

**Data Analyst**  
**Qualification**

1. Graduate in any stream preferably in Statistic / Mathematics / Pure Science / Social work/Sociology.
2. 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
3. Knowledge of Telugu and English both written & spoken is essential

**Experience:**

1. 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%)

**Selection Procedure:**

Written- 50%

Career-20%

Experience- 15%

Interview - 1 5%

**Assistant cum DEO**

**Qualifications**

1. Graduate in any discipline with PGDCA from a recognized University or Institution.
2. 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
3. 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%)

**Selection Procedure**

Written-60%

Career- 30%

Experience- 10%

Note1 : DEO can be appointed using District NIC

Note 2: Model Test paper for written test for Data Analyst is herewith attached.

## **Outreach Workers:**

### **Roles & Responsibilities:**

1. The Outreach Workers shall assist the Social Workers / Protection Officers in carrying out their roles and responsibilities. Every District Level Society shall have 3 Outreach Workers and will report to Protection Officers and Legal cum Probation Officer.
2. The Outreach Workers will work as a link between the community and the District Child Protection Society and shall be responsible for identifying families and children at risk and offer necessary support services.
3. The Outreach Workers shall also be responsible for developing good networking and linkages with the Aanganwadi Workers and members of panchayat/local bodies at community/block levels.

### **EDUCATION QUALIFICATIONS & EXPERIENCE:**

- (a) Should have a Bachelors Degree (preferably in Social work, child development) from recognized university.
- (b) 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
- (c) 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.
- (d) Should have written & oral communication skills. Ability to write case reports.
- (e) Ability to work on a computer and capable is using MSWord.

### **Selection Procedure:**

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