

**Government of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata – 700 001**

No. 288-SW/3S-225/05

Date: 25th January 2006

**MEMORANDUM**

For Selection of Anganwadi Workers and the Anganwadi Helpers a number of orders, circulars and letters have been issued from time to time. For sometime past a number of clarifications had to be issued by the Department. In spite of that clarifications are sought for frequently by the DPOs and the CDPOs. Moreover, Govt. of India has given a time bound programme to operationalise the newly sanctioned ICDS Projects and the Additional Anganwadi Centres. Accordingly, it is urgently felt to issue an order in a consolidated form for recruitment of voluntary workers.

Now, after careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased, in supersession of all previous orders, circulars, letters, memorandum on this subject, to issue the following guidelines for recruitment of Anganwadi Workers and the Anganwadi Helpers:-

**A. Recruitment to the Post of Anganwadi Workers**

**1. Method of distribution of vacancies/posts in the newly sanctioned ICDS Projects and Projects which are less than 5 years old from the date of operationalisation:**

All posts of Anganwadi Workers will be filled up in the following ratio:

- a) 95% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees.

100 point roster must be observed in respect of 95% posts. This 100 point roster will be maintained considering the Project as a unit.

- b) If in any ICDS Project ECE/BNP Workers rendered jobless on 31.3.1998 may be considered for appointment to the post of Anganwadi Workers not exceeding 25% of the posts provided they will have to sit at the written test and appear at the viva-voce and qualify themselves for being appointed to the post of Anganwadi Workers. In the event of non-availability of qualified candidates under this category the

remaining vacancies of the 25% posts may be filled up by the fresh candidates.

This will apply to both Govt. and NGO run ICDS Projects.

- c) 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective CDPOs.
- d) 90% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees with the approval of the Government in the Department of Women & Child Development and Social Welfare.

100 point roster must be observed in respect of 90% posts. This 100 point roster will be maintained considering the Project as a unit.

- e) 10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective NGOs.

**2. Method of distribution of vacancies/posts i.e., Additional Anganwadi Centres in the existing ICDS Projects which are more than 5 years old from the date of operationalisation:**

All vacancies/posts of Anganwadi Workers will be filled up in the following ratio:

- a) 75% of the vacancies should be filled up by promotion from the Anganwadi Helpers to Anganwadi Workers who possess a minimum qualification of Class VIII passed and who have at least 5 years working experience as Anganwadi Helper in respect of Govt. run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees.

50 point roster must be observed in respect of 75% posts. This 50 point roster will be maintained considering the Project as a unit.

If eligible Anganwadi Helpers are not available in requisite number the remaining vacancies of these 75% posts of Anganwadi Workers to be filled up by promotion may be recruited by direct recruitment.

- b) 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective CDPOs.
- c) 20% of the vacancies should be filled up by direct recruitment.

100 point roster must be observed in respect of 20% posts. This 100 point roster will be maintained considering the Project as a unit.

- d) 75% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees with the approval of the Government in the Department of Women & Child Development and Social Welfare.

50 point roster must be observed in respect of 75% posts. This 50 point roster will be maintained considering the Project as a unit.

If eligible Anganwadi Helpers are not available in requisite number the remaining vacancies of these 75% posts of Anganwadi Workers to be filled up by promotion may be recruited by direct recruitment.

- e) 10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective NGOs.
- f) 15% of the vacancies should be filled up by direct recruitment in NGO run ICDS Projects as per procedures laid down in this order.

100 point roster must be observed in respect of 15% posts. This 100 point roster will be maintained considering the Project as a unit.

