

**Government of Odisha**  
**Department of Women & Child Development**

No. WCD-ICDS-G-MISC-0033-2022

6139

/WCD, Date: 24.03.2023

From

**Aravind Agrawal, IAS**

Director, ICDS & Social Welfare

To

**Revenue Divisional Commissioner, Central Division Cuttack /  
Revenue Divisional Commissioner, Southern Division Berhampur /  
Revenue Divisional Commissioner, Northern Division Sambalpur**

**Sub: Guidelines for selection of Anganwadi Workers / Mini Anganwadi Workers / Anganwadi Helpers - Declaration of Second Appellate Authority -reg.**

Sir,

I am directed to enclose herewith the new guidelines for selection and engagement of Anganwadi Workers / Mini Anganwadi Workers / Anganwadi Helpers in various AWCs across the State. .

As per Para-8, Sub Para-(g) & Para-10, Sub para-10(d) of the Guidelines for selection of Anganwadi Worker, the Revenue Divisional Commissioners have been declared as Second Appellate Authorities against the orders of the DM/ADM regarding selection and disengagement of Anganwadi Workers in respect of concerned Revenue Divisions.

You are therefore requested to take appropriate action in this regard and ensure that all appeals are attended to in a time-bound manner.

Yours faithfully,

  
Director, ICDS & Social Welfare

P.T.O.

Memo No 6140 /WCD Date 24.03.2023


Copy forwarded to all Collectors for information and necessary action.

  
24/3/23

Director, ICDS & Social Welfare

Memo No 6141 /WCD Date 24.03.2023

Copy forwarded to all Sub-Collectors for information and necessary action.

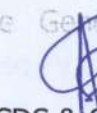
  
24/3/23

Director, ICDS & Social Welfare

Memo No 6142 /WCD Date 24.03.2023

Copy forwarded to all DSWOs for information and necessary action.

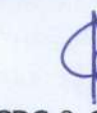
Copy with copy of encloser forwarded to Advocate General, Odisha, Cuttack for information and necessary action.

  
24/3/23

Director, ICDS & Social Welfare

Memo No 6143 /WCD Date 24.03.2023

Copy with copy of encloser forwarded to Principal Secretary to Hon'ble Chief Minister / PS to Hon'ble Minister, W&CD / PS to Chief Secretary / Senior PS to DC-cum-Additional Chief Secretary for favour of kind information of Hon'ble Chief Minister / Hon'ble Minister, W&CD / Chief Secretary / DC-cum-Additional Chief Secretary.

  
24/3/23

Director, ICDS & Social Welfare

Memo No 6144 /WCD Date 24.03.2023

Copy with copy of encloser forwarded to Advocate General, Odisha, Cuttack for information and necessary action.

  
24/3/23

Director, ICDS & Social Welfare

### Guidelines for selection of Anganwadi Worker

1. Application for selection of volunteers to work as Anganwadi Workers will be invited for each village / Anganwadi Center area from women residing in the said village / Anganwadi Center area. However, if eligible candidates from within the AWC area are not available, candidates from same village area may be taken. If eligible candidate from village area not available, then candidates from adjacent village within G.P area may be considered for selection of Anganwadi Workers.
  2. The applicant will be a female candidate in the age group of 18 to 35 years as on the first day of the year in which the application has been invited.
  3. The minimum educational qualification for selection of Anganwadi Workers will be 12<sup>th</sup> standard.
- 3 (a) As an Anganwadi Worker has to deal with very small children, pregnant & lactating mothers, conduct pre-school education, it is mandatory that she knows Odia. Hence Knowledge of Odia for Anganwadi Worker Selection is mandatory.
- 3 (b) Percentage of marks obtained in the 12<sup>th</sup> Standard examination shall be the basis of drawing a merit list amongst the applicants. The marks secured in the failed subject in first chance to be deducted and the marks obtained in the subject when passed compartmentally be added in that place and accordingly percentage will be calculated.
- 3 (c) In addition to the above, preferential additional points will be given to the following categories.

