

Government of Telangana
Dept., of Women, Children, Disabled & Sr.citizen :: Medchal –Malkajgiri

Recruitment Notification

Shishu Vihar :: Medchal-Malkajgiri district


This office invites applications from eligible persons for the following contractual positions:-

Sl. No.	Designation	Eligibility	No. of posts	Age	Remunerati on
1	SAA Manager/ Coordinator	MSW/ Sociology, Master Degree in Psychology, MSC home science Exp: 3 years in relevant field	6	25-35	17,500/-
2	Social Workers cum Early Childhood Educator	Degree or PG in Social work, PG diploma Psychology/ECCD Exp: 2yrs in relevant field	5	25-35	14,000/-
3	Nurse (Women)	Qualified Medical personal with relevant qualification ANM Etc.,	5	25-35	9,000/-
4	Accountant	Bachelor degree in commerce or finance Exp : 4 years	1	21-35	14,000
5	Asst. cum Data Entry Operator	Bachelor degree and DCA Exp: 2 yrs	1	21-35	10,000
6	Ayahs (women)	SSC / Intermediate Experience to take care of infants and 0-6 yr children	18	25-50	6,000/-
7	Chowkidars	Committed and agile person with no past record of moral turpitude and a person who does not have any habits like drinking alcohol, Chewing gutka etc.,	6	25-50	6,000/-

For information about the required qualifications, eligibility criteria and the prescribed application for positions announced log-on to <http://wcdw.tg.nic.in>. Eligible candidates submit the application at District welfare Officer, WCDSC, 'B'-block, Collectorate Complex, Keesara, Medchal-Malkajgiri district on or before 30th September 2020. Priority to Medchal-Malkajgiri district local candidates.

The office reserves the right to cancel the NOTIFICATION without assigning any reasons.

Sd/-
District Collector
Chairman of District Selection Committee
Medchal-Malkajgiri Dist.


District Welfare Officer,
Wcd&Sc Dept.,
Medchal-Malkajgiri Dist.

Job Description & Eligibility Criteria of the Staff

Job code	Name of the Position	Job Description /Responsibilities	Type of recruitment	Eligibility- Criteria	Salary per month	Age Specification
SAA- 01	Manager/ coordinator	<p>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.</p> <p>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.</p> <p>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.</p> <p>Prepare individual child care plans and child care options for children in the SAA.</p> <p>She/he shall be responsible for ensuring effective institutional/ residential care services at the district level for the</p>	Contractual	<p>Master of Social Work (MSW)/ Sociology Masters Degree in Psychology/ M.Sc. Home Science from recognized university</p> <p>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</p> <p>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</p> <p>Should have demonstrable Commitment to child concerns and communication skills both written & oral and ability to pursue the matters with all concerned.</p> <p>Ability to work on a computer and capable is using MS – Office package</p>	17,500/-*	25-35 years

		children placed in the SAA and all records are well maintained and updated as per CARA guidelines.		(MS Word and Excel_ and also capable of using the internet		
SAA- 02	Social Worker cum Early Childhood Educator	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	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 WD&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

SAA-03	Nurse (Women)	Providing medical assistance/ care to the children in the SAA.	Contractual	Should be qualified medical personnel. With relevant qualifications ANM etc.	`9,000/-* * conditions apply	25 to 35 years
SAA-04	Doctor (Part time)	Visit SAA on daily basis and checkup all the children. Attending to health of children whenever there is need and emergency.	Contractual	Should be medical Doctor having completed a minimum of MBBS and has been practicing. Specialization in pediatric medicine necessary. Should be able to give time to the SAA on regular basis and in emergency situations.	7,500/- * *	35 – 50 years (Age relaxation shall be allowed)
SAA-05	Ayahs (Women)	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	Should have the experience of taking care of infants and children below 6 years. The education qualification should be 10 th or intermediate.	6,000/-* *	25 – 50 years
SAA-06	Chowkidar	Secures premises and personnel by patrolling property. Monitoring Surveillance equipment. Inspecting buildings, equipment and access point. Permitting entry, obtain help by sounding alarms.	Contractual	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

Accountant

Sl. No:	Name of the Position	Job Description /Responsibilities	Type of recruitment	No. of positions available	Eligibility - Criteria	Age Specification
8	Accountant	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	1	<p><u>EDUCATION</u> <u>QUALIFICATIONS &</u> <u>EXPERIENCE:</u></p> <p>(a) Should have a Bachelors Degree in Commerce /Finance (B.Com), only from recognized university.</p> <p>(b) 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.</p> <p>(c) 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.</p>	21 to 35 years

Assistant cum DEO

Sl. No:	Name of the Position	Job Description /Responsibilities	Type of recruitment	No. of positions available	Eligibility-Criteria	Age Specification
9	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><u>EDUCATION QUALIFICATIONS & EXPERIENCE:</u></p> <p>(a) 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].</p> <p>(b) Should have at least 2 years experience of working as a Data Entry operator</p> <p>(c) Knowledge and experience of doing admin work and file management and other office works.</p>	21 to 35 years