

**Office of the Chief Electoral Officer,**  
Union Territory of Jammu and Kashmir  
**Nirvachan Bhawan, Railhead Complex, Jammu**  
\*\*\*\*\*

**Subject:- Appointment of 10 Data Entry Operators in the Election Department (Chief Electoral Officer's Office J&K).**

**Reference: - Letter No: JKSSB-Scry/19/2023-03(E-7325564) dated 19-01-2024 from J&K Service Selection Board.**

**Order No: CEO/Estt/ 2024/80**  
**Dated: 29-02-2024**

On the recommendation of the J&K Service Selection Board, sanction is hereby accorded to the appointment of 10 candidates enclosed as per annexure "A" as Data Entry Operators in the Election Department (Chief Electoral Officer's Office J&K), UT Cadre in the Pay Level -2 (19900-63200).

The appointees shall report in the office of Chief Electoral Officer, J&K Nirvachan Bhawan, Rail Head Complex, Jammu within a period of twenty one (21) days from the date of issuance of this order and such candidates who fail to join within the stipulated time, shall forego their right to appointment and the same shall be deemed to have been cancelled ab-initio without any further notice.

The appointees shall be allowed to join only on the production of following certificates (in original) to be verified subsequently:-

1. Academic/Qualification Certificates.
2. Matriculation/Date of Birth Certificate.
3. Health Certificate from the concerned Chief Medical Officer of the District.
4. Domicile Certificate issued by Competent Authority.
5. Valid relevant Category Certificate, if any applicable

The appointment of all candidates mentioned as per Annexure "A" shall further be subject to the following conditions:-

- (a) Each appointee shall give an Undertaking in the shape of an Affidavit to the affect that if on verification, his/her qualification/date of birth/reserved category certificate from the concerned issuing authorities is found fake/forged, his/her appointment as Data Entry Operator in the J&K Election Department (Subordinate Service) shall be deemed to have been cancelled ab-initio and the legal action as warranted under rules shall be initiated against him/her.
- (b) That if the candidate has taken loan for self employment from DIC/Employment Department, to be ascertained from District Industries Centre (DIC) and District Employment and Counseling Centre of the Domicile district, he/she shall relinquish the proprietorship of the unit /enterprise and also stakes, if any, in such self employment unit/enterprise before joining the Government Service. He/she shall be required to repay the entire loan liability in the suitable EMIs to be worked out by DDO concerned from his/her salary. DDO concerned shall obtain an affidavit from the concerned appointee regarding both relinquishment of proprietorship and stakes, if any, in such a self employment unit/enterprise and recovery to be made and also personally monitor its recovery.
- (c) The salary of the appointees shall not be drawn and disbursed to them unless the satisfactory report in respect of genuineness of Qualification/Date of Birth/Relevant Category Certificate is received from the concerned Authorities/Agency.
- (d) The appointees shall be initially on probation for a period of two years.
- (e) The appointment of the candidates shall be governed by the "New Pension Scheme" as notified vide SRO-400 of 2009 dated 24-12-2009.
- (f) The inter-se-seniority of the appointees in the J&K Election Department (Subordinate Service) shall be determined as per the J&K Civil Service (Classification, Control and Appeal) Rules, 1956.
- (g) The appointment of all the appointees mentioned in the Annexure "A" shall be subject to outcome of writ petition(s), if any pending before Competent Court of law.