Sl. No.	Category	Additional Points
1	Scheduled Tribes / Scheduled Caste	10
2	Widow	10
3	Orphan girl (not having biological or legal parents)	10
4	Physically Handicapped Women (more than 40% handicap be taken as physically handicapped)	5
5	Destitute / Divorced / Deserted Women	5
6	If the candidate has cleared examination of a higher	5

	qualification	
7	If the candidate has worked as an ECCE Worker under Samagra Shiksha/ NPEGEL, in the past	5 points per year of service rendered with a ceiling of 15 points
8	If the candidate has worked as a Balwadi Worker in the Balwadi Centre of the village, in the past	5 points per year of service rendered with a ceiling of 15 points

- 3 (d) In the scheduled areas, only ST candidates will be selected as Anganwadi Worker from the area served by the AWC. In case no suitable ST candidate is available in the area served by the AWC, then a suitable ST candidate may be selected from the same village but outside the service area of the AWC. If no ST candidate is available within the same village also, then candidates from adjacent village within G.P area may be considered for selection of Anganwadi Workers. If in none of the cases, a suitable S.T candidate is available, then it may be made open to SC candidates, as mentioned below.
- 3 (e) For SC candidates, mentioned in 3(d) above, the first preference shall be given to the candidates having minimum educational qualification as provided under Para (3) and belonging to the area served by the AWC. In case no suitable SC candidate is available in the area served by the AWC and within the same village, then a suitable SC candidate may be selected from the village but outside the service area of the AWC. If no SC candidate is available within the village also, then candidates from adjacent village within G.P area may be considered for selection of Anganwadi Workers. If in none of the cases, a suitable SC candidate is available, then then a non ST/SC candidate may be selected for the service area of the AWC.
4. Anganwadi Helper if having the requisite qualification and are found to be suitable shall be selected as Anganwadi Worker provided they have worked for more than five years, also in the scheduled areas even if she is not SC/ST.
- 4 (a) For selection as Anganwadi Worker, the age in case of an Anganwadi helper can be relaxed to the number of years she has served, subject to a maximum period of 10 years.
5. Consequent upon closure of Balwadi centers in ICDS areas the Balwadi workers having requisite qualification as provided under paragraph 3 shall be selected as AWWs, if they are found otherwise suitable and have worked for more than five years.
- 5 (a) In such case, the upper age in case of Balwadi Worker can be relaxed to the extent of number of years they have served in Balwadi Centers subject to a maximum of 10 years.
- 5 (b) Mini Anganwadi Workers having one year experience with requisite qualification shall be appointed as Anganwadi Worker for that centre.

6. The AWW is a volunteer who gets an honorarium for the service rendered by her to the less privileged persons of her own community. She is not a Government servant with fixed or graduated pay scale. Therefore, the provisions of ORV Act (for SC & ST) 1975 and Employment Exchange (Compulsory Notification of vacancies) Act, 1959 shall not apply in selection of AWWs. Similarly, an AWW can not claim any regular appointment in future on the basis of her selection as AWW. However, preference shall be given to ST/SC candidates in scheduled areas.

### 7. Selection Committee

#### 7 (a) For Rural ICDS Projects

1	Sub-Collector	Chairman
2	Medical Officer of the PHC / CHC	Member
3	Block Development Officer (BDO)	Member
4	Block Social Security Officer (BSSO)	Member
5	Block Education Officer (BEO)	Member
6	C.D.P.O. of the Block	Member-Convenor

#### 7 (b) For Urban ICDS Projects

1	Sub-Collector	Chairperson
2	DSWO or his/her representative	Member
3	Health Officer of Municipality / Urban Body	Member
4	Executive Officer of the Urban Body	Member
5	Block Education Officer (BEO)	Member
6	C.D.P.O. of the Block	Member-Convenor

7 (c) The quorum for a selection committee meeting must be 2/3rd of the total number of members, including the Chairperson & the member-convenor.

