



**Union Territory of Jammu & Kashmir**  
Office of the Child Development Project Officer Poshan ,Nowshera  
email:- [icdsnowshera@gmail.com](mailto:icdsnowshera@gmail.com)



**Subject:- Advertisement Notice for Recruitment Under Phase -III of Sanginis (Anganwadi Workers)and Sahayikas (Anganwadi Helpers) for vacancies as on 30<sup>th</sup> of November 2023 in various Anganwadi Centres of Poshan Project Nowshera.**

**Advertisement Notice: No.01 of 2024**  
**Dated: 01-03-2024**

Applications are invited on the Prescribed Format (**Annexure “A”**) from the eligible candidates for engagement as Sangini(Anganwadi Worker) and Sahayika(Anganwadi Helper) on Honorarium basis for the below mentioned vacant posts of Anganwadi Centres:

**A. Detail of Vacant Posts (AWWs/AWHs) alongwith name and location of AWC.**

S.No.	Panchayat/ Municipallity	Name of Anganwadi Center.	Ward No./Name	Name of Post
1	Handan	Kanara West W.No. 01	W.No. 01	Anganwadi Worker
2	M.C W.No. 07	M.C W.No. 07	M.C W.No. 07	Anganwadi Worker
3	Narian Parli	Narian Parli W.No. 01	W.No. 01	Anganwadi Worker
4	Kampala Mohra	Kampala Kass W.No. 06	W.No. 06	Anganwadi Worker
5	Rajpur Kamila	Prati Moh. W.No. 2	W.No. 2	Anganwadi Worker
6	Langer	Langer- A W.No. 02	W.No. 02	Anganwadi Helper
7	Lam	Rajova -A W.No. 08	W.No. 08	Anganwadi Helper
8	Gagrote	Thathi Gagrote W.No. 09	W.No. 09	Anganwadi Helper
9	Dandesar	Dandser Start W.No. 02	W.No. 02	Anganwadi Helper
10	Mangal Devi-B	Mangal Devi-A W.No. 01	W.No. 01	Anganwadi Helper
11	Bagnoti	Bagnoti Lama W.No. 05	W.No. 05	Anganwadi Helper
12	Dogani	Dogani W.No.02	W.No.02	Anganwadi Helper

**The important dates/details:-**

**a)** Approval has been received for the aforementioned vacancies vide Mission Director, Mission Poshan's J&K letter No: SMD/ICDS /Recruitment/2022-23 /6819-27, dated: 28.02.2024 for filling up for 05 vacancies of Sanginis (Anganwadi Workers) and 07 vacancies of Sahayika (Anganwadi Helper) in Anganwadi Centres of Poshan Project Nowshera.

**b)** Date of commencement for submission of applications-02-03-2024.

**c)** Last date for submission of applications- 18-03-2024.

**A.Eligibility:-**

**I. For Anganwadi Workers (Sanginis)**

- The candidate must be 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(panch ward) where Anganwadi Centre is situated. **Name in the valid voter list for the ward shall be considered as the only proof of residence of the candidate and no application form shall be entertained without valid ward(Panchayat) voter list.** 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.
- Minimum qualification for 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 J&K..
- In case suitable candidate is not available from the adjoining ward, candidate from the nearest ward within the Panchayat/MC can be considered subject to the approval of the MD, Mission POSHAN J&K.
- 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 is 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.

**II. Anganwadi Helpers (Sahayikas)**

- The candidate must be 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 (Panch ward) where Anganwadi Centre is situated. **Name in the valid voter list for the ward shall be considered as the only proof of residence of the candidate and no application form shall be entertained without valid ward(Panchayat) voter list.** 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.
- Minimum qualification for Anganwadi Helper shall be matriculation.
- In case no matriculate candidate available in the Panch ward, candidates with qualification not less than 8<sup>th</sup> standard shall be considered.
- Weightage shall be given on the basis of marks obtained in 10<sup>th</sup> and selection shall be done purely on merit basis amongst married women candidates.
- In case no married candidate is available, unmarried candidate may be considered.

