



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
SOCIAL WELFARE DEPARTMENT : DISPUR

NOTIFICATION

The 25th January, 2019

No. SWD.515/2017/18.- In supersession of all earlier Notifications issued by the Govt. of Assam in Social Welfare Department in connection with the constitution of Selection Committee for selection of Anganwadi Worker, Anganwadi Helper and Anganwadi Worker in Mini Anganwadi Centre, the Governor of Assam is pleased to re-constitute the Project Level Selection Committee with the following members with immediate effect -

1. The District Social Welfare Officer (DSWO) of the respective District - Chairman
2. The Child Development Project Officer (CDPO)
of the concerned Project. - Member Convenor
3. The Senior Medical & Health Officer of the nearest PHC
of the respective District. - Member
4. The Block Development Officer of the concerned Block - Member
5. The District Employment Officer of the respective District
(Only for the ICDS Projects of the urban areas, as well as, for
those Anganwadi Centre located in urban areas). - Member

The modified guidelines for selection of Anganwadi Worker, Helper and Worker in Mini Anganwadi Centre shall be as follows:

1) Eligibility Criteria**Mandatory requirement and qualification:**

- i. The candidate for the post of Anganwadi Worker and Anganwadi Helper shall be a local women residing in the concerned AWC survey area, where the Anganwadi Center is located.
- ii. The candidate for the post AWW of the Mini Anganwadi Centre shall be a local women residing in the locality covered by the concerned Mini Anganwadi Center survey area.
- iii. Age of the candidate shall be 18 to 44 years as on 1st January of the year when the selection is to be made.
- iv. The candidate for the post of Anganwadi Worker and the Worker of the Mini Anganwadi Centre should have the qualification of H.S. passed from the "Assam Higher Secondary Education Council" or its equivalent examination from a recognized Board/Council by the Govt. of Assam. In case there is no such qualified candidate, educational qualification may be relaxed up to HSLC/AHM examination passed from the "Board of Secondary Education, Assam" (SEBA) or its equivalent examination from a recognized Board by the Govt. of Assam.
- v. The candidate for the post of Helper should have the qualification of HSLC/AHM examination passed from the "Board of Secondary Education, Assam" or its equivalent examination from a recognized Board by the Govt. of Assam. In case, there is no such qualified candidate, educational qualification may be relaxed up to Class-IX pass. In such case, the educational qualification certificate issued by the School Authority must be countersigned by the concerned Inspector of Schools.
 - In the matter of a High Court Case i.e. WP(C) No. 3409/2015, the Board of Secondary Education Assam (SEBA), vide letter No. SEBA/AB/Govt./I/2005/349, dtd. 8-7-2015 has clarified that the certificate of BPP Awarded by K.K. Handique Open University cannot be regarded as equivalent to HSLC/AHM Examination conducted by the SEBA.
 - In view of the above, **the candidates who produced the certificate of BPP awarded by the K.K. Handique Open University may not be considered as equivalent to HSLC/AHM Examination passed candidate.**
- vi. The residential proof in respect of the candidate for the post of Anganwadi Worker, Helper and Worker of Mini Anganwadi Centre will be issued by respective Gaon Burah/ Ward Member of the concerned Gaon Panchayat/ President of the Gaon Panchayat for Rural Area

and Ward Commissioner/ Chairperson of Municipal Board/ Town Committee for Urban Area.

- **All such residential proof certificate must be verified by the concerned Circle Supervisor who will authenticate the certificates prior to the interview if found correct.**

- vii. Selection will be based on merit of marks of HSSLC/HSLC/HMLC examination respectively.
- viii. Age for retirement will be on reaching 60 years and their services will be discontinued with immediate effect.
- ix. Candidates selected must submit letter of acceptance of the voluntary service as AWW/AWH/ AWW in the Mini AWC after receipt of the letter for acceptness of voluntary service issued by the CDPO.
- x. Candidate is to be submitted a medical certificate from a recognized Govt. Doctor in respect of Physical & Mental health of the candidate.