### 8. Procedure

*(Applications shall be invited from the candidates, on such platform and in such manner, as notified in the directives issued by the Department of Women & Child Development, from time to time.)*

- a. In case of engaging Anganwadi Worker for casual vacancies or for new Anganwadi Centres, notification regarding the Anganwadi Centre where the Anganwadi Worker is going to be engaged will be put up simultaneously in the village, in the concerned Gram Panchayat, the Panchayat Samiti, and the CDPOs office.
- b. 15 days' time will be given to the candidates to apply to the CDPO along with the documents in support of nativity, educational qualification, caste and any other. The receipt of the application shall be acknowledged by the CDPO.
- c. On the 16<sup>th</sup> day the CDPO will verify the documents of the applicants in their presence and will notify the name of the applicants in her office notice board and at the village, GP and Panchayat Samiti level. In case 16<sup>th</sup> day is a holiday then verification and notification of application will be done on the next working day.
- d. 7 days' time will be given for filling of objection, if any, by the community on the issue of nativity, educational qualification, and caste certificate.
- e. The selection committee may take 7 days' time to verify the objections received.
- f. After the enquiry into the objection and verification of documents, the Selection Committee will give points to all the eligible candidates as per the criteria spelt out in the guideline. The Committee will finally select the candidate who secures the maximum points. In case two or more candidates secure same points, preference will be given to the older candidate. The Committee will notify the candidates selected on the same day in Panchayat Samiti and CDPO's office and within 48 hours at the GP and village level. CDPO is authorized to issue engagement order in favour of the candidate selected and this should be issued within 24 hours of the selection of the candidate.
- g. The District Magistrate/ ADM will be the first appellate authority for hearing complaints regarding selection of Anganwadi Workers for all projects. Any person aggrieved by the decision of the District Magistrate / ADM may appeal to the Revenue Divisional Commissioner of the concerned division as the second Appellate Authority. Every appeal should be made within 60 days from the date of issue of order of selection, else the selection shall be deemed appropriate.
- h. The Zilla Parishad will be informed through its Chief Development Officer-cum-Executive Officer, Zilla Parishad by the DSWO about selection of the Anganwadi Worker and her engagement as such.

#### **9. Re-engagement of Anganwadi Workers**

- 9 (a) A candidate once selected and engaged to work as Anganwadi Worker will ordinarily continue to work till she attains the age of 60 years.
- 9 (b) The AWWs desirous of getting re-engaged after 60 years will give their willingness in such format, in such platform and in such manner, as may be notified by the Department, from time to time. Currently, the "*Guidelines for increasing the age of disengagement of Anganwadi Workers (AWWs)/ Mini*

*Anganwadi Workers (MAWWs)/ Anganwadi Helpers (AWHs) by two years*" as per order no. 3657 of the Department, dtd. 02.03.2019 shall be followed for re-engagement.

#### **10. Disengagement of Anganwadi Workers**

- 10 (a) An Anganwadi Worker can be disengaged by the Sub-Collector if any serious or persistent lapse is noticed in her work. The Anganwadi Worker will be given an opportunity to show cause against the action proposed to be taken against her and personal hearing by the Sub-Collector.
- 10 (b) If any Anganwadi Worker is elected as a representative of any local body, she shall be disengaged immediately, and the vacancy shall be filled up forthwith. As such, no elected representative of any local body is eligible for selection of Anganwadi Worker.
- 10 (c) Every year Sub-Collector will review the functioning of Anganwadi Workers who are 55 years or more than 55 years of age. Anganwadi Worker who is not able to discharge the duties satisfactorily will be disengaged after being given due opportunity of being heard.
- 10 (d) The District Magistrate/ ADM will be the first appellate authority appellate authority in the hearing of disengagement of Anganwadi Worker. Any person aggrieved by the decision of the District Magistrate / ADM may appeal to the Revenue Divisional Commissioner of the concerned division as the second Appellate Authority. Every appeal should be made within 60 days from the date of issue of order of disengagement, else the disengagement shall be deemed appropriate.

These guidelines shall supersede all previous guidelines and circulars on this subject. However, any action taken under the previous guidelines and circulars shall be saved subject to the conditions attached to the engagements.

