

GOVERNMENT OF ANDHRA PRADESH
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT

From
Smt.K.Praveena, M.Sc.,
Dist.Women & Child welfare &
Empowerment Officer,
Dist.Women & Child Dev.Agency,
Kakinada District, Kakinada

To
The District Informatics officer,
NIC, Kakinada District,
Kakinda

Lr.No.272/A/2023 Dt. .11.2023

Sir

Sub: WD&CW Dept. – O/o Dist.Women & Child Welfare & Empowerment Officer,
DW&CDA, Kakinada – District Child Protection Unit – Specialized Adoption
agency, Kakinada – Filling up vacancy posts in Specialized Adoption Agency,
Kakinada in Kakinada District – To place in the NIC Notice board for calling
applications for contractual posts from 30.11.2023 to 09.12.2023 (10 days) -
Request – Regarding.

Ref: 1.Approval Note File No.272/A/2023, dt.20.11.2023 of the Collector & District
Magistrate, Kakinada District, Kakinada

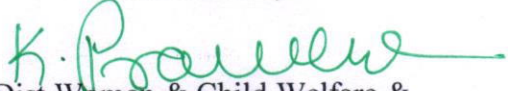
((SS))

With reference to the above, I herewith enclosed the Notification for calling of
application on contractual posts, qualifications and application form (CV) have been approved
by the District Collector/Chairman of the Selection Committee, Kakinada.

Hence, I request to see that the enclosed matter may publish/ place in the NIC Notice
board from 30 .11.2023 to 09.12.2023 (10 days) for public purpose.

Thanking you sir,

Yours faithfully


Dist.Women & Child Welfare &
Empowerment Officer,
DW&CDA, Kakinada
Kakinada District

Encl: 1.Pathrika Prakatana
2.CV & TORs

SK
29/11/2023

Copy Submitted to the Collector and District Magistrate, Kakinada District, Kakinada for kind
information

Application Form

Position Applied For: _____

[1] PERSONAL INFORMATION:

Name _____

Residential Address: _____

Phone Number: _____ Mobile Number: _____

Email id: _____

Sex: Female Male

Date of Birth:

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Age as on 01.07.2023: _____

Nationality and Religion: _____

Whether the candidate belongs to S.C. or S.T. or B.C. if so particulars: _____

Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offence?
Yes _____ No _____

If yes particulars thereof and present status: _____

Have you been associated with any organization that has been blacklisted OR has been proved of financial fraud ? Yes _____ No _____

If yes, please explain:

What date are you available to start work? _____

[2] EDUCATION INFORMATION: Please give details of your education track record (from high school to PG)

Sl. No.	Qualifications (Degree/PG) with specialization	Name of the College/University	Degree	Period (from -to)	% of Marks scored

0 Highlight Trainings you have attended (list only the trainings that are related to women & child protection)

Topic of Training	Training organized by – venue	Duration of the training

[3] EMPLOYMENT HISTORY : [Give details of the last 3 postings]

Name of the Organisation	Position held / Designation	Period (from-to)	Address Phone: Email:	Job Responsibilities	Last Salary drawn	Reasons for Leaving

Total no. of years employment experience _____

Work experience in collaboration with NGO/Govt.. depts./agencies if any

Position held / Designation	Name of the Project /Program	Name of the Organisation / Dept../Agency partnered with.	Duration of such collaboration/partnership

May We Contact Your Present Employer? Yes _____ No _____

Computer Skills: How do you rate yourself.

Skill in using the computer	Excellent/ Good / Average /No experience
Skill in using the MS-Word, MS-Excel & Power point.	Excellent/ Good / Average /No experience
Skill in using the using the internet	Excellent/ Good / Average /No experience

Skills and Competencies you have that would benefit the program here:

i. _____

ii _____

iii _____

Your Achievements in the area of women and child protection: _____

Awards/Citations received: _____

References: (Please give details of two references)

(1) Name/Title Address & Phone no: _____

Relationship with referee: _____

(2) Name/Title Address & Phone no: _____

Relationship with referee: _____

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Signature _____

Date _____