**3. The Composition of the Selection Committees:**

**(a) Urban ICDS Projects in the Municipal Areas:**

- (i) Sub Divisional Officer - Chairman
  - (ii) Member(s), Legislative Assembly - Member
  - (iii) Chairman of Municipality/Notified Area Authority - Member
- (If there is more than one Municipality all the Chairmen will be members of the Selection Committee)
- (iv) Sub Divisional Health Officer - Member
  - (v) Chairperson of the West Bengal Social Welfare Board or her authorised representative - Member
  - (vi) The District Programme Officer (ICDS) - Member
  - (vii) Child Development Project Officer - Member-Convenor

- I. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.
- II. In absence of the SDO, MLA will act as Chairman in the Selection Committee. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. In absence of both the SDO and the MLA(s), Chairman of the Municipality will act as the Chairman of the Committee. In case of more than one Municipality, the Chairman of the Municipality with the larger population will act as the Chairman.
- III. An MLA on the Committee including a Minister and the Chairman of the Municipality may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**b) Urban ICDS Projects in the Municipal Corporation of Kolkata:**

- (i) Member Legislative Assembly - Chairman
- (ii) A representative of the Municipal Corporation - Member

- (iii) A representative of the Directorate of Health & Family Welfare - Member
- (iv) Chairperson of the West Bengal Social Welfare Board or her authorised representative - Member
- (v) Additional Director of Social Welfare - Member
- (vi) The District Programme Officer (ICDS) - Member
- (vii) Child Development Project Officer - Member-Convenor

I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.

II. In absence of the MLA(s), the Additional Director of Social Welfare will be the Chairman.

III. An MLA on the Committee including a Minister may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**c) Urban ICDS Projects in the Municipal Corporations other than Kolkata Municipal Corporation:**

- (i) Member Legislative Assembly - Member
- (ii) A representative of the Municipal Corporation - Member
- (iii) CMOH in case of Howrah Municipal Corporation/Sub Divisional Health Officer in other Municipal Corporations - Member
- (iv) Chairperson of the West Bengal Social Welfare Board or her authorised representative - Member
- (v) Sub Divisional Officer - Member
- (vi) The District Programme Officer (ICDS) - Member
- (vii) Child Development Project Officer - Member-Convenor

I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there

is more than one Minister, the senior most Minister will be the Chairman.

- II. In absence of the MLA(s), the Sub Divisional Officer will be the Chairman.
- III. An MLA on the Committee including a Minister may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

d) **Projects in the Rural/Tribal Areas:**

- |       |  |                   |
|-------|--|-------------------|
| (i)   | Member Legislative Assembly  | - Chairman        |
| (ii)  | Sabhapati, Panchayat Samity  | - Member          |
| (iii) | Block Development Officer  | - Member          |
| (iv)  | Block Medical Officer of Health  | - Member          |
| (v)   | Chairperson of the West Bengal<br>Social Welfare Board or her<br>authorised representative | - Member          |
| (vi)  | The District Programme Officer (ICDS)  | - Member          |
| (vii) | Child Development Project Officer  | - Member-Convenor |

- I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.
- II. In absence of the MLA(s), the Sabhapati of the Panchayat Samiti will act as Chairman in the Selection Committee. In absence of MLA(s) and the Sabhapati of the Panchayat Samiti, the Block Development Officer will act as the Chairman of the Selection Committee.
- III. An MLA on the Committee including a Minister may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

e) **Projects in the Rural/Tribal Areas with Municipality/  
Municipalities:**

- |      |                             |          |
|------|-----------------------------|----------|
| (i)  | Member Legislative Assembly | - Member |
| (ii) | Sabhapati, Panchayat Samiti | - Member |

- (iii) Block Development Officer - Member
- (iv) Block Medical Officer of Health - Member
- (v) Chairman/Chairmen of the Municipality(s) - Member
- (vi) Chairperson of the West Bengal Social Welfare Board or her authorised representative - Member
- (vii) The District Programme Officer (ICDS) - Member
- (viii) Child Development Project Officer - Member

- I. If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman. If an MLA of the Committee is a Minister, he will be the Chairman. If there is more than one Minister, the senior most Minister will be the Chairman.
- II. In absence of the MLA(s), the Sabhapati of the Panchayat Samiti will act as Chairman in the Selection Committee. In absence of MLA(s) and the Sabhapati the Chairman of the Municipality will act as the Chairman of the Selection Committee. If there is more than one Municipality the Chairman with the Municipality having the larger population will act as the Chairman of the Committee.
- III. An MLA on the Committee including a Minister and the Chairman/Chairmen of the Municipality(s) may depute a representative authorized by him in writing. Such a representative cannot act as Chairman of the Committee. No other member can depute a representative in the Selection Committee in his absence.