### **Guidelines for selection of Mini-Anganwadi Workers**

1. Application for selection of volunteers to work as Mini-Anganwadi Workers will be invited for each village / Mini-Anganwadi Center area from women residing in the said village / Mini-Anganwadi Center area. However, if eligible candidates from within Mini-AWC area are not available, candidates from same village area may be taken. If eligible candidate from village area not available, then candidates from adjacent village within G.P area may be considered for selection of Mini-Anganwadi Workers.
2. The applicant will be a female candidate in the age group of 18 to 35 years on the first day of the year in which the application has been invited.
3. The minimum educational qualification for selection of Mini-Anganwadi Workers will be 12<sup>th</sup> standard.
- 3 (a) As a Mini-Anganwadi Worker has to deal with very small children, pregnant & lactating mothers, conduct pre-school education, it is mandatory that she knows Odia. Hence Knowledge of Odia for Mini-Anganwadi Worker Selection is mandatory.
- 3 (b) Percentage of marks obtained in the 12<sup>th</sup> Standard examination shall be the basis of drawing a merit list amongst the applicants. The marks secured in the failed subject in first chance to be deducted and the marks obtained in the subject when passed compartmentally be added in that place and accordingly percentage will be calculated.
- 3 (c) In addition to the above, preferential additional points will be given to the following categories.

<b>Sl. No.</b>	<b>Category</b>	<b>Additional Points</b>
1	Scheduled Tribes / Scheduled Caste	10
2	Widow	10
3	Orphan girl (not having biological or legal parents)	5
4	Physically Handicapped Women (more than 40% handicap be taken as physically handicapped)	5
5	Destitute / Divorced/ Deserted Women	5
6	If the candidate has cleared examination of a higher	5

	qualification	
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- 3 (d) In the scheduled areas, only ST candidates will be selected as Mini-Anganwadi Worker from the area served by the Mini-AWC. In case no suitable ST candidate is available in the area served by the Mini-AWC, then a suitable ST candidate may be selected from the same village but outside the service area of the Mini-AWC. If no ST candidate is available within the same village also, then candidates from adjacent village within G.P area may be considered for selection of Mini-Anganwadi Workers. If in none of the cases, a suitable ST candidate is available, then it may be made open to SC candidates, as mentioned below.
- 3 (e) For SC candidates, mentioned in 3(d) above, the first preference shall be given to the candidates having minimum educational qualification as provided under Para (3) and belonging to the area served by the Mini-AWC. In case no suitable SC candidate is available in the area served by the Mini-AWC and within the same village, then a suitable SC candidate may be selected from the village but outside the service area of the Mini-AWC. If no SC candidate is available within the village also, then a non ST/SC candidate may be selected for the service area of the AWC.
4. In case where local candidate of suitable qualification is not available and if community is agreeing, the eligible candidate from the W&CD managed orphanages can be considered under the direct supervision of the collector. Even in such cases only SC/ST candidates shall be selected for schedule areas.
5. The Mini-AWW is a volunteer who gets an honorarium for the service rendered by her to the less privileged persons of her own community. She is not a Government servant with fixed or graduated pay scale. Therefore, the provisions of ORV Act (for SC & ST) 1975 and Employment Exchange (Compulsory Notification of vacancies) Act, 1959 shall not apply in selection of Mini-AWWs. Similarly, a Mini-AWW can not claim any regular appointment in future on the basis of her selection as Mini-AWW. However, preference shall be given to ST/SC candidates in scheduled areas.

#### 6. Selection Committee

##### 6 (a) For all ICDS Projects

1	CDPO of the Block	Chairperson
2	Block Education Officer of the Block	Member
3	ANM in-charge of the area	Member
4	Supervisor in-charge of the area	Member Convenor

- 6 (b) The quorum for a selection committee meeting must be 3/4rd of the total number of members, including the Chairperson & the member-convenor.