**No: CEO-Estt06F/25/2023-1/4240-48**  
**Dated:- 29-02-2024**  
**DIP/J-15601/23**  
**Dated:- 01/03/2024**

**Sd/-**  
**(Pandurang K. Pole) IAS**  
**Chief Electoral officer**  
**J&K, Jammu**

**Annexure "A" to order No: CEO/Estt/2024/80**  
**Dated:- 29-02-2024**

| S.No | Name of the appointee S/Sh/Mrs. | Parentage S/Sh. | Address  | Category |
|------|---------------------------------|-----------------|--|----------|
| 1.   | Vikram Kumar                    | Kasturi Lal     | H.No 101,W.No 04 Dangri Lower Rajouri-185132               | PSP      |
| 2.   | Tarun Shamra                    | Narinder Kumar  | W.No. 02, Sehar, Kathua-184104                             | OM       |
| 3.   | Rajat Gupta                     | Vinod Kumar     | Matto, Khour Jammu-181203                                  | ALC/IB   |
| 4.   | Harish Chander                  | Sham Lal        | Surjan, Bani, Kathua-184206                                | ST       |
| 5.   | Mudasir Ahmad Wani              | Gh. Mohd Wani   | H.No. 906, Wani Mohalla, Khanpora Wakura, Ganderbal-193501 | RBA      |
| 6.   | Mukesh Rana                     | Puran Chand     | H.No.106, Ramgarh, Kamore, Samba-181141                    | SC       |
| 7.   | Manik Sharma                    | Rajesh Sharma   | H.No 51, lane No.1 Patoli, Mangotrain, Jammu-180007        | OM/EWS   |
| 8.   | Amit Kumar                      | Des Raj         | Chatha Farm, Satwari Jammu-181101                          | SC       |
| 9.   | Anushika Sharma                 | Rajesh Sharma   | H.No 51 Patoli Mangotrian Jammu-180007                     | EWS      |
| 10.  | Hussam ud Din                   | Salam Ud Din    | Ajas Bandipora -193502                                     | ST       |

**Sd/-**  
**Special Secretary,**  
**O/o Chief Electoral Officer,**  
**J&K, Jammu**

**OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER**  
**POSHAN AKHNOOR**

**Advertisement Notice No :- 03 of 2024**  
**Dated :- 27/02/2024**

In pursuance to the Govt. Order No :- 222-JK(SVD) of 2022, dated : 30.11.2022 & order regarding clarification of Sahayikas recruitment Vide No. SMD/ICDS/Recruitment/2022-23/21349-72 Dated:- 14.07.2023. The applications forms enclosed are invited from the eligible female candidates for engagement as **Sahayikas(Anganwadi Helpers)** in Anganwadi Centres of Poshan (ICDS) Project Akhnoor, on honorarium basis.

| S.NO | NAME OF THE DISTRICT | NAME OF THE PROJECT | NAME OF PANCHAYAT/MUNICIPALITY WARD | VACANCY OF ANGANWADI HELPERS |             |
|------|----------------------|---------------------|-------------------------------------|------------------------------|-------------|
|      |                      |                     |                                     | NO. OF PANCH WARD/ M.WARD    | NAME OF AWC |
| 1    | JAMMU                | AKHNOOR             | Barul                               | W.No 3                       | Gadgal      |

**CRITERIA FOR SELECTION OF SAHAYIKAS (ANGANWADI HELPERS)**

1. Women candidates in the age group of 18-37 years as on 01-01-2024 shall be considered for the post.
2. The candidate should be a domicile of the UT of J&K.
3. The selection of Sahayikas(AWW) shall be restricted to the electoral ward where Anganwadi Centre is located.
4. Minimum qualification for Sahayikas shall be Matriculation.
5. In case no matriculate candidate is available in the ward, candidates with qualification not less than 8<sup>th</sup> standard shall be considered.
6. Married candidate shall be preferred and in case no married candidate is there in the electoral ward only than unmarried candidate shall be considered.

**Documents to be Attached:- (Self Attested)**

- a. Copy of Domicile certificate.
- b. Academic qualification certificates from recognized university/Board.
- c. Copy of Aadhar Card.
- d. Copy of Voter Card.
- e. Copy of Ration Card.
- f. Copy of Date of birth Certificate.
- g. Copy of Death Certificate of Husband. (In case of widow) in case of Sahayikas.
- h. Copy of Divorce Certificate. (In case of divorcee) in case of Sahayikas.
- i. Ward certificate/Certified copy of the latest voter list as proof of residence. (Certified by the BDO/EO Municipality concerned)
- j. Unmarried Certificate by the concerned Tehsildar (In case the name of the candidate appears in Voter list along with her parents)
- k. Affidavit (Annexure 'B' ) in the prescribed format duly attested by Judicial Magistrate.

