

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER
POSHAN PROJECT REASI
 E-Mail Id- cdporeasi@gmail.com

Advertisement Notice: No. 01 of 2024
Dated: 01-03-2024
Subject: Advertisement for Recruitment of Sanginis (Anganwadi Workers) and Sahayikas (Anganwadi Helpers) in Anganwadi Centre of POSHAN Project Reasi.
Reference: 1. Government Order No 222-JK(SWD) of 2022 Dated:30.11.2022
2. Government Order No.103-JK(SWD) of 2023 Dated: 28.04.2023
3. Government Order No. SWD-ICDS/43/2022 Dated: 14.08.2023
 Approval has been accorded, vide letter No: SMD/ICDS/Recruitment/2022-23/6841-45 Dated: 28.02.2024 for filling up of various vacancies of Sanginis (Anganwadi Workers) and Sahayikas (Anganwadi Helpers) for 3rd Phase out of vacancies as on 30.11.2023 in Anganwadi Centres of Poshan Project Reasi, as per the details given below.

S. No.	Name of Project	Name of Post	No. of Post
1	REASI	Anganwadi Worker	03
		Anganwadi Helper	01
Total			04

Consequently, applications are invited as per prescribed format (Annexure A) from eligible candidates for engagement as Sangini (AWW) and Sahayika (AWH) in the following Anganwadi Centres on honorarium basis @ Rs. 5100/- p.m. & @ Rs. 2550/- p.m. respectively.

Detail of Vacant Posts of Sanginis (Anganwadi Workers) along with location and name of Anganwadi Centres

S. No.	Name of Municipality/ Panchayat	Panch/ Municipality W. No.	Name of AWC	No. of Post
1	Arli Hansali	W. No. 02	Kundrorian-II	01
2	Arli Hansali	W. No. 06	Arli-A	01
3	Buttan	W.No. 02	Buttan-A	01

Detail of Vacant Posts of Sahayikas (Anganwadi Helpers) along with location and name of Anganwadi Centres

S. No.	Name of Municipality/ Panchayat	Panch/ Municipality W. No.	Name of AWC	No. of Post
1	Bhabber Brahmana	W. No. 06	Kundra-III	01

Important Dates/ Details in regards to the Application:

- Date of commencement for submission of Application Forms: 04-03-2024.
- Last date for submission of Application Forms: 17-03-2024.
- Annexure A- Application Performa.
- Annexure B- Affidavit.
- No application form shall be accepted after the last date of submission i.e. 17-03-2024.

ELIGIBILITY CRITERIA FOR SELECTION OF SANGINIS (ANGANWADI WORKERS)

- Women candidates in the age group of 18-37 years as on 01-01-2024 shall be considered for the post.
- The candidate should be a domicile of the UT of J&K.
- The candidate should be a resident of the Electoral Ward where AWC is situated. Name in the voter list for the ward shall be considered as the proof of residence of the candidate. In case the name of the candidate appears in Voter list along with her parents, then she must provide certificate of being unmarried issued by concerned Tehsildar. Wherever, there is any dispute of residence for any reason, then a residence proof certifying the ward of residence from the concerned SDM/ACR shall be considered.
- Minimum qualification for Sanginis (Anganwadi Worker) shall be 10+2 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.
- In case suitable candidate is not available from adjoining Ward, candidate from the nearest Ward within the Panchayat can be considered.
- Weightage shall be given on the basis of marks obtained in 10+2 and selection shall be done purely on merit basis and no other criteria to be considered.
- In case eligible candidate is available within the family of the retiring AWW/AWH, the said candidate shall qualify for additional two percent points.
- In case of tie in merit of the eligible candidate, candidate with higher age will be preferred.
- Candidates with qualification higher than graduation shall not be considered.