## 7. Procedure

*(Applications shall be invited from the candidates, on such platform and in such manner, as notified in the directives issued by the Department of Women & Child Development, from time to time.)*

- a. In case of engaging Mini-Anganwadi Worker for casual vacancies or for new Mini-Anganwadi Centres, notification regarding the Mini-Anganwadi Centre where the Mini-Anganwadi Worker is going to be engaged will be put up simultaneously in the village, in the concerned Gram Panchayat, the Panchayat Samiti, and the CDPOs office.
- b. 15 days' time will be given to the candidates to apply to the CDPO along with the documents in support of nativity, educational qualification, caste and any other. The receipt of the application shall be acknowledged by the CDPO.
- c. On the 16<sup>th</sup> day the CDPO will verify the documents of the applicants in their presence and will notify the name of the applicants in her office notice board and at the village, GP and Panchayat Samiti level. In case 16<sup>th</sup> day is a holiday then verification and notification of application will be done on the next working day.
- d. 7 days' time will be given for filling of objection, if any, by the community on the issue of nativity, educational qualification, and caste certificate.
- e. The selection committee may take 7 days' time to verify the objections received.
- f. After the enquiry into the objection and verification of documents, the Selection Committee will give points to all the eligible candidates as per the criteria spelt out in the guideline. The Committee will finally select the candidate who secures the maximum points. In case two or more candidates secure same points, preference will be given to the older candidate. The Committee will notify the candidates selected on the same day in Panchayat Samiti and CDPO's office and within 48 hours at the GP and village level. CDPO is authorized to issue engagement order in favour of the candidate selected and this should be issued within 24 hours of the selection of the candidate.
- g. The Sub-Collector will be the first appellate authority for hearing complaints regarding selection of Mini-Anganwadi Workers for all projects. Any person aggrieved by the decision of the Sub-Collector may appeal to the District Magistrate/ ADM of the concerned district as the second Appellate Authority. Every appeal should be made within 60 days from the date of issue of order of selection, else the selection shall be deemed appropriate.
- h. The Zilla Parishad will be informed through its Chief Development Officer-cum-Executive Officer, Zilla Parishad by the DSWO about selection of the Mini-Anganwadi Worker and her engagement as such.

## 8. Re-engagement of Mini-Anganwadi Workers

- 8 (a) A candidate once selected and engaged to work as Mini-Anganwadi Worker will ordinarily continue to work till she attains the age of 60 years.

- 8 (b) The MAWWs desirous of getting re-engaged after 60 years will give their willingness in such format, in such platform and in such manner, as may be notified by the Department, from time to time. Currently, the "*Guidelines for increasing the age of disengagement of Anganwadi Workers (AWWs)/ Mini Anganwadi Workers (MAWWs)/ Anganwadi Helpers (AWHs) by two years*" as per order no. 3657 of the Department, dtd. 02.03.2019 shall be followed for re-engagement.

**9. Disengagement of Mini-Anganwadi Workers**

- 9 (a) An Mini-Anganwadi Worker can be disengaged by the CDPO if any serious or persistent lapse is noticed in her work. The Mini-Anganwadi Worker will be given an opportunity to show cause against the action proposed to be taken against her and personal hearing by the CDPO.
- 9 (b) If any Mini-Anganwadi Worker is elected as a representative of any local body, she shall be disengaged immediately, and the vacancy shall be filled up forthwith. As such, no elected representative of any local body is eligible for selection of Mini-Anganwadi Worker.
- 9 (c) Every year CDPO will review the functioning of Mini-Anganwadi Workers who are 55 years or more than 55 years of age. Mini-Anganwadi Worker who is not able to discharge the duties satisfactorily will be disengaged after being given due opportunity of being heard.
- 9 (d) The Sub-Collector will be the first appellate authority appellate authority in the hearing of disengagement of Mini-Anganwadi Worker. Any person aggrieved by the decision of the Sub-Collector may appeal to the District Magistrate / ADM of the concerned district as the second Appellate Authority. Every appeal should be made within 60 days from the date of issue of order of disengagement, else the disengagement shall be deemed appropriate.

These guidelines shall supersede all previous guidelines and circulars on this subject. However, any action taken under the previous guidelines and circulars shall be saved subject to the conditions attached to the engagements.