**HOW TO APPLY:** The application forms complete in all respects as per the Performa given in Annexure "A" of this notice along with all the requisite documents as mentioned should be submitted in the **Office of the Child Development Project Officer Akhnoor, Manda Road, Opposite, LIC office, Akhnoor** by hand during working hours against the proper receipt. The incomplete forms shall be rejected without any clarification/notice and the candidates shall have no right to claim for candidature.

**This Office/Poshan Department reserve the right to increase/decrease/withdraw/cancel the advertised vacancy/vacancies at any point of time on the departmental requirement before the selection process.**

**Document Verification**

The shortlisted candidate once contacted by the office of the undersigned, shall be required to appear before the Document Verification committee along with all original documents whose copies have been attached with the application form within a week after the last date of application forms.

**Important Details In regard to the application:-**

1. Annexure 'A' - Application Performa.
2. Annexure 'B' - Affidavit.
3. Date of commencement for submission of Application Forms : **04.03.2024**
4. Last date for submission of Application Forms : **18.03.2024**
5. No application forms shall be accepted after the last date i.e. : **18.03.2024**

**No. CDPO/A/817-826 /2024**  
**Date:- 27.02.2024**

**Sd/-**  
**Child Development Project Officer**  
**Poshan, Akhnoor**

**DIP/J-15583/23**  
**Dated:- 01/03/2024**

**ANNEXURE A**

**APPLICATION FOR THE POST OF SANGINI(AWW)/SAHAYIKA(AWH)**

1. Name of the District :-
2. Name of the Project:-
3. Name of Panchayat/Municipality:-
4. Name of the Anganwadi Centre for which applying:-
5. Name of Candidate( in Block Letter) :-
6. Contact No :- email id :-
7. Father's Name (in Block Letter):-
8. Marital Status:- (Married/UnMarried)
9. Husband's name:- (If married)
10. Whether belonging to the family of retired AWW/AWH:- (Yes/No)
11. Date of Birth:-

Self  
Attested  
Photograph

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

12. Age as on 01.01.2023 (In years and months):-
13. Place of Permanent Residence (with Ward Number, House Number, Mohalla/Locality, Panchayatetc):-

14. Address for correspondence:-

15. Academic Qualification:-

| S.No | Exam Passed            | Board/University | Year of Passing | Marks obtained | Max Marks | %age |
|------|------------------------|------------------|-----------------|----------------|-----------|------|
| 1.   | Matric                 |                  |                 |                |           |      |
| 2.   | 12 <sup>th</sup> class |                  |                 |                |           |      |
| 3.   | Graduation             |                  |                 |                |           |      |

Signature of Applicant

**ANNEXURE B**

**Affidavit**

I \_\_\_\_\_ D/o/w/o/wd/o \_\_\_\_\_ do hereby solemnly affirm as under:

1. That I belong to the Ward no. \_\_\_\_\_ Panchayat \_\_\_\_\_ for which application of Sangini(AWW)is invited.
2. That no forged/fake documents have been enclosed with the application form.
3. That if at any later stage, it is found that I am in possession of qualification higher than the prescribed qualification, my engagement shall be liable for cancellation without any notice.
4. That the contents of the application given above are correct and true to the best of my knowledge and belief.
5. In case above statement is found incorrect, the selection committee shall have the right to reject the application form without any notice and further in case under any circumstances I change my residence (physical) outside the Panchayat/Municipal Ward (whichever applicable) the department shall have the right to terminate my services.