**f) Selection Committee of NGO run ICDS Projects:**

- (i) Director/Additional Director of Social Welfare - Chairman
- (ii) One Officer in the rank of Deputy Director/ Assistant Director - Member
- (iii) Honorary General Secretary of the NGO - Member-Convenor
- (iv) One Representative of the NGO - Member

**4. Restrictions on the part of the members:**

If any member/members of the Selection Committee has/have any close relationship with any candidate/candidates appearing at the viva-voce tests such member/members will not remain present in the viva-voce tests of such candidates and award marks to them. But such member/members of the Selection Committee will have no restriction to remain present in the viva-voce tests of other candidates and award marks to them.

**5. Quorum of the meetings:**

Any three members including the Chairman and the Convenor will constitute the quorum of the Selection Committee meeting.

**6. Procedure for Convening of Meetings:**

CDPO should obtain the date of the meeting of the Selection Committee from the Chairman in writing. For early operationalisation of the ICDS Projects/ Anganwadi Centres, if no date is available from the Chairman of the Committee within 30 days from the date of intimation the CDPO will convene the Selection Committee meeting which will be chaired by the person as stipulated in this order under an intimation to the Government.

- I. In the event of death of the MLA or resignation of the MLA, if there is only one MLA in the Selection Committee of the ICDS Project, the Additional Director of Social Welfare will act as the Chairman till a new MLA is elected in case of Urban ICDS Projects in Kolkata Municipal Corporation. In urban ICDS Projects in Municipal Corporations other than Kolkata, the Sub Divisional Officer will act as the Chairman. In Rural/Tribal ICDS Projects, the Sabhapati of the Panchayat Samiti will act as Chairman and in Rural/Tribal ICDS Projects with Municipalities, the Sabhapati of the Panchayat Samiti will act as Chairman.
- II. In case of long absence of an MLA, to the extent of 60 (sixty) days, who is the Chairman of the Selection Committee, the next person as stipulated in this order will act as Chairman in the Selection Committee.
- III. In such cases CDPO will obtain the date of the meeting of the Selection Committee in writing from the Chairman as indicated above.

**7. Qualification of Anganwadi Workers through direct recruitment:**

**a) Age:**

A Woman should be in the age group of 18-45 years

**b) Academic Qualification:**

Minimum Madhyamik/School Final/High Madrasah Examination passed or equivalent examination passed from any recognized Board. Candidates belonging to scheduled castes/ schedules tribes will be eligible for selection to

the post of Angawadi Workers with a minimum qualification of Class VIII pass.

- I. All candidates will have to give a declaration regarding her maximum academic qualification.
- II. Candidates who are graduates will not be eligible for a post of Anganwadi Worker. If a graduate candidate suppresses her academic qualification and if selected to a post of Anganwadi Worker her services will be terminated forthwith without assigning any reason.
- III. A women candidate may apply for a post of Anganwadi Worker if the result of the final degree examination has not been published before the date of issuing of the notice inviting applications.

**c) Qualification in respect of Govt. Quota candidates:**

Govt Quota candidates will be eligible for selection to the post of Anganwadi Workers with age and qualification as stated under:-

- I. Age - Women in the age group of 18-45 years
- II. Academic Qualification - Madhyamik or equivalent examination passed from a recognised Board in case of General candidates
  - Class VIII passed in case of SC/ST candidates
- III. Bar
  - Graduates are ineligible
- IV. This will apply in case of both Govt. and NGO run ICDS Projects.

**d) Qualification for recruitment by promotion from Anganwadi Helpers:**

In the matter of promotion minimum qualification is Class VIII passed.

There will be no age bar in case of promotion to Anganwadi Workers from Anganwadi Helpers.

There will be no bar for an Angawadi Helper in the matter of promotion to the post of Anganwadi Worker if she possesses further academic qualification after joining the post of Anganwadi Helper.

There will be a test for giving promotion to the post of Anganwadi Workers from Anganwadi Helpers in the following manner.

