

केंद्र शासित प्रदेश लद्दाख प्रशासन
समाज एवं आदिवासी कल्याण विभाग
सिविल सचिवालय, लद्दाख
ई-मेल/ Email:swladakh@gmail.com



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
SOCIAL & TRIBAL WELFARE DEPT.,
Civil Secretariat, Ladakh
दूरभाष/ Phone No: 01982-258365

File No: A/597/2022-S&TW
UT Secretariat, Leh
Date: 10 .11.2022

Order :35-DSWL of 2022

In supersession of all the previous orders issued regarding guidelines for selection of Anganwadi Worker/Anganwadi Helper, the following guidelines are hereby issued for selection of Anganwadi Worker/Anganwadi Helper, till further orders.

1- Post & Duties

A. Anganwadi Worker (Honorary)

One Anganwadi Worker (AWW) shall be appointed in each Anganwadi Centre. AWW shall provide the benefits of services provided through Anganwadi Centers under the Integrated Child Development Mission and other related schemes of the Ministry of Woman & Child Development to the eligible beneficiaries.

B. Anganwadi Helper (Honorary)

There is a provision for the appointment of one Anganwadi Helper (AWH) in each Anganwadi Centre, to assist the Anganwadi Worker. AWH shall support the AWW in various activities in Anganwadi Centre like preparation and distribution of Supplementary Nutritious food, Hygiene of children, arrangement of drinking water, commutation of children to and from, Anganwadi Centre, etc.

2. Eligibility Criteria:

A. Age:-

Applicant should not be less than 18 years or above 35 years on the 1st January of the Calendar year, in which selection is to be done.

B. Local Resident: -

The applicant should be a permanent local resident of the concerned village/ward. Resident certificate issued by Administration of Union Territory of Ladakh, Ration Card, Name of the applicant in updated voter list/updated BPL list or Name of applicant's father in updated voter list/updated BPL list in case of unmarried applicant and Name of applicant's Husband in

updated voter list/updated BPL list in case of the married applicant shall be considered as proof of local residence.

In absence of the above, Certificate of local residence from Sarpanch/concerned Numberdar may be accepted.

C. Educational Qualification: -

a- Anganwadi Worker

Education qualification criteria for Anganwadi worker shall be 12th standard pass. In rural areas, in absence of 12th pass candidates, candidates with matriculate shall be considered. Any further relaxation shall be allowed in exceptional circumstances on case-to-case basis. ***Each such case shall be referred for approval of Deputy Commissioner.***

b- Anganwadi Helper: -

Anganwadi Helper should be Matriculate. In rural areas, in absence of matriculate applicants, candidates with 8th Class pass shall be considered. Any further relaxation shall be allowed in exceptional circumstances on case-to-case basis. ***Each such case shall be referred for approval of Deputy Commissioner.***

3. Parameters for Merit list and distribution of Marks:

For the merit list, a maximum of 100 marks shall be distributed in the following manner: -

A. Anganwadi Worker

1. Scheduled Caste/Scheduled Tribe - 10 marks
2. Female member of family belonging to Below Poverty Line - 10 marks
3. Married- 5 marks; Widow/Separated/Divorced - 10 marks
4. Differently abled female with more than 40 % disability - 10 marks
5. Experience of 2 years as AWW/AWH in other AWCs or in any Gov. institution related to children - 20 marks
6. 12th Pass – 30; Graduate– 40 marks

Note:

1. ***In case of differently abled (Divyangjan) candidate, selection committee shall ensure that type of disability is not such as to hamper the discharge of her job responsibility.***
2. In case of a tie between two females, preference shall be given to the elder one.
3. Benefits of Sr. No. 5 shall not be applicable, if she was removed based on complaint.

B. Anganwadi Helper

1. Scheduled caste/Scheduled tribe - 10 marks

2. Female member of family belonging to Below Poverty Line - 10 marks
3. Married – 10 marks; Widow/Separated/Divorced - 20 marks
4. Differently abled female with more than 40% disability - 10 marks
5. Experience of 2 years as AWW/AWH in other AWCs or in any Gov. institution related to children- 20 marks
6. 10th Pass – 20 marks; Higher Secondary (12th) Exam pass - 30 marks

Note:

1. ***In case of differently abled (Divyangjan) candidate, selection committee shall ensure that type of disability is not such as to hamper the discharge of her job responsibility.***
2. In case of a tie between two females, preference shall be given to the elder one.
3. Benefits of Sr. No. 5 shall not be applicable, if she was removed based on complaint.