Date:- \_\_\_\_\_

Signature of Applicant



**UNION TERRITORY OF JAMMU & KASHMIR**  
**CHILD DEVELOPMENT PROJECT OFFICER, KOT-BHALWAL DIST. JAMMU**  
E-Mail Id: cdpo.kotbhalwal@gmail.com

**ADVERTISEMENT NOTICE, 06KB of 2023**  
**Dated: 26-02-2024**

Sub: Recruitment of Sangini (Anganwadi Worker) and Sahayika (Anganwadi Helper) in the Anganwadi Centres of Poshan Project Kot Bhalwal on "Honorarium basis" under 3<sup>rd</sup> Phase

Ref 1) Govt. Order no 222-JK (SWD) of 2022, Dated 30-11-2022  
2) Order no 103-JK(SWD) of 2023 dated 28-04-2023  
3) Mission Director, Poshan J&K, Order No:MD/Poshan/Estt/6215-18 Dated: 21/02/2024

Applications on prescribed proforma are hereby invited from the eligible female candidates belonging to the electoral Panch/MC Wards, as mentioned in annexure A(I,II)for filling up of the posts of Sangini (Anganwadi Worker) and Sahayika (Anganwadi Helper) in the Anganwadi Centres of Poshan Project Kot Bhalwalon "Honorarium basis"Under Phase

**Details of the vacancies of Sangini (AWW) and SahayikaAWH:**

| Sr. No. | Name of Project | Name of Post                | No. of Posts |
|---------|-----------------|-----------------------------|--------------|
| 1       | Kot Bhalwal     | Sangini (Anganwadi Worker)  | 05           |
|         |                 | Sahayika (Anganwadi Helper) | 07           |
|         |                 | <b>Total</b>                | <b>12</b>    |

**Important dates/details with regard to the posts are as under:**

1. Date of commencement of submission of application form 01/03/2024
2. Last date for submission of Application form 15-03-2024
3. Annexure-A(I,II)Vacancy, Name of the post, Location/Ward of Sangini /Sahayika
4. Annexure-B, Application Form for the post of Sangini /Sahayika
5. Annexure-C, Qualification & selection criteria for Sangini /Sahayika and Document Verification
6. Annexure-D, affidavit

The applications along with required documents shall be received in the Office of undersigned i.e the Child Development Project Officer, Poshan ProjectKot Bhalwal by or before 15.03.2024upto 04:00 PM, against proper receipt.

**No: CDPO/KB/Adv//2024/**  
**CHILD DEVELOPMENT PROJECT OFFICER**  
**POSHAN PROJECT KOT BHALWAL**

**DIP/J-15587/23**  
**Dt. 01-03-24**

**Annexure-A-I,**  
**Detail of Vacant Posts of Sangini along with name and location of AWC.**

| S.No | NAME OF THE PROJECT | NAME OF PANCHAYAT/ MUNICIPALITY WARD | VACANCY OF ANGANWADI WORKERS |               |
|------|---------------------|--------------------------------------|------------------------------|---------------|
|      |                     |                                      | NO. OF PANCH WARD/ M.WARD    | NAME OF AWC   |
| 1    | Kot Bhalwal         | Showa                                | 03                           | Nargara       |
| 2    | Kot Bhalwal         | MC Ward                              | 60                           | Buta Nagar A  |
| 3    | Kot Bhalwal         | MC Ward                              | 41                           | Pata B        |
| 4    | Kot Bhalwal         | Ghari                                | 02                           | Ghari A       |
| 5    | Kot Bhalwal         | MC Ward                              | 67                           | Lower Muthi B |

**ANNEXURE 'A' (II)**  
**Detail of Vacant Posts of Sahayikas along with name and location of AWC.**

| S.NO | NAME OF THE PROJECT | NAME OF PANCHAYAT/ MUNICIPALITY WARD | VACANCY OF ANGANWADI HELPERS |                     |
|------|---------------------|--------------------------------------|------------------------------|---------------------|
|      |                     |                                      | NO. OF PANCH WARD/ M.WARD    | NAME OF AWC         |
| 1    | Kot Bhalwal         | MC Ward                              | 66                           | Suryavanshi Nagar C |
| 2    | Kot Bhalwal         | MC Ward                              | 64                           | ChakChangarwan      |
| 3    | Kot Bhalwal         | Showa                                | 08                           | SukhaGrainit        |
| 4    | Kot Bhalwal         | MC Ward                              | 64                           | Durga Nagar F       |
| 5    | Kot Bhalwal         | Kangraii                             | 05                           | Deharwan            |
| 6    | Kot Bhalwal         | Upper Bhalwal A                      | 07                           | Karwanda B          |
| 7    | Kot Bhalwal         | Showa                                | 03                           | Nargara             |