- I. Total Marks - 50
- II. Weightage for seniority for every 3 years exceeding 5 years - 5 marks - 10 marks  
(subject to maximum of 10)  
Oral Examination/Test
- III. To read from the text book - 10 marks  
(from a text book of Class VIII standard in mother tongue)
- IV. To write a few words in mother tongue - 15 marks  
(from a text book of Class VIII standard in mother tongue)
- V. Knowledge of work (viva-voce) - 15 marks
- VI. All these tests will be taken up during viva-voce by the Selection Committee i.e., in the Interview Board
- VIII. If no suitable candidates are available out of 75% quota under promotion the remaining vacancies will be filled up by direct recruitment as usual.

**8. Resident:**

- I. A woman candidate should be a resident of the Project area.
- II. This will not apply in case of the candidates selected through the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others.
- III. The candidates selected under Govt. quota must be allowed by the CDPOs to join forthwith.
- IV. If scheduled caste/tribe women candidates are not available in the project area women of these categories in the adjacent projects are also eligible. In the event of non-availability of women belonging to these categories in the project area/ adjacent project areas women of these categories in the district are eligible for the post of Anganwadi Workers. All processes for recruitment of Angawadi Workers beyond the project area will be resorted to only after giving maximum 3 (three) advertisements within 3 (three) months. Thereafter maximum 3 (three) more advertisements within 3 (three) months will be given for adjacent project areas. For the next stage i.e., for the district maximum 3 (three) more advertisements within 3 (three) months will have to be given.

- V. In spite of all these efforts if candidates belonging to SC/ST categories are not available CDPOs will send proposals through the District Magistrates for dereervations after observing necessary formalities within 1 (one) month.

**9. Residential Certificate:**

Residential Certificate to be issued either by the MP/ Sabhadhipati/ MLA / Chairman-Municipality/ Councillor/ Commisioner/ Sabhapati-Panchayat Samiti/ Pradhan-Gram Panchayat and the District Magistrate/ Addl. District Magistrate/ SDO/ BDO

**10. Notice:**

In case of vacancies of Anganwadi Workers and also on receipt of sanction of new ICDS Projects and Additional Angawadi Centres CDPOs will immediately convene a meeting of the Selection Committee as constituted in this order. After the meeting of the Selection Committee the CDPO will issue notice inviting applications.

CDPOs of the Govt. run ICDS Projects will issue a notice inviting applications for the post of Angawadi Workers and the posts of Anganwadi Helpers simultaneously. The Notice should be displayed in the offices of the (i) Child Development Project Officer (ii) Panchayat Samiti Office (iii) Block Development Officer (iv) Block Medical Officer of Health (v) Block Land and Land Reforms Officer (vi) Sub Inspector of Schools (vii) Agriculture Development Officer (viii) Post Office (ix) Gram Panchayat Office (x) Municipality (xi) Municipal Corporation as the case may be.

- I. Receipt of the delivery of the notice for displaying in different offices should be preserved by the CDPOs for records.
- II. The notice should also be published in a local newspaper with wide circulation. The notice should also specify all the relevant points regarding age, qualifications, residential status etc.
- III. A period of 25 days from the date of publication of the notice should be given for submission of applications by the candidates.

**11. Procedure for Selection of Anganwadi Workers:**

Anganwadi Workers should be selected through a written examination followed by a viva voce. The total marks for written and viva voce will be

100 in the ratio of 80:20. A candidate must secure minimum 25 to qualify for the viva voce. If a candidate qualified in the written examination does not appear in the viva voce she will be disqualified for selection as an Anganwadi Worker. There will be no qualifying marks in the viva voce test. For preparation of the panel marks obtained in the written examination as well as the viva voce tests will be counted for consideration.

**12. Syllabus for written examination:**

Syllabus of the Written Test will include

- |   |            |
|---|------------|
| (i) An Essay of 150 words in mother language<br>(Class VIII standard) | = 20 marks |
| (ii) Arithmetic<br>(Class VIII standard)                              | = 20 marks |
| (iii) Nutrition, Public Health, Status of Women                       | = 20 marks |
| (iv) General Knowledge  | = 20 marks |

**13. Committee for Viva Voce Test:**

The Selection Committee as indicated at Sl. Nos. A3 will act as committee for viva voce tests.

