

**GOVERNMENT OF ANDRA PRADESH
DEPARTMENT OF WOMEN DEVELOPMENT AND CHILD WELFARE**

**OFFICE OF THE DISTRICT WOMEN AND CHILD WELFARE
AND EMPOWERMENT OFFICER, GUNTUR**

NOTIFICATION NO:RC.NO.36/A1/2026 DATE: 23.02.2026

**SUB : RECRUITMENT FOR VARIOUS POSTS IN ONE STOP CENTRE
(OSC) ON CONTRACT BASIS**

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Applications are invited from eligible candidates (only women) for the following positions at the **One Stop Centre (OSC)** in Guntur District. These posts are purely on a **contract basis** for an initial period of one year, subject to performance and scheme continuation.

Sl. No.	Name of the Post	No. of Posts	Roaster Point
1	Central Administrator	1	R.P.No.2 : SC-1
2	Case Worker	2	R.P.No.4 : BC – A R. P. No.: OC
3	Para Legal Personnel/Lawyer	1	R.P.No.2 : SC - 1
4	Para Medical Personnel	1	R.P.No.3 : OC
5	Psycho-social Counsellor	2	R.P.No.2 : SC-1 R.P.No.3 : OC
6	Office Assistant with computer knowledge	1	R.P.No.4 : BC – A
7	Multi-purpose Staff	3	R.P.No.7 : SC – 2 R.P.No.8: ST R.P.No.9 : OC
8	Security Guard/ Night Guard	3	R.P.No.4 : BC - A R.P.No.6 : OC R.P.No.7 : SC - 2
	TOTAL	14	

ANNEXURE – I

Sl. No.	Name of the Post	Required Educational Qualification and Experience
1	Central Administrator	<p>The Centre Administrator should be a woman, a resident of the local community (so that local human resource and expertise is utilised for effective functioning of the centre) and possess the following basic qualifications:</p> <ul style="list-style-type: none">• A Master's degree in law/Social work/Sociology/Social Science/Psychology• Minimum five years of experience of working on women related relevant domains in an administrative setup with a Government or Non-Government project/programme• Preferably at least one year of experience of counselling experience
2	Case Worker	<p>The Case worker should be a woman, a resident of the local community (so that local human resource and expertise is utilised for effective functioning of the centre) and possess the following basic qualifications:</p> <ul style="list-style-type: none">• A Bachelor's degree in law/ social work/ sociology/ social science/ psychology• Minimum three years of experience of working on women related relevant domains in a Government or Non-Government project/programme
3	Para Legal Personnel/ Lawyer	<p>In the absence of Legal Advisors provided by District Legal Services Authority, legal counselling service could be outsourced to any person with the following qualifications:</p> <ul style="list-style-type: none">• A degree in Law/with legal training or knowledge of laws• Minimum of three years of experience of working in a Government or Non-Government women related project/programme at the district level, or• A practicing Lawyer with at least two years of experience of litigation in any court of law
4	Para Medical Personnel	<p>In the absence of a regular Para Medical Personnel provided by District Health Authorities, medical assistance service could be outsourced to any woman with the following qualifications:</p> <ul style="list-style-type: none">• Professional degree / diploma in paramedics with a background in the health sector• Minimum three years of experience of working with a Government or Non-Government health project/programme at the district level


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5	Psycho-social Counsellor	<p>The Counselor should be a woman and possess the following qualifications:</p> <ul style="list-style-type: none"> • Degree / Diploma in psychology / psychiatry / neurosciences with a background in the healthsector • Preferably minimum three years of experience of working with a Government or Non-Government health project/ programme at the district level
6	Office Assistant with computer knowledge	<p>IT Staff preferably a woman should possess the following qualifications :</p> <ul style="list-style-type: none"> • Bachelors degree with a diploma in computers/ IT • Minimum three years of experience in data management, process documentation and webbased reporting formats and videoconferencing at the State or district level withGovernment or Non-Governmental/ ITbased organizations
7	Multi-purpose Staff	<p>Multi- Purpose worker preferably a woman can be any person who is literate with knowledge / experience of working in the relevant domain. (Preference will be given to an individual with a High School degree)</p>
8	Security Guard/ Night Guard	<p>Services of a Security Guard can be outsourced to any person with the following qualifications:</p> <ul style="list-style-type: none"> • Minimum two years of experience of working as a securityguard in a government or reputed organization at the district/state level. (Preference will be given to a retired military/paramilitary personnel)

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GENERAL INSTRUCTIONS & ELIGIBILITY:

- **Residency:** Candidates must be residents of Guntur and possess a valid domicile certificate.
- **Age Limit:** Generally between 18–42 years (relaxation as per Government norms).
- **Application Mode:** Interested candidates should submit their application in the prescribed format along with self-attested copies of educational certificates, Aadhar card, and experience certificates as per the below mentioned ANNEXURE.
- **Submission Address:** Office of the District Women and Child Development Officer, Swasakthi Buildings , Opp: R&B Guest House , Collector Bungalow Road , Guntur
- **Date for Submission: 25.02.2026 by 10.30 AM**
- **Last Date for Submission: 05.03.2026 by 5:00 PM.**
- **Selection Process:** Selection will be based on merit, relevant experience, and an interview conducted by the District Level Selection Committee.

IMPORTANT NOTES:

1. These positions are temporary and do not confer any right to permanent government employment.
2. Only shortlisted candidates will be called for the interview. No TA/DA will be paid.
3. The selection committee reserves the right to cancel or modify the recruitment process without prior notice

Key Instructions

- **Application Mode:** Applications must be submitted in the **APPLICATION FORM** (available on the [District Official Website](#)) either in person or via Registered Post to the **District Women and Child Welfare and Empowerment Officer, Guntur.**

1. Required Documents (Self-Attested Copies)

- Proof of Age (SSLC/Birth Certificate).
- Educational Qualification Certificates and Mark sheets.
- Experience Certificates in the relevant field.
- Identity Proof (Aadhar Card/Voter ID).
- Two recent passport-size photographs.