

**Government of Jammu and Kashmir**  
**OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER POSHAN**  
**PROJECT KUPWARA**

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**Subject: Advertisement for Recruitment of Sahayikas (Anganwadi Helpers) in Anganwadi Centres of Poshan Project Kupwara.**

**Ref:** 1. Govt. Order No. 222- JK (SWD) of 2022 dated 30-11-2022.  
 2. Govt. order No. 103- JK (SWD) of 2023 dated 28-04-2023.

**Advertisement No: 02- CDPO-KUPWARA of 2026**  
**Dated: 01-01-2026**

Approval has been accorded vide Mission Director Poshan J&K letter No: MD/Poshan/47213-23 dated: 24-12-2025 followed by District Programme Officer Poshan Projects Kupwara letter No. DPO/POSHAN/25/6043-55 Dated: 29-12-2025 for filling up of vacancies of Sahayika's (Anganwadi Helpers) in below mentioned Anganwadi Centres of Poshan Project Kupwara and as such applications on prescribed Proforma (Annexure-I) are hereby invited from the eligible married female candidates of the Panch wards/Municipal Wards shown against the below mentioned Panchayat Halqas, for the engagement of **Sahayika's (AWH's)** against these Anganwadi Centres of POSHAN Project Kupwara on "**Honorarium basis**". The applications along with required documents shall be deposited in the Office of undersigned i.e., the Child Development Project Officer Poshan Project Kupwara within 15 days from the date of Publication of this advertisement notification in leading newspapers, against proper receipt.

a) Date of commencement for submission of application forms:- **02-01-2026**  
 b) Last date for submission of applications is:- **16-01-2026**

<b>S.No</b>	<b>District</b>	<b>Project</b>	<b>Name of Panchayat/ MC Ward</b>	<b>Vacancy of Sahayikas (Anganwadi Helpers)</b>	<b>Name of Anganwadi Centre</b>
				<b>Panch Ward no.</b>	
1	Kupwara	Kupwara	Kupwara-Mc-01	MC-1	Chan Mohalla Darul Salam Kupwara
2	Kupwara	Kupwara	Drughmullah	3	Pir Mohalla Drugmullah
3	Kupwara	Kupwara	Jugtiyal	1	Pachadoori Jugtiyal
4	Kupwara	Kupwara	Halmathpora-C	7	Arambagh Halmathpora

**Criteria for Selection of Sahayikas (Aanganwadi Helpers) shall remain as envisaged in the Govt. Order No: 222-JK (SWD) OF 2022, Dated: 30-11-2022 i.e,**

- ❖ Women candidates in the age group of 18-37 years shall be eligible (age shall be calculated on the 1<sup>st</sup> day of calender year i.e 01-01-2026).
- ❖ The candidate should be a domicile of the UT of J&K.
- ❖ The candidate should be a resident of the Electoral Ward where AWC is situated. Name in the voter list for the ward shall be considered as the proof of residence of the candidate. In case the name of the candidate appears in the voter list along with her parents, then she must provide certificate of being un-married issued by the concerned Tehsildar. Where ever, there in any dispute as to residence for any reason, then a residence proof certifying the ward of residence from the concerned SDM/ACR shall be considered.
- ❖ Minimum qualification for Anganwadi Helper shall be Matriculation.
- ❖ In case no matriculate candidate is available in the Ward, candidates with qualification not less than 8<sup>th</sup> standard shall be considered.
- ❖ The committee shall select the most destitute/needy married women of the ward as helper from amongst those who fulfill the qualification criteria. In case no married candidate is available, unmarried candidate may be considered.
- ❖ The selection shall be made purely as per merit in light of the instructions of the administrative Department communicated vide no.: SWD-ICDS/43/2022, Dated: 14-08- 2023 and as per the communication of Mission Director, Poshan J&K vide No.: SMD/ICDS/Recruitment/2022-23/21349-72, Dated: 14-07-2023.

**Self-attested copies of documents to be attached with the application form:-**

01. Panch Ward Certificate and Voter list issued by BDO concerned.
02. Domicile Certificate issued by Tehsildar concerned.
03. Date of Birth Certificate.
04. Academic Qualification Certificates with class 10<sup>th</sup> Marks card.
05. Non employment Certificate.
06. Self-Addressed envelope with postage stamp of Rs 5/-
07. Affidavit from first class magistrate stating following facts.
08. All Documents/details submitted along with the application form for engagement of Sahayika (Anganwadi Helper) are correct, without any mismatch, duplicacy, or fallacious in nature. If found incorrect or in any of the above stated situation the candidature of deponent may be cancelled and liable to action under law.
09. Minimum qualification for Sahayikas (Anganwadi Helpers) shall be Matriculate and this is as per facts and onus of proving it to be true lies with the deponent.
10. The deponent has read the HR policy no. 222-JK(SWD) of 2022 dated: 30.11.2022 and is well versed with all salient features of the policy and shall be applicable to the deponent in case of selection as Sahayika (Anganwadi Helper).