**14. Setting up of question papers and examination of answer scripts:**

Sub Divisional Officers in all ICDS Projects except the ICDS Projects in Kolkata will setup question papers and examine the answer scripts. In respect of Kolkata ICDS Projects it will be Additional Director of Social Welfare, West Bengal.

**15. Marks obtained in the written examination not to be shown:**

Marks obtained in the written examination must not be shown to the members of the Selection Committee prior to finalization of the panel.

- I. The answer scripts together with tabulation sheet/sheets of the marks obtained in the written tests will be preserved by the respective SDOs/Addl. Director of Social Welfare in sealed covers and this should be handed over to the concerned CDPOs after completion of the viva-voce tests for preparation of the panels.

**16. Preparation of the Panel:**

After completion of the viva-voce the CDPO will prepare the panel with the marks obtained in the written examination as well as in the viva-voce tests and submit it to the Selection Committee for its approval.

- I. If panels are not approved by the Selection Committee in any ICDS Project within 30 days from the last date of viva-voce test such panels prepared by the CDPOs should be sent to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare and the District Magistrate in respect of ICDS Projects other than Kolkata ICDS Projects. In case of Kolkata ICDS Projects CDPOs will submit such panels to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare, West Bengal. The Department after scrutiny of the panel will accord approval. This will apply to direct recruitment as well as recruitment by promotion from Anganwadi Helpers in Govt. run ICDS Projects. This is also applicable to both newly sanctioned ICDS Projects/ Additional Anganwadi Centres as well as existing ICDS Projects.

**17. Extent of the Panel:**

The panel of qualified candidates will be prepared on the Project basis i.e., considering the Project as a unit.

- I. In the event of any problem arising during the procedure of selection and also preparation of panels CDPOs will make immediate reference to the Government through the District Programme Officer (ICDS) under an intimation to the Director of Social Welfare and the respective District Magistrates.

**18. Validity of the Panel:**

The panels prepared for candidates selected through direct recruitment / by promotion will remain valid for a period of 2 years.

- I. The panels may be revalidated thereafter, by the Government on a yearly basis. CDPOs will submit such proposals to the Government through the District Programme Officer (ICDS).
- II. CDPOs will intimate the Government in the Department of Women & Child Development and Social Welfare and the and the Director, Social Welfare, West Bengal regarding finalization of panels with a certificate therein that all the formalities required for preparation of such panels have been duly complied with. After submission of this intimation, along with certificate, the CDPOs will issue the Appointment letters in favour of the selected candidates. This will apply to both direct recruitment and also recruitment by promotion from the Anganwadi Helpers in respect of the Govt. run ICDS Projects.

**19. Appointing Authority:**

CDPOs of the Govt. run ICDS Projects will be the appointing Authority in respect of Angawadi Workers.

- I. In respect of NGO run ICDS Projects the respective NGOs will issue the appointment letters after acceptance of the panels prepared by the selection Committees by the Government in the Department of Women & Child Development and Social Welfare.

**20. Die in Harness:**

If an Anganwadi Worker dies prematurely i.e., before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughters, may be considered for being appointed as an Anganwadi Worker provided she possesses the requisite qualification. Madhyamik or equivalent examination passed from a recognised Board will be considered as minimum academic qualification. She should be in the age group of 18-45 years. In case of candidates belonging to SC/ST category the minimum academic qualification will be Class VIII pass. She should be in the same age group i.e., 18-45 years. It is also clarified that only one daughter of an Anganwadi Worker may be considered. If there are more than one daughters all the daughters will have to unanimously select by way of affirming an affidavit in favour of one of the daughters of the deceased that they will have no claim for the post of Anganwadi Worker. The daughter of the Anganwadi Worker will submit an application stating therein all her particulars regarding age, qualification etc. to the CDPO. On receipt of the prayer a committee as

constituted herein will enquire into the matter and their findings will be sent to the Department for consideration. The committee will be as under:-

- a. The District Programme Officer, ICDS
- b. The District Social Welfare Officer
- c. The Child Development Project Officer

I. The officer who is senior between the DPO and the DSWO will act as the Chairman and the CDPO will be the Member-Convenor.