4. Composition of Selection and Disposal Committee

A. Selection Committee

The Merit list based on the specified parameters shall be prepared by the Selection Committee which shall include the District Program Officer and following other members of the concerned Project-

1	District Program Officer	Chairperson
2	District social Welfare Officer	Member
3	Child Development Project Officer of concerned Project	Member Secretary
4	Block Development Officer/ Executive Officer (Municipal Committee)	Member
5	Zonal Education Officer	Member
6	Block Medical Officer	Member
7	Female Panch/ward member nominated by Chairman of Block Development Council/ Municipal Committee	Member

B. Appeal: Appeal against the Merit list shall be referred to the Deputy Commissioner concerned. The order of the Deputy Commissioner in this matter, however, shall be final

5. Procedure for selection

In case of vacancy of AWW, AWH of the Centre shall be promoted, subject to the possession of minimum education qualification prescribed for AWW and experience of minimum 5 years as AWH. Otherwise, selection shall be made as per the following procedure.

- a. After getting approval from Deputy Commissioner, applications shall be invited for selection of AWW/AWH by the concerned Child Development Project Officer in the format as per Annexure- 1.

- b. Application shall be submitted in the requisite format as per Annexure-2.
- c. Invitation of applications shall be given wide publicity and also be posted on the notice board of the District Deputy Commissioner Office, District Program Office, Child Development Project Office, Tehsil Office, Block Development office, and Gram Panchayat of the concerned village. In case of vacancy of AWW/AWH in an Urban Area, the information shall also be pasted in the office of the Municipal Committee. In case of vacancies in more than one AWC, District Program officer may also advertise in Radio, Television, News Papers, if feasible.
- d. In case of receipt of fewer than 3 applications, District Program Officer shall review that sufficient publicity was carried out for inviting applications and shall also verify that other eligible/willing applicants are not available in the area. If required, re-advertisement may also be done.
- e. Even after re-advertisement if less than three applications are received than certificate be obtained from concerned Sarpanch/Numberdar in Format given at Annexure - 4.
- f. Applications shall be received in the concerned Child Development Project Office within 10 days of issuance of notice.
- g. Child Development Project Officer shall provide the receipt to the applicants in the format as per Annexure-3.
- h. Selection committee shall scrutinize the applications within 6 working days of last date of receipt of applications and will issue the Merit list for every post.
- i. Merit list shall be published by the concerned Child Development Project Officer.
- j. Appeal against the Merit list may be filed in the District Deputy Commissioner's Office within 7 days of the publication of the Merit list, and the appeal shall be disposed of by the Deputy Commissioner within 10 working days of the filing of the appeal.
- k. In absence of any appeal against the Merit list in the prescribed period, the Selection Committee shall submit the Merit list to the Deputy Commissioner for issue of appointment order.
- l. **Merit list shall be valid for 1 year.** The vacancy that arises within one year shall be filled from the concerned merit list following the merit order.

6. Appointment Order

Appointment order shall be issued by the District Deputy Commissioner to the Top Scorer of the Merit list.

7. Terms of Service:

Terms of service of AWW & AWH shall be up to 65 years of age. In case of violation of service conditions during this tenure, as reported by the District Programme Officer, the District Deputy Commissioner, may remove them from services by following the due procedure of natural justice.

In case of complete vacancy in the Anganwadi Centre during the selection process, Supervisor shall ensure the distribution of supplementary nutrition with the help of nearby Anganwadi Centre and in adverse situations shall direct the Panchayat for distribution of supplementary nutrition to the beneficiaries.

It is hereby ordered that all the vacant posts/posts undergoing recruitment, shall be filled following after the above guidelines.

By the order of Lt. Governor, UT Ladakh.

Sd/-

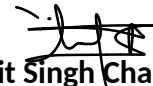
(Padma Angmo) IIS/पद्मा अंगमो,

Commissioner/ Secretary/आयुक्त /सचिव

Social & Tribal Welfare Dept./ समाज एवं आदिवासी कल्याण विभाग

Copy to-

1. All the Administrative Secretaries, Administration of UT Ladakh.
2. All the Head of Departments, Administration of UT Ladakh.
3. Deputy Commissioner, Leh/Kargil.
4. District Program Officer, Leh/Kargil.
5. District Social Welfare Officer, Leh/Kargil.
6. District Panchayat Officer, Leh/Kargil.
7. Chief Medical Officer, Leh/ Kargil.
8. All the Zonal Education Officer, Administration of UT Ladakh.
9. All the Child Development Project Officers, Administration of UT Ladakh.
10. All the Block Development Officers, Administration of UT Ladakh.
11. Chairman, Municipal Committee, Leh/Kargil.
12. All the Chairman, Block Development Council, Administration of UT Ladakh.
13. OSD to Hon'ble Lt. Governor, UT Ladakh
14. Private Secretary to Advisor to Hon'ble Lt. Governor, UT Ladakh.