**Note: Prescribed Application Proforma can also be had from the undersigned office "Free of Cost".**

Child Dev. Project Officer  
Poshan Project Kupwara

Dated:- 01-01-2026

No:-CDPO/KUP/Adv/2025-26/943-960

**Copy to the:-**

1. District Development Commissioner, Kupwara for favour of information.
2. Mission Director, POSHAN J&K for favour of information.
3. Additional District Development Commissioner, Kupwara for favour of information.
4. District Programme Officer, POSHAN Kupwara for favour of information.
5. Joint Director, Information Department Kashmir, Srinagar for information with the request to kindly publish the advertisement notice in three leading Newspapers of Kashmir Valley for three consecutive days for information of the General public.
6. General Manager, DIC Kupwara for information.
7. District Social Welfare Officer, Kupwara for information.
8. Tehsildar Concerned for information.
9. Chief Executive Officer Municipal Committee Kupwara for information.
10. District Informatics Officer, NIC Kupwara for information & uploading the advertisement notice on website of District Kupwara.
11. In charge Website Mission Directorate Poshan J&K Srinagar with the request to publish/ upload the notice on Departmental website.
12. In charge Website NIC Kupwara with the request to publish/ upload the notice on website.
13. Block Development Officer, Concerned for information with the request to facilitate the circulation of Advert, in the respective Gram Panchayats /respective constituencies for awareness of general Public.
14. Zonal Education Officer, Concerned for information.
15. News Editor All India Radio, Srinagar with the request that contents of the above notice may kindly be broadcasted in the Local News Bulletin as well as Rozgar Samachar for three consecutive days for information of the concerned.
16. Concerned Secretary Panchayat \_\_\_\_\_ for information.
17. Concerned Supervisor(s) of Poshan Kupwara for information with the directions to paste the Advertisement notice at Public prominent places within the Panchayat/Ward i.e Masjid, School, Panchayat Ghar and capture Photographic evidence of the same.
18. Notice Board.

**(ANNEXURE-I)**

Advt Notification No.& Date\_\_\_\_\_

Form Sr. No.\_\_\_\_\_

**APPLICATION FORM FOR ENGAGEMENT OF SAHAYIKA (ANGANWADI HELPER)**

1. Name of the District:- **Kupwara**
2. Name of the Poshan (ICDS) Project:-**KUPWARA**
3. Name of the Anganwadi Centre for which engagement sought.....
4. Panch Ward no..... of Panchayat Halqa .....
5. Name of the Candidate (In Block Letters) .....
6. Fathers Name (In Block Letters) .....
7. Marital Status: - (Married/ Un-Married) .....
8. Husbands Name (if married) .....
9. Permanent Address: Mohalla.....  
Village.....Panch Ward no..... Name of the  
Panchayat Halqa..... Block: ..... Pin code.....
10. Mobile No:..... Email ID: .....
11. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (in words) .....
12. Age as on **01-01-2026**: .....Years .....months .....Days
13. Academic Qualification:

S. No	Examination passed	Board/School	Year of passing	Marks Obt.	Max. Marks	%age
1	Matric					
2	Middle					

14. Does candidate belong to family of retired AWW (Yes / No).....

15. Documents attached.

- ❖ Panch Ward Certificate and voter list issued by BDO/EO concerned.
- ❖ Domicile Certificate issued by Tehsildar concerned.
- ❖ Date of Birth Certificate.
- ❖ Academic Qualification Certificates with Marks card of 10
- ❖ Non-employment Certificate.
- ❖ Self-Addressed envelope with postage stamp of Rs 5/-.
- ❖ Affidavit.

**Signature of Candidate**

**UNDERTAKING**

I.....D/o,W/o.....R/o.....

..... do hereby certify that the contents of the application given above are correct and true to the best of my knowledge. In case any of the above contents is found incorrect, the selection committee shall have the right to reject my application and similarly revoke my engagement order.

**Signature of Candidate**

Photograph of  
the applicant duly  
attested by  
Gazetted Officer

## **FORMAT FOR PANCH WARD CERTIFICATE.**

Photograph of the  
applicant duly  
attested

**TO WHOM IT MAY CONCERN.**

This is to certify that the candidate namely  
D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_ is residing in Panch Ward  
of Panchayat Halqa \_\_\_\_\_.