II. In case of ICDS Projects in Kolkata, the Committee will be as under:-

- a. District Programme Officer, ICDS - Chairman
- b. Child Development Project Officer - Member

III. After receipt of the approval from the Government the CDPO will issue the formal appointment letter.

IV. It is also clarified that if the deceased does not leave any daughter behind her the vacancy will be filled up after observing usual formalities through direct recruitment.

V. The vacancy caused due to death of the Anganwadi Worker before attaining 60 years of age should be kept reserved for being filled up by a daughter of the deceased.

VI. If this vacancy belongs to any reserved category it will be carried over and the next unreserved vacancy will be filled up by a candidate belonging to such reserved category.

**21. Date of Effect:**

This order will come into effect forthwith.

I. If in any project, recruitment process in respect of previous vacancies i.e., vacancies not covered as per sanction given by this Department vide G.O. Nos. 175-SW/FS dated 18.1.2006 and 176-SW/FS dated 18.1.2006 has already started i.e., notice inviting applications has already been published before issuance of this order such recruitment processes will be guided as per erstwhile orders.

II. The panels if prepared/ to be prepared as per notice already issued will remain valid only for giving appointments in the existing vacancies. Recruitment to new vacancies, sanction of new ICDS Projects/ Additional Anganwadi centres will be covered by the present order.

**B. Recruitment to the Post of Anganwadi Helpers**

**1. Method of distribution of vacancies**

All vacancies/posts of Anganwadi Helpers will be filled up in the following ratio:

a) 95% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees.

100 point roster must be observed in respect of 95% posts. This 100 point roster will be maintained considering the Project as a unit.

b) 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective CDPOs.

c) 90% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be filled up on the basis of the recommendations of the respective Selection Committees with the approval of the Government in the Department of Women & Child Development and Social Welfare.

100 point roster must be observed in respect of 90% posts. This 100 point roster will be maintained considering the Project as a unit.

d) 10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. Formal appointments will be issued by the respective NGOs.

e) If in any ICDS Project ECE/BNP Helpers rendered jobless on 31.3.1998 may be considered for appointment to the post of Anganwadi

Helpers not exceeding 25% of the posts provided they will have to appear at the viva-voce test and qualify themselves for being appointed to the post of Anganwadi Helpers. In the event of non-availability of qualified candidates under this category the remaining vacancies of the 25% posts may be filled up by the fresh candidates. This will apply to both Govt. and NGO run ICDS Projects.

**2. The Composition of the Selection Committees:**

Same as in case of Anganwadi Workers in SI No. A3.

**3. Restrictions on the part of the members:**

If any member/members of the Selection Committee has/have any close relationship with any candidate/candidates appearing at the viva-voce tests such member/members will not remain present in the viva-voce tests of such candidates and award marks to them. But such member/members of the Selection Committee will have no restriction to remain present in the viva-voce tests of other candidates and award marks to them.

**4. Quorum of the meetings:**

Same as in case of Anganwadi Workers

**5. Procedure for Convening of Meetings:**

Same as in case of Anganwadi Workers.

**6. Qualification of Anganwadi Helpers**

**a) Age:**

A Woman should be in the age group of 18-45 years.

**b) Academic Qualification:**

Women will be eligible for selection to the post of Anganwadi Helpers who possess a minimum qualification of Class IV passed.

- I. This will apply to all the candidates including the candidates belonging to the scheduled castes/tribes.
- II. All candidates will have to give a declaration regarding her maximum academic qualification.

III. Candidates who are Madhyamik or equivalent examination passed from a recognised Board will not be eligible for a post of Anganwadi Helper. If a candidate suppresses her academic qualification and if selected to a post of Anganwadi Helper her services will be terminated forthwith without assigning any reason.

IV. A women candidate may apply for a post of Anganwadi Helpers if the result of the Madhyamik or equivalent examination has not been published before the date of issuing of the notice inviting applications.

**b) Govt. Quota candidates:**

Govt. Quota candidates will be eligible for selection to the post of Anganwadi Helpers who possess a minimum qualification of Class IV passed.