Documents to be attached (Self Attested) for the post of SANGINIS (ANGANWADI WORKERS)

- Copy of Domicile certificate.
- Mark sheets(s)/Diploma/Degree of the qualification prescribed for the post as per Advertisement Notification.
- Copy of Aadhar Card.
- Copy of Voter ID Card.
- Copy of Ration Card.
- Copy of Date of Birth Certificate/Matriculation Certificate.
- Ward Certificate/Certified copy of the latest Voter list as proof of residence. (Certified by the BDO/EO Municipality concerned)
- Unmarried Certificate by the concerned Tehsildar (In case of the name of the candidate appears in Voter list along with her parents)
- Affidavit (Annexure B) in the prescribed format duly attested by Judicial/ Executive Magistrate.

ELIGIBILITY CRITERIA FOR SELECTION OF SAHAYIKAS (ANGANWADI HELPERS)

- The selection of Sahayikas (Anganwadi Helper) shall be restricted to the electoral ward where Anganwadi Centre is located.
- Women candidates in the age group of 18-37 years as on 01-01-2024 shall be considered for the post.
- The candidate should be a domicile of the UT of J&K.
- Minimum qualification for Sahayikas (Anganwadi Helper) shall be Matriculation.
- The first and the foremost criteria of eligibility amongst married women in case of Sahayikas (Anganwadi Helpers) is the marks obtained in the class 10th. However, in rarest of rare cases where Selection Committee finds a widow headed household with no income source or a completely destitute lady with zero source of income, in such cases preference may be given if other things are equal.
- In case no matriculate candidate is available in the Ward, candidates with qualification not less than VIII standard shall be considered.
- In case no married candidate is available, unmarried candidate may be considered. The condition regarding unmarried candidates being selected only if no married candidate is available be also adhered to.

Documents to be attached (Self Attested) for the post of SAHAYIKAS (ANGANWADI HELPERS)

- Copy of Domicile Certificate.
- Mark sheets(s)/Diploma/Degree of the qualification prescribed for the post as per Advertisement Notification.
- Copy of Aadhar Card.
- Copy of Voter ID Card.
- Copy of Ration Card.
- Copy of Date of Birth Certificate/Matriculation Certificate.
- Unmarried Certificate by the concerned Tehsildar (In case of unmarried candidate)
- Copy of Death Certificate of Husband. (In case of widow)
- Copy of Divorce Certificate. (In case of divorcee)
- Certified copy of the latest Voter list of the applicant as proof of residence. (Certified by the BDO/EO Municipality concerned)
- Affidavit (Annexure B) in the prescribed format duly attested by Judicial/ Executive 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, Reasi, Near Govt. ITI Reasi, 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 reserves the right to increase/decrease/withdraw/ cancel the advertised vacancy/vacancies at any point of time with respect to the departmental requirement before the selection process.

DOCUMENT VERIFICATION:

The shortlisted candidates shall 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 within a week after the last date of receipt of application forms. The candidate must be in possession of the prescribed academic qualification and documents on or before the last date of submission of application form.

No. CDPO/R/2023-24/851-63
 Dated: 01.03.2024
DIP/J-15653/23
Dated:- 03/03/2024

ANNEXURE A
APPLICATION FORM FOR THE POST OF SANGINI (ANGANWADI WORKER)

- Name of the District :- Reasi
- Name of the Project :- Poshan Project Reasi
- Name of Panchayat/ Municipality :-
- Name of the Anganwadi Centre for which applying :-
- Name of Candidate (in Block Letter) :-
- Contact No :- Email id :-
- Father's Name (in Block Letter) :-
- Marital Status:- (Married/Unmarried)
- Husband's Name:- (If married)
- Whether belonging to the family of retired AWW/AWH:- (Yes/No)
- Date of Birth:-

D	D	M	M	Y	Y	Y	Y
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- Age as on 01.01.2024 (in years and months):-
- Place of Permanent Residence (with Ward Number, House Number, Mohalla/Locality, Panchayat etc):-
- Address for Correspondence:-
- Academic Qualification:-

S.No	Examination Passed	Board/University	Year of Passing	Marks obtained	Max Marks	%age