Rejection of candidature on the following ground is allowed:

1. Candidates having unsound mind.
2. Possess poor health and suffer from serious diseases.
3. Involved in criminal cases.
4. Regular student of school/college.
5. The candidature of applicant migrating out of the AWC survey area any time between submission of application and just before engagement as AWW/AWH stands automatically canceled and the appointing authority has to ensure the same even if the fact brought before it subsequent to formal engagement. Such candidates would be declared as void ab initio.

Re structured ICDS six services: Component and core intervention

Sl. No.	Component	Service	Core Interventions	Target Group	Service Provider
1	Early Childhood Care Education & Development (ECCED).	Early Childhood Care and Education (ECCE) / Pre-school Non-formal Education.	<ul style="list-style-type: none"> • Home based guidance for parents. • Early stimulation • Early Screening and referral. • Optimal IYCF Practices. • Monthly Monitoring & Promotion of Child Growth & Developmental Milestones. • Fixed Village ECCE Days. 	0-3years Parents/care givers.	AWW

			<ul style="list-style-type: none"> • Non formal preschool education: <ol style="list-style-type: none"> a) activity based b) semi-structured play and learning method. • Quarterly Monitoring & Promotion of Child Growth & Developmental Milestones. • Fixed Village ECCE Days. 	3-6 years Parents / caregivers.	AWW
		Supplementary Nutrition.	<ul style="list-style-type: none"> • Morning snack, Hot Cooked Meal and THR as per norms. 	6 m – 3 yrs. 3-6 years P&L Mothers.	AWW / Mini AWW/ AWII / MSG.
2	Care & Nutrition Counseling.	Infant & Young Child Feeding (IYCF) Promotion & Counseling.	<ul style="list-style-type: none"> • One to one counseling for optimal breastfeeding practices. • One to one counseling on Complementary feeding. • Counseling to ensure food intake. • Home visits and follow up. 	P&L Mothers of children under 3 yrs.	AWW / ASHA / ANM / Supervisor.
		Maternal Care Counseling.	<ul style="list-style-type: none"> • Early registration of pregnancy, 3 or more ANC, Institutional delivery and PNC. • Counselling on diet ,rest and IFA compliance during Home visit. • Monitoring weight gain • Examination for pallor and oedema and any danger signs. • Home based counselling for essential new born care. • Counselling and lactation support. • Counselling on spacing 	<ul style="list-style-type: none"> • P&L women. 	<ul style="list-style-type: none"> • ASHA / ANM / MO/ AWW.

		Care, Nutrition, Health & Hygiene Education.	<ul style="list-style-type: none"> • Monthly health and nutrition education sessions. • Education on Improved caring practices-- feeding, health, hygiene and psychosocial care. • Knowledge sharing for care during Pregnancy, lactation and adolescence. • Promotion of local foods • Appropriate food demonstration. • Celebration of nutrition week, Breastfeeding week, ICDS day etc. 	<ul style="list-style-type: none"> • P&L Mother and other caregivers, community and families. 	<ul style="list-style-type: none"> • AWW / supervisors
		Community based Management of underweight children	<ul style="list-style-type: none"> • Identification of underweight children through weighing. • 12 day child care counseling & feeding sessions (SNEHA SHIVIRs). • 18 day home care and follow-up through Home visit. 	<ul style="list-style-type: none"> • Moderately and Severely underweight children & their mothers/ caregiver 	<ul style="list-style-type: none"> • AWWs/ AWH/ supervisors/ Mothers Group/P RIs. / SHGs /MO / • ASHA and ANM as facilitator.
3	Health Services	Immunization	<ul style="list-style-type: none"> • Regular Fixed Monthly VHNDs. • Primary Immunization, Boosters. • TT for Pregnant women • Vitamin A & IFA supplementation. • Deworming • Counseling 	<p>0-3 years</p> <p>3-6 years</p> <p>P&PL Mothers</p>	<p>ANM / MO / ASHA/</p> <p>AWWs as facilitator</p>
		Health Check Up	<ul style="list-style-type: none"> • ANC / PNC / JSY • Support for IMNCI / JSSK. • Identification of severe underweight children requiring medical attention. 	<p>0-3 years</p> <p>3-6 years</p> <p>P&L Mothers</p>	<p>ANM / MO / Monthly Doctor visits by NRHM at least once in</p>

