

NOTIFICATION
GOVERNMENT OF TELANGANA
COLLECTORATE :: YADADRI-BHUVANAGIRI :

Recruitment of "Data Analyst, Data Entry Operator and Out Reach worker" District Child Protection Unit

Applications are invited from the qualified and eligible candidates to fill up "**Data Analyst, Assistant cum Data Entry Operator and Out Reach worker**" on Contract basis for District Child Protection Unit (Central Sponsored Scheme).

01. No. of vacancies : Data Analyst (01) (One), Data Entry Operator (01) (One), and Out reach Worker (2) (Two)-(One for Women)

02. Qualifications and Experience :

Data Analyst :-

- A. Graduate in any stream preferably in Statistic / Mathematics / Pure Science / Social work/Sociology.
 - B. Knowledge of use of computers software & Internet with skills in using M.S. Office packages such as M.S. Words, M.S. Excel & M.S. Power Point.
 - C. Knowledge of Telugu and English both written & spoken is essential.
- Experience:** 2 years experience in relevant field (For minimum period of experience 10% and for each additional year of experience 1% shall be awarded subject 10 a maximum of 15%).

Assistant cum Data Entry Operator:-

- A. Graduate in any discipline with PGDCA from a recognized University or Institution.
 - B. Knowledge of use of computers software & Internet with skills in using M.S. Office packages such as M.S. Words, M.S. Excel & M.S. Power Point.
 - C. Knowledge of Telugu and English both written & spoken is essential.
- Experience:** 2 years experience in relevant field (For minimum period of experience 7% and for each additional year of experience 1% Shall be awarded Subject 10 a maximum of 10%).

Out reach Worker:-

- A. Should have a Bachelors Degree (preferably in Social work, child development) from recognized university.
 - B. Should have good rapport with the NGOs who are working with children at the grass-root level / Anganwadis of the WDCW Department in the district.
 - C. Should have written & oral communication skills. Ability to write case reports.
 - D. Ability to work on a computer and capable is using MSWord.
- Experience:** Should have at least 3 years experience and knowledge of working on child protection issues at the community level. Experience of working with WDCW Dept.. on child related issues will be an added advantage

03. Age : Minimum age is 25 years to 35 years as on 01.07.2018. with the following relaxations allowed (A),(5) Five years for SC/STs,BC, Disabled Persons.

04. Salary : Data Analyst -Rs-14000/- Data Entry Operator - Rs-10000/- and Out reach Worker - Rs-8000/-

05. Application format : Application forms shall be available in the O/o District Welfare Office, Women, Children, Disabled and Senior Citizens Department, Yadadri-Buvanagiri during the office hours (working days) and can be downloaded from "**www.yadadri.telangana.gov.in**".

06. Enclosures :
a) SSC, Degree -Memo of marks
b) Caste certificate non production of this certificate leads to consider as (OC)

- c) Study/ Bonafide certificates (4th to 10th class) (Non production of these certificates leads to consider as Non-local)
- d) PH certificates (if any) issued by the Regional Medical Board.
- e) Experience Certificate/Service Certificate
- f) Certificates if any

07.Filled applications shall be submitted at O/o District Welfare Office, Women, Children, Disabled and Senior Citizens Department, Yadadri-Buvanagiri in working days from 20.07.2018 to 28.07.2018 Time 5.00 PM (Department is not responsible for postal delay).

METHOD OF SELECTION:-

For eligible applicants Selection Shall be made based on

Data Analyst:-

Selection Procedure:

- Written- 50%
- Career-20%
- Experience- 15%
- Interview - 15%

Assistant cum Data Entry Operator:-

- Written-60%
- Career- 30%
- Experience- 10%


Out reach Worker:-

- Written Test – 80 Marks (Min. qualifying mark for the next level is 40 marks)
- Reference verification
- Personal Interview – 20 marks

NOTE: 1) The posts are on contract basis.

2) If any candidates fails to submit the required certificates as per notification their Application shall be rejected. No further representations will be entertained.


District Welfare Officer


DIST. COLLECTOR