Signature of Applicant

APPLICATION FOR THE POST OF SAHAYIKAS (ANGANWADI HELPER)

- Name of the District :- Reasi
- Name of the Project :- Poshan Project Reasi
- Name of Panchayat/Municipality :-
- Name of the Anganwadi Centre for which applying :-
- Name of Candidate (in Block Letter):-
- Contact No: Email id:-
- Father's Name (in Block Letter):-
- Marital Status:- (Married/Unmarried)
- Husband's name (If married):-
- Whether belonging to BPL category:- (Yes/No)
- Whether Widowed/Divorcee:-
- Date of Birth:-

D	D	M	M	Y	Y	Y	Y
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- Age as on 01.01.2024 (in years and months):-
- Place of Permanent Residence (with Ward Number, House Number, Mohalla/Locality, Panchayat etc):-
- Address for Correspondence:-
- Academic Qualification:-

S. No	Exam Passed	Board	Year of Passing	Marks obtained	Max Marks	%age

Signature of Applicant

ANNEXURE B
Affidavit

I _____ D/o/W/o/M/d/o _____
 R/o _____
 do hereby solemnly affirm as under:

- That I belong to the Ward no. _____ Panchayat _____ for which application of Sangini/Sahayika is invited.
- 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 the deponent may be cancelled and liable to action under law.
- 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.
- That the contents of the application given above are correct and true to the best of my knowledge and belief.
- That the deponent has read the HR policy No. 222-JK(SWD) of 2022 Dated:30-11-2022 and is well versed with all the salient features of the policy and shall be applicable to the deponent in case of selection as Anganwadi worker/ Anganwadi Helper.
- 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.

Signature of Applicant

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER, POUNI
 (Member Secretary-Selection Committee of Sanginis (Anganwadi Workers) and Sahayikas (Anganwadi Helpers))

Subject: Advertisement for Recruitment of Sanginis (Anganwadi Workers) and Sahayikas (Anganwadi Helpers) in Anganwadi Centres of Poshan Project Pouni.

Advertisement Notice: No. 02 of 2024
Dated: 29-02-2024

- Reference:- 01.** Human Resource Policy for Anganwadi workers (AWWs) and Anganwadi Helpers (AWHs) implemented vide Govt. Order No. 222-JK (SWD) of 2022 dated 30-11-2022.
- Directions issued vide Govt. Order No. 103-JK (SWD) of 2023 dated 28-04-2023.
 - Approval letter issued by Mission Directorate, POSHAN J&K, vide letter No. SMD/ICDS/Recruitment/2022-23/6841-45 dated 28-02-2024.
 - Clarification issued by Administrative Department vide letter No. SWD-ICDS/43/2022 dated 14-08-2023 of the Department of Social Welfare.

Applications are invited in the Prescribed Performa in Annexure "B" from the eligible female candidates for engagement as Sanginis (Anganwadi Workers) and Sahayikas (Anganwadi Helpers) on Honorarium basis for below mentioned posts of Anganwadi Centres. The application forms along with required documents shall be deposited in the office of Child Development Project Officer Pouni. The important dates/details with regard to the posts are as under:

- Date of commencement for submission of application forms: 02.03.2024
- Last date for submission of application forms: 16.03.2024

A. Posts of Sahayikas (Anganwadi Helpers)

S. No.	Name of the Panchayat	Name of AWC	Ward No.
1	Theote	Kalha	4

- Annexure A - Qualification and Criteria for selection.
- Annexure B - Format of Application.
- Annexure C - Affidavit.

