets and update the ledgers/Cash books on a daily basis. 	Contractual	<p>EDUCATION QUALIFICATIONS & EXPERIENCE:</p> <ul style="list-style-type: none"> Should have a Bachelors Degree in Commerce /Finance (B.Com), only from recognized university. Should have at least 4 years experience and good/sound knowledge of maintaining accounts and related book keeping and IT laws. Knowledge of principles of accounting. Practical experience of maintaining accounts for 4 years is necessary. Ability to work on a computer and capable of using MS-Office package (MSWord and Excel), Computerized accounting packages like TALLY /WINGS and also capable of using the internet independently. 	14,000/-	21 to 35 years
SAA-04	Assistants cum Data Entry Operator	<p>The Assistants cum Data Entry Operators shall support the Program Manager & PO in work related data entry and other admin work.</p> <p>Provide documentation support in and out of office (during workshops/seminars).</p> <p>Support the Accounts Officer in documentation support and also in the works entrusted from time-to-time.</p>	Contractual	<p>EDUCATION QUALIFICATIONS & EXPERIENCE:</p> <ul style="list-style-type: none"> Preferably having a Bachelors Degree in any discipline and a Diploma in Computer Application. [20 points for higher qualifications and 20 points for marks obtained in B. Com]. Should have at least 2 years experience of working as a Data Entry operator Knowledge and experience of doing admin work and file management and other office works. 	10,000/-	21 to 35 years

Job code	Name of the Position	Job Description / Responsibilities	Type of recruitment	Eligibility- Criteria	Salary per month	Age Specification
SAA-05	Nurse (Women)	<ul style="list-style-type: none"> • Providing medical assistance/ care to the children in the SAA. 	Contractual	<ul style="list-style-type: none"> • Should be qualified medical personnel. • With relevant qualifications ANM etc. 	'9,000/- conditions apply	25 to 35 years
SAA-06	Ayahs (Women)	<ul style="list-style-type: none"> • Care and Protection of the children allotted with dedication. • Motherly care of the children. • Maintenance of Hygienic condition at SAA. • Maintenance of self Hygiene 	Contractual	<ul style="list-style-type: none"> • Should have the experience of taking care of infants and children below 6 years. • The education qualification should be 10th or intermediate. 	6,000/-	25 - 50 years
SAA-07	Chowkidar	<ul style="list-style-type: none"> • Secures premises and personnel by patrolling property. • Monitoring Surveillance equipment. • Inspecting buildings, equipment and access point. • Permitting entry, obtain help by sounding alarms. 	Contractual	<ul style="list-style-type: none"> • 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. 	6,000/-	25-50 years