			<ul style="list-style-type: none"> Support to Community based management of under weight children. 		a quarter ASHA /AWWs as facilitator.
		Referral Services	<ul style="list-style-type: none"> Referral of severely underweight to health facility / NRCs. Referral for complications during pregnancy. Referral of sick newborns. Referral of sick children. 	0-3 years 3-6 years P&L Mothers	ANM / MO / ASHA/ AWWs
	Community Mobilization, Advocacy & IEC.		<ul style="list-style-type: none"> Information dissemination & awareness generation on entitlements, program behaviors and practices. Sharing of nutritional status of children at gram sabha meetings. Linkage with VHSNC Voluntary Action Groups Development of Kitchen garden. 	Families & Community	AWW / Second AWW/ supervisors / FNB / Dist. & Block Resource Centres / ICDS. Management

Delivery of Services at AWCs:

Anganwadi Workers and Helpers should reach Anganwadi Centres daily before time for cleaning of the Anganwadi; arranging drinking water; making arrangement for PSE activities and cooking supplementary food etc.*

Time schedule for periodic Activities

- ❖ Health checks up of Children and mothers.
- ❖ Immunization, As per schedule and as per Micro plan of VHND;

- ❖ Weighing Children and growth monitoring (weight for height ,weight for age and height for age); once in a month on the basis of birth day of the children;
- ❖ Observation of village Health and Nutrition Day (VHND); once in every month;
- ❖ Observation of Early Childhood Care and Education Day (ECCE Day) 19th of every month
- ❖ Organizing Health and Nutrition Education Services; once in every week except in the week when VHND is observed.
- ❖ Distribution of Vitamin A, Iron Folic Acid Tablets, Deworming Tablets etc as per schedule.
- ❖ Delivery of take Home Ration (THR)
- ❖ Organizing Monthly Anganwadi Centre management Committee meetings.
- ❖ Preparing Monthly Progress Report(MPR) Of AWC
- ❖ Attending monthly circle meetings.
- ❖ Updating Family Serving Register as well as other Revised MIS registers monthly.

Updating Accounts register as well as passbook monthly

General Principle governing survey area/ boundary of AWC

The AWC survey area (catchment area) should be clearly defined and the boundaries of the area should be certified on a social resource map countersigned by concerned Supervisor and CDPO.

- The map would be on a sheet of chart paper, showing the streets of the area, as well as important common land mark such as school building, markets, religious institutions, health facilities etc.
- On this map will have to, draw all the houses of the village, as little boxes.
- Inside each box, serial number of the household living in that house should be written clearly. If more than one household lives in a house, the household number of all such households would be in the box and serial numbers to be given to each household in the same sequence as anyone would walk through the village from house to house.

The nearest Anganwadi Worker shall make a household survey of the area to be covered by the proposed Mini Anganwadi Centre, which will be authenticated by the concerned Child Development Project Officer, Circle Supervisor and the Gaonburah. **The Child Development Project Officer must mention the functional area of the Mini Anganwadi Centre in the Advertisement.**

a) **Functional Area of Anganwadi Centre/ Mini Anganwadi Centre:**

- i. The Functional Area of the Anganwadi Centre/Mini Anganwadi Centre is the area of the village/hamlet encompassing the identified household of the village/ hamlet and registered in the Family Details Register and reflected in the Social Map.
- ii. In case the Mini Anganwadi Centre is curved out of an existing Anganwadi Centre due to excess population/ geographical barrier etc., the households to be included in the Mini Anganwadi Centre shall have to be deleted from the existing Anganwadi Centre's Family Details Register. The deleted households shall be the Functional Area of the Mini Anganwadi Centre; and in such case a new Social Map will be prepared for the Mini Anganwadi Centre.