This will also apply to the candidates belonging to the SC/ST categories under Govt. Quota.

I. This will apply in case of both Govt. and NGO run ICDS Projects.

**7. Resident:**

A women candidate should be a resident of the locality i.e. where the Anganwadi Centre is located. This will not apply in case of the candidates selected through the Government in the Department of Women & Child Development and Social Welfare from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others.

I. If scheduled caste/tribe women candidates are not available in the locality i.e., where the Anganwadi centre is located candidates from the GP/Ward will be eligible for the post of Anganwadi Helpers. All processes for recruitment of Anganwadi Helpers under this category beyond the locality will be resorted to only after giving 1 (one) advertisement within a month. Another advertisement will be given inviting applications from the entire GP/Ward.

II. In spite of all these efforts if candidates belonging to SC/ST are not available CDPOs will send proposals through the District Magistrates for dereervations after observing necessary formalities within 1 (one) month.

**8. Residential Certificate:**

Same as in case of Anganwadi Workers

**9. Procedure for Selection of Anganwadi Helpers:**

Anganwadi Helpers should be selected through the following procedures:-

- I Total marks - 50
- II. Division of Marks
  - a) To read in the mother tongue - 15 marks  
(Class IV standard text book from the Primary School syllabus)
  - b) To write a few simple words in mother tongue - 15 marks  
(Class IV standard text book from the Primary School syllabus)
  - c) Knowledge of work (viva-voce test) - 20 marks
  - d) All these tests will be taken up during the viva-voce by the Selection Committee i.e in the Interview Board.
- I. In case of vacancies of Anganwadi Helpers and also on receipt of sanction of new ICDS Projects and Additional Angawadi Centres CDPOs will immediately convene a meeting of the Selection Committee as constituted in this order. After the meeting of the Selection Committee the CDPO will issue notice inviting applications.
- II. Qualifying marks of 15 may be considered for selection as Anganwadi Helpers.

**10. Notice:**

CDPOs of the Govt. run ICDS Projects will issue a notice inviting applications for the post of Angawadi Workers and the posts of Anganwadi Helpers simultaneously. The Notice should be displayed in the offices of the (i) Child Development Project Officer (ii) Panchayat Samiti Office (iii) Block Development Officer (iv) Block Medical Officer of Health (v) Block Land and Land Reforms Officer (vi) Sub Inspector of Schools (vii) Agriculture Development Officer (viii) Post Office (ix) Gram Panchayat Office (x) Municipality (xi) Municipal Corporation as the case may be.

- I. Receipt of the delivery of the notice for displaying in different offices should be preserved by the CDPOs for records.
- II. The notice should also be published in a local newspaper with wide circulation. The notice should also specify all the relevant points regarding age, qualifications, residential status etc.
- III. A period of 25 days from the date of publication of the notice should be given for submission of applications by the candidates.

#### **11. Committee for Viva Voce Test:**

The Selection Committee will be the same as of Anganwadi Workers indicated at Sl. No. A3

#### **12. Preparation of the Panel:**

After completion of the test as indicated at para 9(d), CDPOs will prepare the panel and submit it to the Selection Committee for its approval.

- I. If panels are not approved by the Selection Committee in any ICDS Project within 30 days from the last date of viva-voce test such panels prepared by the CDPOs should be sent to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare and the District Magistrate in respect of ICDS Projects other than Kolkata ICDS Projects. In case of Kolkata ICDS Projects CDPOs will submit such panels to the Government in the Department of Women & Child Development and Social Welfare under an intimation to the Director of Social Welfare, West Bengal. The Department after scrutiny of the panel will accord approval. This is also applicable to both newly sanctioned ICDS Projects/ Additional Anganwadi Centres as well as existing ICDS Projects.

#### **13. Extent of the Panel:**

The panel of qualified candidates will be prepared on the basis of GP/Ward i.e., considering the GP/Ward as a unit.

- I. In the event of any problem arising during the procedure of selection and also preparation of panels CDPOs will make immediate reference to the Government through the District Programme Officer (ICDS)

under an intimation to the Director of Social Welfare and the respective District Magistrates.

