

DEPARTMENT OF WOMEN DEVELOPMENT & CHILD WELFARE :: TIRUPATI
NOTIFICATION NO.03/OSC/2024, Dated: 07/07/2025
RECRUITMENT TO THE POSTS UNDER ONE STOP CENTRE (MISSION SHAKTI
SCHEME) ON CONTRACT BASIS (FEMALE ONLY)

1. Notification

Offline applications are invited from eligible **female candidates** for the posts under **One Stop Centre (OSC)**, Tirupati District, to be filled on a **purely contract basis** from **07.07.2025 to 14.07.2025 up to 05:30 PM**. Applications shall be submitted **in person or by post only**. Applications submitted through any other mode will be rejected.

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.
- Final selection to be done based on **merit and performance in the interview**, subject to verification of original documents.

3. Date of Eligibility

The cutoff date for all eligibility criteria including educational qualifications, experience, and age is **01.07.2025**.

4. Details of Vacancies

As per Govt. Memo No.WDC012233689/2023/Prog.II/A2, dated 11.01.2024:

| Sl. No. | Post Name | No. of Posts | Reservation (RoR) | Remuneration (Rs.) | Age Limit | Mode of Appointment | Local Status |
|---------|----------------------------|--------------|-------------------|--------------------|-----------|---------------------|--------------|
| 1. | Multi-purpose Staff / Cook | 1 | OC-1 (All Local) | 13,000 | 18-42 | Contract | Local Only |

5. Educational Qualifications

| Post | Qualification |
|------|---------------|
|------|---------------|

| Post | Qualification |
|----------------------------|---|
| Multi-purpose Staff / Cook | The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred. |

6. Application Fee

- **OC/General Category:** Rs. 250/-
- **SC/ST/BC Candidates:** Rs. 200/-
Fee should be paid through **DD/BC drawn in favour of “District Women & Child Welfare & Empowerment Officer”**, payable at Tirupati.

7. Age Limit (as on 01.07.2025)

Minimum Age: 18 years

Maximum Age: 42 years

(Relaxations applicable as per Govt. rules in force – G.O.Ms.No.36, GAD, Dated 04.03.2025)

8. Local Candidature

- District jurisdiction is **erstwhile Chittoor District only**.
- Posts are organized as **District Cadre Posts**.
- Candidates must belong to the local area as defined under relevant Government Orders.
- Local certificate / Study certificates from Class IV to X must be submitted.

9. Reservations

- **Vertical:** SC/ST/BC/EWS as per Rule 22 of AP State and Subordinate Service Rules.
- **Horizontal:** 33 1/3% for Women, reservations for Persons with Benchmark Disabilities (PwBD), Ex-Servicemen, and Meritorious Sports Persons (MSP) as per G.O.Ms.No.77 dated 02.08.2023 and G.O.Ms.No.03 dated 17.01.2024.
- **Preference:** 50% of positions reserved for women victims of violence/atrocities, if otherwise eligible.

10. Validity of Selection

The merit list will be valid up to **31.12.2025**, for filling up arising vacancies as per the departmental requirement.

11. Tenure of Appointment

The initial appointment is for **1 year** upto 31.03.2026 or coterminous with the scheme and may be extended or terminated at any time as per Government instructions or project requirements.

12. Submission of Applications

Filled-in applications must be submitted **in person/by post** to:

Office of the District Women & Child Welfare & Empowerment Officer, Tirupati

Last Date: 14.07.2025 by 5.30 PM

13. Enclosures Required (Attested Copies)

- a) SSC/Date of Birth Certificate
- b) Qualification Certificates
- c) Study Certificates
- d) Local Candidature Certificate (if private study)
- e) Valid Caste Certificate / EWS Certificate
- f) Disability Certificate (if applicable)
- g) Experience Certificates
- h) Aadhaar Card

Note: Incomplete applications or those without relevant documents will be summarily rejected.

14. Instructions

- a) Application form and prospectus available at: <https://tirupati.ap.gov.in>
- b) Only shortlisted candidates will be called for interview.
- c) Final selection is at the discretion of the District Collector & Chairman.
- d) Applications received after due date will not be accepted.
- e) Age relaxation is applicable as per A.P. Government norms.
- f) The staff appointed shall be **coterminous with the Mission Shakti Scheme**.

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