**B. How to Apply:-**

Applications on prescribed format (enclosed as Annexure A) complete in all respect along with self attested copies of following documents should reach the **Office of CDPO, Nowshera, Near Army Ground W.No. 07 Pin Code 185151, by hand or by registered post against proper receipt, by or before 18-03-2024 (upto 4PM):-**

- Domicile Certificate.
- Date of birth certificate.
- Academic qualification Certificates with marks sheets.
- Copy of updated valid voter List containing the name of applicant in the concerned panch ward.
- Unmarried certificate, issued by concerned Tehsildar, (in case the name of the candidate appears in the voter list alongwith her parents).
- Copy of Ration Card(e-Ticket only).
- Affidavit, as per format (**Annexure-B**).
- Proof of being from the family of retiring AWW/AWH.
- Passport size photograph.
- Aadhar Card/Voter ID.

**C. 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 documents mentioned in the Advertisement on or before the last date of submission of application form.
- Candidates have to bring two passport size recent color photographs and one original Photo ID proof. Photo ID Proof can be:
  - Aadhaar Card
  - Voter ID card.
- The candidate must possess the eligibility requirements by or before the prescribed cut-off date, she shall be required to produce the proof 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.
- Applications with educational qualifications, residential status and other conditions as prescribed after the cut off date shall not be entertained and shall be rejected summarily without any notice.

**ANNEXURE “A”**  
**Application Format for the post of Anganwadi Worker/Anganwadi Helper**

- Name of Poshan Project Nowshera.**
- Post applied for: (a) Anganwadi Worker ☐ (b) Anganwadi Helper ☐**  
(Tick the appropriate box)
- Name of Anganwadi Centre applied for**\_\_\_\_\_
- Name of the Candidate (in block letter)**\_\_\_\_\_
- Father's Name**\_\_\_\_\_
- Marital Status: (a)Married ☐ (b) Unmarried ☐ (c) Others\_\_\_\_\_**
- Husband's Name**\_\_\_\_\_
- Permanent Residence**\_\_\_\_\_ **W.No.**\_\_\_\_\_ **Name of Ward**\_\_\_\_\_ **Panchayat**\_\_\_\_\_ **CD Block**\_\_\_\_\_ **Tehsil**\_\_\_\_\_
- Address for correspondence**\_\_\_\_\_
- Contact No.**\_\_\_\_\_ **e-mail:-**\_\_\_\_\_
- Date of Birth**\_\_\_\_\_
- Age as on 01.01.2024**\_\_\_\_\_
- Academic Qualification:-**

Sr. No.	Examination passed	Board/University	Year of Passing	Marks Obtained	Total Marks	Percentage

- Do the candidate belongs to Retiring AWW/AWH(YES/NO)**
- Document to be attached as per Column D of Advertisement.**

For Office Use Only	
Receipt No.	Date of Receipt of Application:-

**Signature of the candidate**  
**Date:**\_\_\_\_\_

**ANNEXURE B**

**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 for vacancy of Anganwadi workers and Class X for Anganwadi Helpers 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: 30.11.2022and 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.

**DIP/J-15697/23 Dt. 04-03-24**

**Sd/-**  
**Child Development Project Officer**  
**Poshan Nowshera**  
**(Member Secretary)**  
**Dated:- 01-03-2024**

No.:-CDPO/Poshan/BK/2023-24/1735-46



**Union Territory of Jammu & Kashmir**  
Office of the Child Development Project Officer Poshan ,Sunderbani  
email:- [cdposhani@gmail.com](mailto:cdposhani@gmail.com)



**Subject:- Advertisement for Recruitment Under Phase -III of Sanginis (Anganwadi Workers) and Sahayikas (Anganwadi Helpers) for vacancies as on 30<sup>th</sup> of November 2023 in various Anganwadi Centres of Poshan Project Sunderbani.**

**Advertisement Notice: No.01 of 2024**  
**Dated: 01-03-2024.**

Applications are invited on the Prescribed Format (**Annexure “A”**) from the eligible candidates for engagement as Sangini(Anganwadi Worker) and Sahayika(Anganwadi Helper) on Honorarium basis for the below mentioned vacant posts of Anganwadi Centres:

**A. Detail of Vacant Posts (AWWs/AWHs) alongwith name and location of AWC.**

S.No.	Panchayat/ Municipality	Name of Anganwadi Center.	Ward No./Name	Name of Post
1	M.C Sunderbani	Sunderbani-A W.No. 07	M.C W.No. 07	Anganwadi Worker
2	Nah	Gandeh W.No. 08	W.No. 08	Anganwadi Worker
3	M.C W.No. 07	Sunderbani-A W.No. 07	M.C W.No. 07	Anganwadi Helper
4	Prat	Rugha W.No. 03	W.No. 03	Anganwadi Helper
5	M.C W.No. 04	Sunderbani -B W.No. 04	W.No. 04	Anganwadi Helper