It is further certified that her name is enlisted in electoral / voter list of the panch ward at S. No \_\_\_\_\_.

**No:**

**Dated:**

**Signature of**  
**BDO/EO** \_\_\_\_\_

**Government of Jammu and Kashmir**  
**OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER POSHAN**  
**PROJECT KUPWARA**

\*\*\*\*\*

**Subject: Advertisement for Recruitment of Sanginis (Anganwadi Workers) in Anganwadi Centres of Poshan Project Kupwara.**

**Ref:** **1. Govt. Order No. 222- JK (SWD) of 2022 dated 30-11-2022.**  
**2. Govt. order No. 103- JK (SWD) of 2023 dated 28-04-2023.**

**Advertisement No: 01- CDPO-KUPWARA of 2026**  
**Dated: 01-01-2026**

Approval has been accorded vide Mission Director Poshan J&K letter No: MD/Poshan/47213-23 dated 24-12-2025 followed by District Programme Officer Poshan Project Kupwara letter No. DPO/POSHAN/25/6043-55 Dated: 29-12-2025 for filling up of vacancies of Sangini's (Anganwadi workers) in below mentioned Anganwadi Centres of Poshan Project Kupwara and as such applications on prescribed Proforma (Annexure-I) are hereby invited from the eligible female candidates of the Panch wards/Municipal Wards shown against the below mentioned Panchayat Halqas for the engagement of Sanginis(AWWs) against these Anganwadi Centres of POSHAN Project Kupwara on "**Honorarium basis**". The applications along with required documents shall be deposited in the Office of undersigned i.e., the Child Development Project Officer Poshan Project Kupwara within 15 days from the date of Publication of this advertisement notification in leading newspapers, against proper receipt.

a) Date of commencement for submission of application forms :- **02-01-2026**  
b) Last date for submission of applications is:- **16-01-2026**

<b>S. No</b>	<b>District</b>	<b>Project</b>	<b>Name of Panchayat</b>	<b>Vacancy of Sanginis (Anganwadi workers)</b>	<b>Name of Anganwadi Centre</b>
				<b>Panch Ward no.</b>	
1	Kupwara	Kupwara	Manzhar	6	Hajam Mohalla Manzhar
2	Kupwara	Kupwara	Jugtiyal	5	Kotbal Jugtiyal
3	Kupwara	Kupwara	Bohipora	1	Bohipora Old
4	Kupwara	Kupwara	Karihama B	6	Balipora 1 <sup>st</sup>

**Criteria for Selection of Sanginis (Anganwadi Workers) Shall remain as envisaged in the Govt. Order No. 222-JK(SWD) of 2022, Dated:30-11-2022 and Order no. 103-JK(SWD) of 2023 Dated 28.04.2023 i.e.,**

- ❖ Women candidates in the age group of 18-37 years shall be eligible (age shall be calculated on the 1<sup>st</sup> day of calendar year i.e 01-01-2026).
- ❖ The candidate should be a domicile of the UT of J&K.
- ❖ The candidate should be a resident of the Electoral Ward where AWC is situated. Name in the voter list for the ward shall be considered as the proof of residence of the candidate. In case the name of the candidate appears in the voter list along with her parents, then she must provide certificate of being un-married issued by the concerned Tehsildar. Where ever, there in any dispute as to residence for any reason, then a residence proof certifying the ward of residence from the concerned SDM/ACR shall be considered.
- ❖ Minimum Education qualification should be 10+2 and maximum graduation.
- ❖ Weightage shall be given on the basis of marks obtained in 10+2 and selection shall be granted purely on academic merit basis & there shall not be any interview.
- ❖ In case eligible candidate is available within the family of retired AWW/AWH the said candidate shall qualify for additional two percent points.
- ❖ Candidates with qualification higher than graduation shall not be considered.
- ❖ In case of tie in merit of the eligible candidate, candidate with higher age will be preferred.

**Self-attested copies of documents to be attached with the application form:**

- ❖ Panch Ward Certificate and voter list issued by BDO/EO concerned.
- ❖ Unmarried certificate issued by Tehsildar, if name of candidate appears with parents in voter list.
- ❖ Domicile Certificate issued by Tehsildar concerned.
- ❖ Date of Birth Certificate.
- ❖ Academic Qualification Certificates with Marks card of 10+2.
- ❖ If candidate belongs to family of retired AWW, Copy of document proof.
- ❖ Non employment Certificate from Gazetted Officer.
- ❖ Self-Addressed envelope with postage stamp of Rs 5/-.
- ❖ Affidavit from first class magistrate stating following facts.
- ❖ All Documents submitted along with the application form for engagement of Sangini (AWW) are correct, without any mismatch, duplicity or fallacious in nature. If found incorrect or in any of the above stated situation the candidature of deponent may be cancelled and liable to action under law.
- ❖ Maximum qualification is Graduation for vacancy of **Sanginis (AWWs)** and this is as per facts and onus of proving it to be true lies with the deponent.
- ❖ The deponent has read the HR policy no. 222-JK(SWD) of 2022 dated: 30.11.2022 and is well versed with all salient features of the policy and shall be applicable to the deponent in case of selection as **Sangini (AWW)**

