

**DEPARTMENT OF WOMEN DEVELOPMENT & CHILD WELFARE :: TIRUPATI****NOTIFICATION NO. 2/MVS/CHs/2025, Dated: 24/07/2025 RECRUITMENT TO THE POSTS CHILDREN HOMES UNDER MISSION VATSALYA SCHEME (SCHEME OUT SOURCING & PART TIME BASIS ) (FEMALE ONLY)**

Applications are invited from eligible candidates for various posts under the Children Homes units in Tirupati District under the Mission Vatsalya Scheme. Applications must be submitted offline (either by Post or in Person) between 24/07/2025 to 31/07/2025 by 5:30 PM.

1. **Application Mode:** Offline (by Post or in Person only). Applications through any other mode will not be accepted.

2. **Mode of Selection**

It is proposed that the selection of candidates shall be done through:

- **Initial screening of applications** to verify eligibility based on the qualification and experience criteria.
- **Shortlisting of eligible candidates.**
- **Personal interview and document verification** to be conducted by a duly constituted Selection Committee headed by the Chairperson, District Level Selection Committee with 50 Marks.
- Final selection to be done based on **performance in the interview**, subject to verification of original documents.

3. **Nature of Appointment:** Purely temporary and Scheme Out Sourcing & Part Time, co-terminus with the scheme and subject to performance.

4. **Applicability of Rules:** These appointments are outside the purview of Rule 9 of AP State and Subordinate Service Rules, 1996, and APCCA rules.

5. **Crucial Date:** 31/07/2025 will be considered for qualification and experience eligibility.

6. **Vacancies and Pay Details:**

**Children Home's**

Vacancy Position as per GO Rt No.114 WCD&SC Dt: 28.05.2015 & GO Rt No38 WCDA&SC Dt: 12.04.2023 as on 10.04.2025							
Name of the Children Home	Cook	Helper/Helper cum Night Watchman	House Keeper	Educator	Art & Craft cum Music Teacher	P.T.Instruct or cum Yoga Teacher	Total
Post Type	Out Sourcing			Part Time			
Srikalahasti	2	2	1	0	1	1	7

Guduru	0	0	0	0	0	0	0
Venkatagiri	0	0	0	0	0	0	0
Kota	0	0	0	1	0	1	2
<b>Total Vacancies Roster Points under 1st Cycle</b>	<b>2</b> SC-I-2, BC-A-4	<b>2</b> SC-I-2, BC-A-4	<b>1</b> BCA-4	<b>1</b> SC-I-2	<b>1</b> BCA-1	<b>2</b> OC-3,SC-I-1	<b>9</b>

**7. Educational Qualifications and Experience:** Detailed qualifications, experience, is as follows.

Childrens Recruitment: Post Wise Eligibility & Remunerarion				
Post Name	Qualifications & Experience	Type	Salary Rs.	Age
Cook	<b>Qualification:</b> a. Should have 3 years experience in cooking in institutions. b. 10th class pass/fail c. Physical fitness certificate required. <b>Job Responsibilities:</b> a. Ensure preparation of timely and hygienic meals for the children. (approximately 50-70) as per the planned menu. b. Provide special meals on holidays, festivals and for sick	Out Sourcing	9930	30-45 Yrs
Helper /Helper cum Night Watchman	<b>Qualification:</b> a. 7th class pass/fail, should have 3 years of experience in cooking and house hold duties, especially work in institutions. (physical fitness certificate required) <b>Job Responsibilities :</b> a. Provide support to the cook in maintaining timelines and quality of meals being cooked for children. b. Clean and cooking utensils and the kitchen every round of cooking. c. Shall make sure that the premises of the children home are maintained clean & tidy in coordination with house keeper. d. Shall be able to use the electrical appliances available in the kitchen in a proper way. e. Shall make sure that safe drinking water is provided to the children	Out Sourcing	7,944	30-45 Yrs