**The important dates/details:-**

**a)** Approval has been received for the aforementioned vacancies vide Mission Director, Mission Poshan's J&K letter No: SMD/ICDS /Recruitment/2022-23 /6819-27, dated: 28.02.2024 for filling up for 02 vacancies of Sangini (Anganwadi Worker) and 03 vacancies of Sahayikas (Anganwadi Helpers) in Anganwadi Centres of Poshan Project Sunderbani.

**b)** Date of commencement for submission of applications- 02-03-2024.

**c)** Last date for submission of applications 18-03-2024.

**B.Eligibility:-**

**I. For Anganwadi Workers (Sanginis)**

- The candidate must be 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(panch ward) where Anganwadi Centre is situated. **Name in the valid voter list for the ward shall be considered as the only proof of residence of the candidate and no application form shall be entertained without valid ward(Panchayat) voter list.** 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.
- Minimum qualification for 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 J&K.
- In case suitable candidate is not available from the adjoining ward, candidate from the nearest ward within the Panchayat/MC can be considered subject to the approval of the MD, Mission POSHAN J&K.
- 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 is to be considered.
- In case of tie in merit of the eligible candidate, candidate with higher age will be preferred.
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**II. Anganwadi Helpers (Sahayikas)**

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- Women candidates in the age group of 18-37 years as on **01-01-2024** shall be eligible.
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- In case no matriculate candidate available in the Panch ward, candidates with qualification not less than 8<sup>th</sup> standard shall be considered.
- Weightage shall be given on the basis of marks obtained in 10<sup>th</sup> and selection shall be done purely on merit basis amongst married women candidates.
- In case no married candidate is available, unmarried candidate may be considered.

**C. How to Apply:-**

Applications on prescribed format (enclosed as Annexure A) complete in all respect along with self attested copies of following documents should reach the **Office of CDPO, Sunderbani, Near BSNL exchange Loharakote Sunderbani Pin 185153, by hand or by registered post against proper receipt, by or before 18-03-2024(upto 4PM):-**

- Domicile Certificate.
- Date of birth certificate.
- Academic qualification Certificates with marks sheets.
- Copy of updated voter List containing the name of applicant in the concerned Panch ward.
- Unmarried certificate, issued by concerned Tehsildar, (in case the name of the candidate appears in the voter list alongwith her parents).
- Copy of Ration Card(e-Ticket only).
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- Passport size photograph.
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**D. Document Verification**

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(Tick the appropriate box)
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- Name of the Candidate (in block letter)**\_\_\_\_\_
- Father's Name**\_\_\_\_\_
- Marital Status: (a)Married ☐ (b) Unmarried ☐ (c) Others\_\_\_\_\_**
- Husband's Name**\_\_\_\_\_
- Permanent Residence**\_\_\_\_\_ **W.No.**\_\_\_\_\_ **Name of Ward**\_\_\_\_\_ **Panchayat**\_\_\_\_\_ **CD Block**\_\_\_\_\_ **Tehsil**\_\_\_\_\_
- Address for correspondence**\_\_\_\_\_
- Contact No.**\_\_\_\_\_ **e-mail:-**\_\_\_\_\_
- Date of Birth**\_\_\_\_\_
- Age as on 01.01.2024**\_\_\_\_\_
- Academic Qualification:-**

Sr. No.	Examination passed	Board/University	Year of Passing	Marks Obtained	Total Marks	Percentage

- Do the candidate belongs to Retiring AWW/AWH(YES/NO)**
- Document to be attached as per Column D of Advertisement.**

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- Maximum qualification is Graduation for vacancy of Anganwadi workers and Class X for Anganwadi Helpers 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: 30.11.2022and 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.

**DIP/J-15699/23 Dt. 04-03-24**

**Sd/-**  
**Child Development Project Officer**  
**Poshan Sunderbani**  
**(Member Secretary)**  
**Dated:- 01-03-2024**

No.:-CDPO/Poshan/SB/2023-24/757-68