**CHILD DEVELOPMENT PROJECT OFFICER**  
**POSHAN PROJECT KOT BHALWAL**

**ANNEXURE-B**

Name of Poshan Project.....

Name of AWC .....Post applied for .....

| Name of Panch ward/ MC Ward | Panch ward/ MC Ward No | Date of Birth | DD | MM | YYYY | Age as on 01-01-2023 | DD | MM | YYYY |
|-----------------------------|------------------------|---------------|----|----|------|----------------------|----|----|------|
|-----------------------------|------------------------|---------------|----|----|------|----------------------|----|----|------|

Name of Candidate.....Marital Status.....

Fathers Name..... Husband's Name .....

Residential address.....

Panchayat..... Ward..... Contact no.....

**Educational Qualifications:**

| S.no | Examination Passed | Board/School | Year of Passing | Marks obtained | Max Marks | %age |
|------|--------------------|--------------|-----------------|----------------|-----------|------|
| 01   | 8th                |              |                 |                |           |      |
| 02   | 10th               |              |                 |                |           |      |
| 03   | 12th               |              |                 |                |           |      |

Does the Candidate belong to the family of retired AWW/AWH Yes..... No.....

Documents attached:

Undertaking

Signature of Candidate

I..... D/O/W/O..... do hereby certify that the contents of the application given above are correct and true to the best of my knowledge. In case any of the above content is found incorrect, the selection committee shall have the right to reject my application and similarly revoke my engagement order.

Signature of Candidate

Received application form from Ms ..... D/O/W/O..... today on.....for the post of.....

**Acknowledgement**

Signature of Dealing Assistant

**ANNEXURE -C**

**Criteria for Selection of Sangini (Anganwadi Workers):**

- a. Women candidates in the age group of 18-37 years shall be considered for the post.
- b. The candidate should be a domicile of the UT of J&K.
- c. The candidate should be a resident of the Electoral Ward where AWC is located. Name in the voter list for the ward shall be considered as proof of residence of the candidate. In case the name of the candidate appears in the voter list along with her parents, then she must provide certificate of being unmarried issued by the concerned Tehsildar. Wherever there is any dispute as to residence for any reason, then a residence proof certifying the ward of residence from the concerned SDM/ACR shall be considered.
- d. Minimum Education qualification should be 10+2 pass and maximum graduation. In case no 10+2 pass candidate is available in the ward, 10+2 pass candidate from the adjoining ward shall be considered which would require prior approval of Mission Director, Mission Poshan.
- e. In case suitable candidate is not available from adjoining Ward, candidate from the nearest Ward within the Panchayat can be considered subject to the approval of the MD, Mission Poshan.
- f. Weightage shall be given on the basis of marks obtained in 10+2 and selection shall be done purely on merit basis &no other criteria to be considered.
- g. In case eligible candidate is available within the family of retired AWW, the said candidate shall qualify for additional two percent points.
- h. In case of tie in merit of eligible candidate, candidate with higher age will be preferred.
- i. Candidates with qualification higher than graduation shall not be considered.
- j. All other terms and conditions as notified in HR Policy notified vide Govt Order no 222-JK(SWD) of 2022, dated 30-11-2022, read with Govt order no 103-JK(SWD) of 2023 dated 28-04-2023 shall apply.