**14. Validity of the Panel:**

The panels so prepared will remain valid for a period of 2 years.

- I. The panels may be revalidated thereafter, by the Government on a yearly basis. CDPOs will submit such proposals to the Government through the District Programme Officer (ICDS).
- II. CDPOs will intimate the Government in the Department of Women & Child Development and Social Welfare and the and the Director, Social Welfare, West Bengal regarding finalization of panels with a certificate therein that all the formalities required for preparation of such panels have been duly complied with.
- III. But appointment letters to the selected Anganwadi Helpers will be issued only when the Anganwadi Centres are ready for commencement of Supplementary Nutrition Programme.

**15. Appointing Authority:**

CDPOs of the Govt. run ICDS Projects will be the Appointing Authority in respect of Angawadi Helpers.

In respect of NGO run ICDS Projects the respective NGOs will issue the appointment letters after acceptance of the panels prepared by the selection Committees by the Government in the Department of Women & Child Development and Social Welfare.

**16. Die in Harness:**

If an Anganwadi Helper dies prematurely i.e., before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughter, may be considered for being appointed as an Anganwadi Helper provided she possesses a minimum qualification of Class IV passed. She should be in the age group of 18-45 years. It is also clarified that only one daughter of an Anganwadi Helper may be considered. If there are more than one daughters all the daughters will have to unanimously select by way of affirming an affidavit in favour of one of the daughters of the deceased that they will have no claim for the post of Anganwadi Helper. The daughter of the Anganwadi Helper will submit an application stating therein all her particulars

regarding age, qualification, etc to the CDPO. On receipt of the prayer a committee as constituted herein will enquire into the matter and their findings will be sent to the Department for consideration. The committee will be as under:-

- a. The District Programme Officer, ICDS
  - b. The District Social Welfare Officer
  - c. The Child Development Project Officer
- I. The officer who is senior between the DPO and the DSWO will act as the Chairman and the CDPO will be the Member-Convenor.
  - II. In case of ICDS Projects in Kolkata, the Committee will be as under:-
    - a. District Programme Officer, ICDS - Chairman
    - b. Child Development Project Officer - Member-Convenor
  - III. After receipt of the approval from the Government the CDPO will issue the formal appointment letter.
  - IV. It is also clarified that if the deceased does not leave any daughter behind her the vacancy will be filled up after observing usual formalities through direct recruitment.
  - V. The vacancy caused due to death of the Anganwadi Helper Worker before attaining 60 years of age should be kept reserved for being filled up by a daughter of the deceased.
  - VI. If this vacancy belongs to any reserved category it will be carried over and the next unreserved vacancy will be filled up by a candidate belonging to such reserved category.

**17. Date of Effect:**

This order will come into effect forthwith.

- I. If in any project, recruitment process in respect of previous vacancies i.e., vacancies not covered as per sanction given by this Department vide G.O. No. 175-SW/FS dated 18.1.2006 and 176-SW/FS dated 18.1.2006 has already started i.e., notice inviting applications has

already been published before issuance of this order such recruitment processes will be guided as per erstwhile orders.

- II. The panels if prepared/ to be prepared as per notice already issued will remain valid only for giving appointments in the existing vacancies. Recruitment to new vacancies, sanction of new ICDS Projects/ Additional Anganwadi centres will be covered by the present order.

**By order of the Governor**

**P. K. CHANDA**  
**Joint Secretary**

No. 288/1(800)-SW/3S-225/05

Date: 25th January 2006

**Copy forwarded for information & necessary action to:**

- 1) The Principal Secretary, Health & Family Welfare Department, Swastha Bhawan, GN-29, Sector-V, Bidhannagar, Kolkata – 700 091
- 2) The Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake, Kolkata – 700 064
- 3) The Addl. Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake, Kolkata – 700 064
- 4) The District Magistrate, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_
- 5) The Sub Divisional Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_
- 6) The Block Development Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_
- 7) The District Programme Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_
- 8) The District Social Welfare Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_
- 9) The Child Development Project Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist \_\_\_\_\_
- 10) The P.S. to the Minister-in-Charge of this Department
- 11) The ICDS Cell of this Department

**JOINT SECRETARY**