2) Selection Procedure

i) Selection of candidate for the post of Anganwadi Worker and Worker in Mini Anganwadi Centre shall be made strictly on the basis of marks obtained in HS examination and selection of candidate for Anganwadi Helper shall be made strictly on the basis of marks obtained in the HSLC/AHM examination. In case of class IX (nine) pass candidate for Anganwadi helper, selection to be made on the basis of marks obtained in the Annual Examination of class IX (nine) issues by the concerned Head Master/ Principal. The Selection Committee will verify the Educational Qualification Certificate, other certificates produced by the candidates, make assessment of overall Health Status of the candidate. **There shall be no individual marks for the members for selection of Anganwadi Worker, Anganwadi Helper and Worker in Mini Anganwadi Centre.**

(Overall percentage of marks obtained by a candidate in their HSSLC/HSLC/AHM/ Examination passed with Compartmental Examination is to be calculated as shown below, - Marks obtained in the passed subjects in HSSLC/HSLC/AHM main examination + marks obtained in passed subject(s) in Compartmental Examination (first chance) + Second chance (if appeared). Average will be calculated dividing by the total marks as per the course she appeared for and shown in the first mark sheet.)

ii) For the Anganwadi Centres/ Mini Anganwadi Centres located in the village/locality having more than 40% of the SC, ST or Tea Tribe population, the selection of Anganwadi Worker/Helper/ Worker in Mini Anganwadi Centre shall be made from amongst the said majority community. **Lists of such Centres must be published at the time of advertisement made by the Child Development Officer, inviting applications from such candidates.**

iii) As per Govt. Notification No.SWD. 449/2007/29, dt.12-9-2007, 3% posts shall be reserved for differently able candidates.

iv) Married Women should be selected from the local village where the Anganwadi Centre is established and living with her husband. But it may be relaxed in case of Divorced Woman and Widow.

v) The candidate(s) must apply in the prescribed Application form issued by the concerned Child Development Project Officer.

The Selection Committee shall select the candidates for the post of Anganwadi Worker, Worker in Mini Anganwadi Centre and Helper considering the clause mentioned above in Point 2.

3) **Selection Process:**

a) Immediately on receiving the guideline, instructions etc, for selection of Anganwadi Worker, or Anganwadi Helper, or Worker in Mini Anganwadi Centre, the concerned Child Development Project Officer with prior approval of the Chairman of the Selection Committee shall circulate wide publicity regarding the date and time and venue of submission of applications and testimonials therewith. He/she shall also hang Advertisement Notice in the concerned office of the Deputy Commissioner, District Social Welfare officer, Block Development Officer, Circle Officer, Child Development Project Officer, Anchalik Panchayat and Gaon Panchayat. Moreover, local Gaonburah may also be requested to make publicity in the respective locality.

Before publication of advertisement the concerned Child Development Project Officer will determine the functional area of the Anganwadi Centre/Mini Anganwadi Centre as mentioned at point 1(xi) and will mention the area in the advertisement properly, so that the candidates belong to the concerned area only could apply.

b) The application shall be received in the office of the Child Development Project Officer concerned in all working days in between 11.00 A.M. to 3.00 P.M. Records shall be maintained by the Child Development Project Officer in a Register in the following format :-

Sl. No.	Name of candidate with name of father/mother or Husband	Date of receipt	Signature of the official receiving the
1	2	3	4

Application should not be received or accepted after the fixed date of submission. All records/ documents of interview should be kept in safe custody of the concerned Child Development Project Officer and he/ she will be personally responsible for any mishandling of documents.

c) The candidate shall indicate the name of the post in the application form and in the cover for which she is applying.

d) The candidates should submit self attested photo copy of the testimonials attached along with the application form. The candidates must produce the original certificates/ testimonials at the time of interview/ personality Test.

e) The Selection Committee shall meet on the next day of the last date of receipt of applications and scrutinize thoroughly the application received and rejected.

f) Fresh list of valid applications shall be prepared Anganwadi centre-wise and all member of the Selection Committee present, to make scrutiny of the applications shall put signature for authentication of the list. The list of the valid candidates shall be hanged in the office of the Deputy Commissioner, Circle officer, District Social Welfare officer, Block Development Officer, Child Development Project Officer, Anchalik Panchayat and Gaon Panchayat.