**Note: Prescribed Application Proforma can also be had from the undersigned office "Free of Cost".**



Child Dev. Project Officer  
POSHAN Project Kupwara

Dated:- 01-01-2026

No:-CDPO/KUP/Adv/2025-26/ 925-942

**Copy to the:-**

1. District Development Commissioner, Kupwara for favour of information.
2. Mission Director, POSHAN J&K for favour of information.
3. Additional District Development Commissioner, Kupwara for favour of information.
4. District Programme Officer, POSHAN Kupwara for favour of information.
5. Joint Director, Information Department Kashmir, Srinagar for information with the request to kindly publish the advertisement notice in three leading Newspapers of Kashmir Valley for three consecutive days for information of the General public.
6. General Manager, DIC Kupwara for information.
7. District Social Welfare Officer, Kupwara for information.
8. Assistant Director Employment Kupwara for information.
9. Chief Executive Officer Municipal Committee Kupwara for information.
10. Tehsildar concerned for information.
11. District Informatics Officer, NIC Kupwara for information & uploading the advertisement notice on website of District Kupwara.
12. In charge Website Mission Directorate Poshan J&K Srinagar with the request to publish/ upload the notice on Departmental website.
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17. Notice Board.

**(ANNEXURE-I)**

Advt Notification No.&amp; Date \_\_\_\_\_

Form Sr. No. \_\_\_\_\_

**APPLICATION FORM FOR ENGAGEMENT OF SANGINI (ANGANWADI WORKER)**

1. Name of the District:- **Kupwara**
2. Name of the Poshan (ICDS) Project:-**KUPWARA**
3. Name of the Anganwadi Centre for which engagement sought.....
4. Panch Ward no..... of Panchayat Halqa .....
5. Name of the Candidate (In Block Letters) .....
6. Fathers Name (In Block Letters) .....
7. Marital Status: - (Married/ Un-Married) .....
8. Husbands Name (if married) .....
9. Permanent Address: Mohalla...  
Village.....Panch Ward no..... Name of the  
Panchayat Halqa..... Block: ..... Pin code.....
10. Mobile No:..... Email ID: .....
11. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (in words) .....
12. Age as on **01-01-2026**: .....Years .....months .....Days
13. Academic Qualification:

S.No	Examination passed	Board/School	Year of passing	Marks Obtained	Max. Marks	%age
1	10+2					
2	Graduation					

14. Does candidate belong to family of retired AWW (Yes / No).....

15. Documents attached.

- ❖ Panch Ward Certificate and voter list issued by BDO/EO concerned.
- ❖ Domicile Certificate issued by Tehsildar concerned.
- ❖ Date of Birth Certificate.
- ❖ Un-married certificate issued by Tehsildar concerned, if the name of candidate appears with parents in the voter list.
- ❖ Academic Qualification Certificates with Marks card of 10+2.
- ❖ If candidate belong to family of retired AWW/AWH, then copy of e-ticket of ration card.
- ❖ Non-employment Certificate.
- ❖ Self-Addressed envelope with postage stamp of Rs 5/-.
- ❖ Affidavit.

**Signature of Candidate****UNDERTAKING**

I.....D/o,W/o.....R/o.....

..... do hereby certify that the contents of the application given above are correct and true to the best of my knowledge. In case any of the above contents is found incorrect, the selection committee shall have the right to reject my application and similarly revoke my engagement order.

**Signature of Candidate**

Photograph of  
the applicant duly  
attested by  
Gazetted Officer

## **FORMAT FOR PANCH WARD CERTIFICATE.**

Photograph of the  
applicant duly  
attested

**TO WHOM IT MAY CONCERN.**

This is to certify that the candidate namely  
\_\_\_\_\_  
D/o, W/o \_\_\_\_\_  
R/o \_\_\_\_\_ is residing in Panch Ward  
of Panchayat Halqa \_\_\_\_\_.

It is further certified that her name is enlisted in electoral / voter list of the panch ward at S. No \_\_\_\_\_.

**No:**

**Dated:**

**Signature of**  
**BDO/EO** \_\_\_\_\_