

**OFFICE OF THE DIRECTOR, WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT, TELANGNA STATE, HYDERABAD**

**Circular Memo No.4207/ICDS-3/2016, dated 02.06.2017**

Sub: WD&CW Dept. - ICDS - **Selection procedure through Online Anganwadi Recruitment Software Application** for recruitment of the AWTs, Mini AWTs and Helpers - Draft Notification Communicated - Certain instructions on Selection Process - Issued - Reg.

Ref: T.O. Circular No.4207/ICDS.3/2017, dated 11.04.2017.

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In continuation of this office instructions vide reference cited, all the District Welfare Officers and CDPOs are hereby directed to follow the guidelines given below for undertaking the selection process of AWTs, Mini AWTs & AWHs for filling up the vacancies.

**Pre-Notification Process**

- After completion of the process of rationalization and relocation of AWCs, the Project-wise Vacancies which need to be filled shall be firmed up.
- In the vacancies thus identified, the process of promotions of Anganwadi Helper or Mini Anganwadi Teacher as Main Anganwadi Teacher shall be undertaken if there are eligible candidates as per the norms prescribed.
- After completion of the promotion process as stated above, the final list of vacancies shall be arrived at for taking up the selection process.
- The final vacancies to be notified category-wise shall be furnished to Directorate through online.

**Timelines suggested for completion of the Selection Process**

- Applications from candidates will be received, through Online in the Online Software Application provided for the purpose, within 10 days from the date of issuing of Notification.
- Publication of list of candidates applied in each Gram Panchayat Office and Project Office by CDPOs on the next day after the last date of applications.
- Verification of Original Certificates and other prescribed documents should be done by CDPO concerned on the designated dates within 7 days after the last date for receiving applications.
- Final selection and display of the list of selected candidates in Collectorates, DWO Offices, CDPO offices etc. on the same day of the meeting of the District Selection Committee.
- Issue of appointment orders within 3 days after the final selection by District Selection Committee.

**Notification and receiving of applications Online**

- The Notification shall be issued with the approval of District Collector concerned (A model draft notification is enclosed for reference).
- **Anganwadi Recruitment Software Application** is developed to process the recruitment of AWTs, Mini AWTs & AWHs through online as follows:

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- The Software programme will be activated by Directorate from the date of Notification.
- The details of vacancies, other terms & conditions to the candidates will be kept in Departmental website <http://wdcw.tg.nic.in>
- The applicant should fill all columns in the online application form and upload relevant certificates through online.
- Before submitting the application through online, the applicants shall be advised to verify the filled in data thoroughly.
- Online declaration has to be made by the applicant stating that the furnished details are correct and then they can proceed for final submission.
- After that, the Software generates an acknowledgment form with **Application ID No.**
- The applicant has to preserve the acknowledgement with **Application ID No.** for future correspondence and references.

### **Verification by CDPOs**

- The CDPOs will be provided with their own Logins. After the last date for receiving applications is over, the concerned CDPOs should login into the Recruitment Application with their Username and password.
- After login, the CDPOs can view the list of applications pertaining to the vacancies in their Project.
- Immediately the CDPOs shall take print outs of the same and publish the list of applications received at Gram Panchayat office and Project office.
- The CDPOs then shall download and print the filled in application forms of each applicant.
- Physical verification of the Original Certificates of the applicants is mandatory by the CDPO. The CDPOs shall fix one or two days as per the need for verifying the certificates and the date of verification shall be informed to all the applicants through Supervisors under proper acknowledgement.
- The CDPOs shall verify the application form and the original certificates of the candidates thoroughly. The information provided in Application Form shall match with the Original Certificates of the candidates. As there is scope for fake certificates particularly with reference to nativity and residence, caste, marks memos etc., the same shall be cross-checked even by field verification. Documents like Aadhaar, Voter ID, Ration Card, Job Card, Particulars of School where the children of the candidates are studying etc. shall be verified to ascertain that the candidate is residing in the same village. Similarly genuineness of the certificates shall be confirmed.
- The verification report and remarks on each of the application should be entered in online in the prescribed format. A print out of the same shall be taken and signed by the CDPO.
- The signed verification reports should be sent to the District Selection Committee for finalization of candidates.

### **Finalization of Candidates by the District Selection Committee**

- A Unique and high secured password will be sent to the District Selection Committee one hour before the Committee meeting.

- After successful login, the Selection Committee can view the list of applications with marks automatically calculated by the System for each applicant based on the prescribed criteria (SSC Marks/GPA, Widow, Orphan, Differently abled) and CDPO remarks.
- After thorough verification of the list of applicants, the Selection Committee shall decide on the eligibility of candidates through online.
- The Software will generate a list of provisionally selected candidates from among the eligible candidates arranged in the order of Merit.
- In case where two applicants scored same marks for the same Anganwadi Centre, then the system will consider first the candidate having higher age based on date of birth.
- An option is provided for Selection Committee to keep the selection process for an AWC or AWCs in abeyance, if required, when they are not in a position to complete the selection process due to unforeseen situations. The reasons for the same shall be noted in remarks.
- Once the Selection Committee is satisfied with the provisional list of selected candidates, with their approval, the system will generate the final list of selected candidates based on merit.
- The Selection Committee shall download and print both Provisionally Selected list of candidates and Final list of candidates for signatures by all Committee members.
- The Final lists of Selected Candidates shall be displayed immediately on the same day in Collectorates, DWO Offices, CDPO Offices etc.
- The appointment orders to the Selected Candidates shall be issued within 3 days from the date of meeting of Selection Committee by the CDPOs.

**Sd/- Viziendira Boyi**  
**Director**

**For Director**

To

All the CDPOs in the State

All the District Welfare Officers, WCD&SC Dept. in the State

Copy to RJD/RDD, WD&CW, Hyderabad and Warangal

Copy to all District Collectors and Magistrates and Chairpersons of the District Selection Committee

Copy submitted to the Secretary, WCD&SC, Govt. of Telangana

Copy to the PS/OSD to Hon'ble Minister for WCD&SC, Telangana

Soft copy kept in e-mail and e-Sadhana