ANNEXURE - 'A'

Eligibility:

A. For Sanginis (Anganwadi Workers)

- The candidate should be a domicile of the UT of J&K.
- Women candidates in the age group of 18-37 years as on 01-01-2024 shall be eligible.
- The candidate should be a resident of the Electoral ward where Anganwadi Centre is situated. Name in the voter list for the ward shall be considered as the 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 un-married 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.
- Minimum qualification for **Sangini (Anganwadi Worker)** shall be 10+2 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.
- In case suitable candidate is not available for adjoining ward, candidate from the nearest ward within the Panchayat can be considered subject to the approval of the MD, Mission Poshan.
- Weight-age shall be given on the basis of marks obtained in 10+2 and selection shall be done purely on merit basis and not other criteria to be considered.
- In case of tie in merit of the eligible candidate, candidate with higher age will be preferred.
- Candidate with qualification higher than Graduation shall not be considered.
- In case eligible candidate is available within the family of retiring AWWs/AWHs, the said candidate shall qualify for additional two percent points.

B. Sahayikas (Anganwadi Helpers)

- The selection of Helper shall be restricted to the Electoral ward where Anganwadi Centre is located.
- Women candidates in the age group of 18-37 years as on 01-01-2024 shall be eligible.
- The candidate should be a domicile of the UT of J&K.
- Minimum qualification for (Sahayikas) **Anganwadi Helper** shall be matriculation.
- In case no Matriculate candidate is available in the ward, candidates with qualification not less than 8th standard shall be considered.
- The Committee shall select the most destitute/ needy married woman of the ward as helper from amongst those who fulfill the qualification criteria. In case no married candidate is available, unmarried candidate may be considered.

How to apply: - Applications as per prescribed format (enclosed as Annexure 'B') to the Advertisement Notice complete in all respect along with self attested copies of following documents should reach this office by hand against proper receipt by or before 16-03-2024 4:00 PM

- Copy of Domicile certificate.
- Academic qualification certificates (Matric/12th /Graduation).
- Copy of Aadhar Card.
- Copy of Voter Card showing residence proof (Municipal Ward No.)
- Copy of Date of birth Certificate (10th Diploma stating date of Birth).
- Certified copy of the latest voter list as proof of residence (Panchayat Level).
- Certificate from concerned Councillor/ Sarpanch in case of candidate belongs to the family of retired AWW/AWH.
- Unmarried Certificate by the concern Tehsildar (In case of unmarried candidate).
- Affidavit in the prescribed format duly attested by Judicial /Executive Magistrate.
- Two self attested Photographs.

Incomplete application forms received if any will be rejected. No application will be accepted after the last date i.e. 16-03-2024 4:00 PM.

Document Verification

- 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.
 - Marks sheet(s)/Diploma/Degree of the qualification prescribed for the post as per Advertisement Notification.
 - Date of Birth/Matriculate Certificate.
 - Domicile Certificate.
 - Unmarried Certificate (where required)
- Candidates have to bring two passport size recent colour photographs and one original Photo ID proof. Photo ID Proof can be:

- Aadhaar Card
 - Voter ID Card.
- 3) The candidates, who are supposed to furnish various certificates issued by or before the prescribed cut-off 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.

ANNEXURE 'B'
Format of Application

- Name of Poshan Project _____
- Name of Anganwadi Centre _____
- Post applied for _____
- Name of the Candidate _____
- Father's Name _____
- Husband's Name _____
- Residence _____
- Ward .No. _____
- Address for correspondence _____
- Contact No. _____
- Date of Birth _____
- Age as on 01.01.2024 _____
- Academic Qualification: _____

S. No.	Examination passed	Board/University	Year of passing	Marks Obtained	Total Marks	%age

- Do the candidate belong to Retiring AWW/AWH (YES/NO) _____
- Document Attached: _____

Signature of the Candidate _____
 Date: _____

ANNEXURE 'C'

- All applicants to submit affidavit stating following facts:
- 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.
 - Maximum qualification is Graduation and minimum is Class-12th for vacancy of Anganwadi Worker and this is as per facts and onus of proving it to be true lies with the deponent.
 - Minimum qualification for Anganwadi Helper is Class-10th and this is as per facts and onus of proving it to be true lies with the deponent.
 - 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.
- No:-CDPO/P/2023-24/799.**
Date: 29-02-2024.
DIP/J-15648/23
Dated:- 03/03/2024
- Sd/-**
Child Dev. Project Officer
Pouni