Amit Singh Chandel, IRS
Director (Social & Tribal Welfare)

Annexure-1

Invitation of Application for the post of AWW/AWH

Applications are invited from the permanent resident female applicants of concerned villages/wards for the appointment against the vacant post of AWW/AWH in the following Anganwadi Centres of Child Development Project..... District.....

Name of AWC	Detailed Address of AWC	Name of the vacant post

The format of the application form can be obtained from the project office or www.ladakh.nic.in

Place:.....

Date:.....

Signature of Child Development Project Officer

Name.....

Seal

Application form for Anganwadi Worker/Anganwadi Helper

To

Child Development Project Officer,
Integrated Child Development Project

District -----, Ladakh



- 1- Name of the Anganwadi Centre for which being applied.....
- 2- Name of the Applicant.....
- 3- Father/Husband Name
- 4- Date of Birth of the Applicant
- 5- Age of Applicant as of 1st January 20.....
- 6- Address of the Applicant
- 7- Resident Certificate/Ration Card/Voter Card Sr. No.....
- 8- Voter list Sr. No.-
- 9- BPL list Sr. No.....
- 10- In absence of the name of Applicant in the list, Voter list Sr. No of Husband/Father
- 11- In absence of the name of Applicant in the list, BPL list Sr. No of Husband/Father
- 12- Sr. No. and Date of Certificate issued by Sub Divisional Magistrate/Tehsildar.....
- 13- Education Qualification.....
- 14- Category- Scheduled Caste/Scheduled Tribe/Other Backward Class/ General
- 15- Differently Abled.....Yes /No
- 16- Marital Status -Married/Unmarried/Divorced/Separated/Widow.....
- 17- Previous Experience of AWW/AWH %
 - a. Name of the AWC
 - b. Post.....
 - c. Experience in years.....
 - d. Reason for resign.....
- 18- Work Experience in the Govt. Organizations related to children
 - a. Name & address of the organization
 - b. Post.....
 - c. Experience in years.....
 - d. Reason for resign.....

It is certified that the above information provided by me is true and relevant certificates have been enclosed. If this information or the certificates are found false, I shall be held responsible, and for which legal action can be taken against me.

Place:

Date:

Applicant's Signature

Name.....

Address.....

Annexure to be enclosed with the Application form

1. Prescribed Marksheet for Date of Birth.
2. Marksheet for additional educational qualification
3. Ration card/voter list/Resident Certificate/ BPL list's Sr. No. and photocopy in which Applicant's or her Father/Husband name is mentioned.
4. In absence of document at Sr. No. 3, Certificate issued by S.D.M/Tehsildar
5. Medical Certificate issued by competent authority for Differently abled persons.
6. Certificate issued by competent authority for Scheduled Caste/Scheduled Tribes and Other Backward Classes
7. Certificate issued by the competent authority in case Married/Widow/Separated/Divorced
8. Experience certificate issued by the competent authority of the previous organization.

Annexure-3

Receipt of Application form received for the post of AWW/AWH

Today.....atAM/PM, application form for the appointment at Anganwadi Centre....., Child Development Project.... District..... has been received from Ku./ Smt..... along with the following annexures:

1. Photocopy of Caste Certificate
2. Photocopy of Resident Certificate/Ration Card/voter list
3. Photocopy of BPL list
4. Photocopy of medical certificate for a differently-abled person
5. Photocopy of 8th class examination result
6. Photocopy of 10th class examination result
7. Photocopy of 12th class examination result
8. Photocopy of Graduation examination result
9. Photocopy of Experience certificate of AWW/AWH
10. Photocopy of Experience certificate in Govt. Institutions related to children
11. Others

Note: Please strike off which is not applicable.

Place:.....

Date:.....

Signature of Recipient

Name.....

Annexure-4

Certificate

(in case of less than three 3 applications)

This is to certify that only(no) of candidates have applied for the post of Anganwadi Worker/Helper at the Anganwadi Centre (name) despite readvertisement and wide publicity in the village (name of the village).

Place:

Date:

Signature of Sarpanch/Numberdar

Name.....

Address.....