g) The Selection Committee shall decide the date, time and venue of interview and the Child Development Project Officer shall issue notice of interview in the offices mentioned in (f) above. He/ She will circulate wide publicity regarding the date, time and venue of interview through Circle Supervisor and local Gaonburah. No separate call letter to the candidates may be issued.

h) The Selection Committee shall prepare a Comparative Statement of the candidates appeared in the interview against each Anganwadi Centre/ Mini Anganwadi Centre, as per following format in each day after completion of interview. The said Comparative Statement shall bear the signature of all the members present in the interview.

Date on interview: -

Name of the AWC/Mini Anganwadi Centre:-

Sl. No.	Name of the candidate with Father/Mother/Husband's name	Age	Caste	Educational Qualification	Percentage of marks in HS examination (for AWW & Worker at Mini AWC) / Percentage of marks in HSLC/AHM Examination (for Helper)	Name of the Post	Remarks of the Selection Committee after the Personality test of the candidates	Merit position of the candidates
1	2	3	4	5	6	7	8	9

i) After completion of the interview the Selection Committee shall prepare a Merit list of candidates, Anganwadi Centre-wise as follows, after scrutinizing the Comparative Statement prepared in each day of the interview.

Sl. No.	Name of post	Name of Anganwadi Centre	Name of the candidate with Father/Mother/husband's name	Village	Marks obtained as per Educational Qualification	Percentage (%)	Date of interview	Remarks of the Selection Committee
1	2	3	4	5	6	7	8	9

Chairman and all the members will have to sign the merit list invariably. The lists which do not bear signature of Chairman and all the members shall not be accepted unless the reasons are acceptable to the Govt.

j) Finally a Select list shall be prepared Centre-wise for Anganwadi Worker, Helper and Worker in Mini Anganwadi Centre by the Child Development Project Officer and **the said select list shall bear the signature of the Chairman & Member Secretary, i.e. the Child Development Project Officer** .

k) Final result will be declared only after approval of Director, Social Welfare, Assam. For this purpose the Child Development Project Officer will submit the proposal to the Director, Social Welfare, Assam, along with the copy of the Advertisement, copy of the minutes of the Selection Committee meeting, copy of the Comparative Statement, copy of the Merit List, copy of the final select list signed by the Chairman and the Members Secretary with other relevant documents related to the interview. **The Child Development Project Officer must submit 2(two) copies each of the Comparative Statement, Merit List and Select List, one copy each will be returned along with the approval.**

l) The Final list of Selection shall be published and hanged in the office of the Deputy Commissioner, District Social Welfare Officer, Circle Officer, Child Development Officer, Anchalik Panchayat, Block Development Officer and Gaon Panchayat after getting approval from the Director, Social Welfare, Assam.

m) *A copy of the Select list shall be sent to the Programme Officer, the District Social Welfare Officer concerned after completion of interview. The Child Development Officer, shall issue letter of expression of interest to accept the voluntary services, to all the selected candidates immediately after publication of the select list. The Selected candidates must submit the letter of acceptance of the voluntary service as Anganwadi Worker/Helper/ Worker at Mini Anganwadi centre along with their joining report within 7 days from the date of information received from the Child Development Officer. If the selected candidate do not submit letter of acceptance and joining report within the stipulated date during office hours the Child Development Officer will submit proposal to the Director, Social Welfare, Assam for selection of the next listed candidates as per the Merit List citing cause(s).*

n) **The Divisional Programme Officer shall closely monitor the entire Selection process and ensure that the guidelines and eligibility norms are strictly adhered to, to avoid any future legal complicacies.**

Anomalies/ Disputes, if any, shall be subject to the examination by a committee constituted for the purpose for which separate notification will be issued. An appellate committee will be constituted in the State Level if any dissension occurs in the scrutiny committee constituted for the purpose.

JISHNU BARUA

Additional Chief Secretary to the Government of Assam,
Social Welfare Department Dispur.