**Self-attested copies of the documents to be attachedwith the application form of Sangini (Anganwadi Worker)**

1. Educational Qualification with marks card of class 12th
2. Domicile Certificate.
3. Copy of Voter list of ward.
4. Date of Birth Certificate.
5. Unmarried Certificate from Concerned Tehsildar, if the name of the candidate appears in the voter list along with her parents.
6. If candidate belongs to family of retired AWW then copy of the e-ration card.
7. Non employment Certificate from a Gazetted Officer.
8. Self-Addressed envelope with postage stamp of Rs 5/-.

**Criteria for Selection of SAHAYIKA (Anganwadi Helper)**

- a) The Selection of Helper shall be restricted to the electoral ward where the Anganwadi Centre is located i.eThe candidate should be a resident of the Electoral Ward where AWC is located.
- b) Women candidates in the age group of 18-37 years shall be considered for the post.
- c) The candidate should be a domicile of the UT of J&K.
- d) Minimum qualification for Anganwadi Helper shall be Matriculation.
- e) In case no matriculate Candidate is available in the ward, candidate with qualification not less than 8<sup>th</sup> shall be considered.
- f) In case eligible candidate is available within the family of retired AWW, the said candidate shall qualify for additional two percent points.
- g) In case no married candidate is available, unmarried candidate will be considered.
- h) All other terms and conditions as notified in HR Policy notified vide Govt Order no 222-JK(SWD) of 2022, dated 30-11-2022, read with Govt order no 103-JK(SWD) of 2023 dated 28-04-2023 shall apply

**Self-attested copies of the documents to be attached with the application form ofSahayika (Anganwadi Helper )**

1. Matriculation Certificate with marks card.
2. Domicile Certificate.
3. Copy of Voter list of ward.
4. Date of Birth Certificate.
5. Non employment Certificate from a Gazetted Officer.
6. Self-Addressed envelope with postage stamp of Rs 5/-.

**Document Verification:**

1. The candidate who is shortlisted for Document verification will be required to appear for Document Verification along-with the original documents as well as self-attested Photostat copy of each document as per the Advertisement Notification. The candidate must be in possession of the prescribed academic qualification and other document like Domicile Certificate, on or before the last date of submission of application form.
2. Marks sheet(s)/Diploma/Degree of the qualification prescribed for the post as per Advertisement Notification.
3. Date of Birth/Matriculate Certificate.
4. Domicile Certificate.
5. Unmarried Certificate (where required)
6. Candidates have to bring two passport size recent color photographs and one original Photo ID proof. Photo ID Proof can be:
  - I. Aadhaar Card
  - II. Voter ID card.
7. The candidates who are supposed to furnish various certificates issued by or before the prescribed cutoff date, shall be required to produce them at the time of Document Verification or as may be sought by the Committee; in case of failure, the committee shall take necessary decision which shall be final.
8. Wherever a specific format has been prescribed for any certificate, in accordance with the relevant rules/orders, a candidate shall be supposed to furnish the said requisite, otherwise her candidature shall be liable for cancellation/ rejection.
9. Candidate claiming to be Domicile of Jammu & Kashmir shall be asked to produce the Domicile Certificate in original issued by the competent authority up to the cut-off date, in the prescribed format at the time of Document Verification or as and when sought by selection committee.

**Annexure-D:**

All applicants to submit affidavit stating following facts:

1. All Documents submitted are correct, without any mismatch, scanning, duplicate or fallacious in nature. If found incorrect or in any of the above stated situation the candidature of deponent may be cancelled and liable to action under law.
2. Maximum qualification is Graduation for vacancy of Anganwadi worker and Class X for AWH, and this is as per facts and onus of proving it to be true lies with the deponent.
3. The deponent has read the HR policy no. 222-JK(SWD) of 2022 dated: 30.11.2022 and is well versed with all salient features of the policy and shall be applicable to the deponent in case of selection as Anganwadi worker/ Anganwadi Helper.

**CHILD DEVELOPMENT PROJECT OFFICER**  
**POSHAN PROJECT KOT BHALWAL**