House Keeper	<p><b>Qualification:</b> 10th class pass/fail, preferable any diploma in housekeeping, should have 3 years experience in house keeping and house hold duties (especially working experience in institutions) physical fitness certificate required.</p> <p><b>Job Responsibilities:</b> a. Sweep, scrub, mop and polish floor b. Dust and polish furniture and fittings. c. Clean metal fixture and fittings. d. Empty and clean trash containers. e. Dispose of trash in a sanitary manner. Wipe glass surfaces. f. Make up beds and change linen as and when required. Keep the rooms clean and tidy with the help of children. g. Wash windows as scheduled. Sort, Wash, load and upload laundry. h. Operate mechanized cleaning equipment. i. Maintain all cleaning equipment and materials in a safe and sanitary working condition. j. Monitor and report necessary domestic repairs and replacements. k. Ensure proper maintenance and provide safe and healthy living environment to the inmates. l. Keep sufficient essential medicines to handle minor health problems including First-Aid Kit with stock of emergency medicines. m. Take care of children in all aspects such as to help children in daily activities (day to day activities) whenever necessary while they are going school and take care of sick children</p>	Out Sourcing	7,944	30-45 Yrs
Art & Craft Music Cum Music Teacher	<p><b>Qualification:</b> a. 10th class certificate b. Diploma in embroidery, tailoring and handicrafts i.e., soft toy making, hand made works, painting etc. from recognised institute. c. Should have 3 years' experience in arts and crafts. d. Music Teacher: Diploma in Music from recognised university. e. Should have 3 years' experience</p>	Part Time	10,000	30-45 Yrs
PT Cum Yoga Teacher	<p><b>Qualification</b> a. Degree/Diploma Educational Physical Training and preference 3 years' experience in Private or Govt., organisations.</p> <p><b>Job Responsibilities:</b> a. Giving Proper training to the students in games and sports. b. Conduct physical training classes regularly every day in the early hours of morning in the premises of the institutions. c. Work from 6.30 to 7.30 AM and 4.30 to 5.30 PM on all working days. d. On Sundays 6.30 to 8.30 AM and 4.30 to 6.30 PM e. Will take all possible steps to ensure the participation</p>	Part Time	10,000	30-45 Yrs

	of all the children in Games and Sports. f. Develop by mobilising support			
Educator	<b>Qualification:</b> <b>a.</b> B.Sc, B.Ed in Mathematics and Science, should have 3 years experience. <b>b.</b> B.A Degree with B.Ed, should have 3 years experience in English, Social and other subjects. <b>Job Responsibilities:</b> 1. Eligible to teach Maths and Science 2. Eligible to teach English and other subjects along with Spoken English	Part Time	10,000	30-45 Yrs

8. **Final Decision:** All decisions by the Selection Committee regarding application acceptance/rejection and final selection are final and binding. The Committee reserves the right to modify or withdraw the notification at any stage.
9. **Application Fee:**
  - General: Rs. 250/-
  - SC/ST/BC: Rs. 200/- (DD/BC in favor of "District Women & Child Welfare & Empowerment Officer", payable at Tirupati)
10. **Age Criteria (as on 01.07.2025):** 30-45 years. Age relaxations as per GoAP norms if required.
11. **Jurisdiction:** Applications should be made only to the erstwhile Districts, as bifurcation is yet to be operationalized. Should be local residence where Children Home is located. If any violation appointment may be terminated without notice.
12. **Reservation:** Vertical: SC, ST, BC, EWS Horizontal: PwBD, Women (33 1/3%), MSP As per Rule 22, 22(A), and 22(B) of A.P. State and Subordinate Service Rules, 1996 (as amended).
13. **Application Availability:** Proforma and notification available at: <https://tirupati.ap.gov.in> from 24/07/2025 to 31/07/2025
14. **Last Date for Submission:** Filled applications must be submitted to the Office of the DW&CW&EO, Room No.506, 5<sup>th</sup> Floor, B-Block, Collectorate, Tirupati on or before 31.07.2025 by 5:30 PM.
15. **Tenure:** Initially for 1 year upto 31.03.2026, extendable or co-terminus with the scheme. The Committee holds the right to terminate services at any point.
16. **Validity of Selection:** The merit list will be valid up to **31.12.2025**, for filling up arising vacancies as per the departmental requirement.
17. **Documents to be Enclosed:**
  - SSC certificate (DOB proof)
  - Educational qualifications
  - Study certificates (Class IV to X)
  - Local Candidature Certificate (if private study)

- Valid caste/EWS/disability certificates
- Experience certificates
- Aadhar card

**Note:** All documents must be legible and properly attested. Incomplete applications will be rejected.

**17. General Instructions:**

- Visit <https://tirupati.ap.gov.in/> for updates.
- Download application form, attach attested copies and submit offline.
- Only shortlisted candidates will be called for interview.
- Collector & District Magistrate reserves the right to cancel the notification.
- No application will be accepted after the due date.
- Failure to attach the original DD and mention the post applied for in the application form will result in summary rejection of candidature.

Dr. S. Venkateswar, IAS  
District Collector & Chairman  
Tirupati District