

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

**RECRUITMENT NOTIFICATION No.56145/2023/SA, #Approved Dt.#**

The District Women & Child Welfare & Empowerment Officer, Visakhapatnam District invites the applications for post of **District coordinator** from the eligible candidates with required qualifications to work in the District Project Management Unit (DPMU) under Poshan Abhiyan 2.0 on Contract basis. The post details are furnished below:

S.No.	Name of the Post	No.of Posts	Place of work	Roster Point	Remuneration per month in Rs.
1	District Coordinator	01	Visakhapatnam	Open Competition	30,000/-

**Qualifications Required:**

1. Graduate or Certification/Diploma in Computer Science or IT
2. At least 2 years experience in application maintenance & support
3. Age between 25-42 years as on 01-07-2023
4. Good oral & written communication in local language.
5. Computer literacy must.
6. Willingness to travel a must.
7. Mandatorily local candidates should be engaged

The candidates desiring to apply can download the application from above website <http://visakhapatnam.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, 2<sup>nd</sup> floor, Sector-9, MVP Colony Visakhapatnam-530017 from **06-11.2023** to **15-11.2023** on or before 5.00 PM (In working days) directly or by Registered post. Applications will not be accepted after due date. Only qualified short list candidates will be called for interview.

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

Dr.A.Mallikarjuna IAS  
**COLLECTOR & DISTRICT MAGISTRATE  
VISAKHAPATNAM DISTRICT**

**ESSENTIAL QUALIFICATION AND EXPERIENCE BOTIFIED BY MWCD, GOI**

<b>Position</b>	<b>Consolidated Remuneration</b>	<b>Essential Qualification &amp; Experience</b>	<b>Desirable</b>	<b>Scope Work</b>
<b>District Coordinator</b> <b>District Level</b> Age 25-42 years as on 01.07.2023	Rs.30,000/-per month	<ul style="list-style-type: none"> <li>• Graduate or Certification /Diploma in Computer Science or IT</li> <li>• At least 2 years experience in application maintenance &amp; support.</li> <li>• Good oral &amp; written communication in local language.</li> <li>• Computer literacy must.</li> <li>• Willingness to travel a must.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 years experience in application Maintenance &amp; Support</li> <li>• Formal training on IT/ computer</li> <li>• Experience working with technology and software application support</li> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Great attention to detail &amp; Problem solving skills</li> </ul>	1.Supporting Training of Blocks helpdesk in ICT-RTM 2.Supervise Block helpdesk 3.Support District Level ICDS officials on usage of CAS system 4.Esclate issues as needed 5.Logging and managing issues in the Issue Tracker application (CAS application) 6.Provide general application support i.e, solve issues escalated from Block level in regard to mobile application, web application or reporting 7.Extend help for lost / stolen phones 8.Monitor worker activity reports 9.Followup on actions from activity reports 10.Any other tasks that may be assigned by the Commissioner/Director / DW&CW&EO

**SELECTION PROCESS**

<b>S.No.</b>	<b>Name of the Post</b>	<b>Parameter for (100 Marks)</b>	<b>Criteria</b>	<b>Marks to be awarded</b>	
<b>1</b>	<b>District Coordinator</b>	Weightage for acquiring Graduate or Certification/ Diploma in Computer Science or IT <b>(50 marks-Max)</b>	if applicant secured <b>50-59%</b> marks	30	
			if applicant secured <b>60-69%</b> marks	40	
			if applicant secured <b>70% and above</b> marks	50	
<b>2</b>		Experience in application maintenance & Support <b>(40 Marks- Max)</b>	If applicant having <b>2 years</b> experience	20	
			If applicant having <b>3 years</b> experience	30	
			If applicant having <b>above 4 years</b> experience	40	
<b>3</b>			Marks for Oral Interview <b>(10 marks - Max)</b>	Based on the performance of oral interview conducted by the DLSC - 10 marks Max. (each member Max.2 Marks)	10

Dr.A.Mallikarjuna IAS  
**COLLECTOR & DISTRICT MAGISTRATE**  
**VISAKHAPATNAM DISTRICT**

## CURRICULAM VITAE (CV)

PHOTO

1. **Position Name:** *District Coordinator*
2. **Name of the candidate:** \_\_\_\_\_
3. **Father's Name:** \_\_\_\_\_
4. **Address for correspondence:** \_\_\_\_\_  
\_\_\_\_\_
5. **Telephone/Mobile/E-mail:** \_\_\_\_\_
6. **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age as on 01.07.2023 :-** \_\_\_\_\_ Yrs.  
Months. (certificate must be enclosed)
7. **Caste & Category:** \_\_\_\_\_ (Certificate must be enclosed)
8. **Education:** (Certificates must be enclosed (provisional and Marks memos etc.)

S.No	Level Exam	Year of Passing	Place of study Town & District	Name of the Schools/ Board/ Institution	Maximum Marks	% of marks obtained
1	4 <sup>th</sup> Class				-	-
2	5 <sup>th</sup> Class				-	-
3	6 <sup>th</sup> Class				-	-
4	7 <sup>th</sup> Class				-	-
5	8 <sup>th</sup> Class				-	-
6	9 <sup>th</sup> Class				-	-
7	10 <sup>th</sup> Class					
8	Inter					
9	Degree					
10	PG					
11						
12						
13						
14						
15						

- 9 **Membership of Professional Associations (if any):** \_\_\_\_\_
- \_\_\_\_\_

**10. Other Training** [Indicate significant training since degrees under 5 - Education were obtained]:

**11. 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 (Yr & Mth)	Employer	Positions held	Responsibility handled

**11A. The applicant should submit the bank A/c statement which His/Her salary credited and bank account details of Employer.**

S.No	From	To	Name of the Company applicant worked & Company Bank A/c Details	Positions held	Salary per month	Amount credited Bank A/c Details

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

**13. Languages known** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

**14. 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 or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**Certification:**

I, the undersigned, 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.

\_\_\_\_\_  
[Signature] Date: \_\_\_\_\_  
Day/ Month/ Year