## Guidelines for selection of Anganwadi Helper

1. **ELIGIBILITY:** - To be eligible for selection as Helper for an Anganwadi Centre the following eligibility criteria must be fulfilled.

- i. She must be a lady of the locality and acceptable to the Anganwadi Worker.
- ii. She should not be of less than 18 years of age and should not be more than 35 years of age, as on the first day of the year in which the application has been invited.
- iii. The minimum qualification for selection as Anganwadi Helper is 12<sup>th</sup> Standard.
- iv. Percentage of marks obtained in the 12<sup>th</sup> Standard examination shall be the basis of drawing a merit list amongst the applicants. The marks secured in the failed subject in first chance to be deducted and the marks obtained in the subject when passed compartmentally be added in that place and accordingly percentage will be calculated. In addition to the above, preferential additional points will be given to the following categories.

Sl. No.	Category	Additional Points
1	Scheduled Tribes / Scheduled Caste	10
2	Widow	10
3	Orphan girl (not having biological or legal parents)	10
4	Destitute / Divorced / Deserted Women	5
5	If the candidate has cleared examination of a higher qualification	5

- v. Preference should be given to an Orphan, Widow, Separated, Divorced or Deserted Woman, having requisite qualification & fulfilling other eligibility criteria.
- vi. Knowledge of Odia for Anganwadi Helper Selection is mandatory.
- vii. An Angawadi helper should be willing to cook & serve the food to children and assist the Anganwadi Worker in carrying out the day-to-day activities in an AWC.

viii. Though the Orissa Reservation of Vacancy Rules (ORV) is not applicable in this selection. In the villages predominantly occupied by the SC, ST and O.B.C population the Helper selected may be from any of these communities who is in majority.

ix. A candidate once selected and engaged to work as Anganwadi Helper will ordinarily continue to work till she attains the age of 60 years. The AWHs desirous of getting re-engaged after 60 years will give their willingness in such format, in such platform and in such manner, as may be notified by the Department, from time to time. Currently, the "Guidelines for increasing the age of disengagement of Anganwadi Workers (AWWs)/ Mini Anganwadi Workers (MAWWs)/ Anganwadi Helpers (AWHs) by two years" as per order no. 3657 of the Department, dtd. 02.03.2019 shall be followed for re-engagement.

2. **PROCEDURE FOR SELECTION:** - *(Applications shall be invited from the candidates, on such platform and in such manner, as notified in the directives issued by the Department of Women & Child Development, from time to time.)*

2 (a) A Helper will be selected by a committee consisting of the following persons.

- |  |      |             |
|--|------|-------------|
| i. C.D.P.O. of the Project               | .... | Chairperson |
| ii. Block Education Officer of the Block | .... | Member      |
| iii. A.N.M in-charge of the area         | .... | Member      |
| iv. Supervisor in-charge of the area     | .... | Member      |

2 (b) In case of engaging Anganwadi Helper for casual vacancies or for new Anganwadi Centres, notification regarding the Anganwadi Centre where the Anganwadi Helper is going to be engaged, along with specifying the majority community in the notified AWC area, will be put up simultaneously in the village, in the concerned Gram Panchayat, the Panchayat Samiti, and the CDPOs office.

2 (c) 15 days' time will be given to the candidates to apply to the CDPO of the sector along with the documents in support of nativity, educational qualification, caste and any other. The receipt of the application shall be acknowledged by the CDPO.

2 (d) On the 16th day the CDPO will verify the documents of the applicants in their presence, in the CDPO's Office and will notify the name of the applicants in her office notice board and at the village, GP and Panchayat Samiti level. In case 16th day is a holiday then verification and notification of application will be done on the next working day.

2 (e) 7 days' time will be given for filling of objection, if any, by the community on the issue of nativity, educational qualification, and caste certificate.

2 (f) The selection committee may take 7 days' time to verify the objections received.

2 (g) After the enquiry into the objection and verification of documents, the Selection Committee will give points to all the eligible candidates as per the criteria spelt

out in the guideline. The Committee will finally select the candidate who secures the maximum points. In case two or more candidates secure same points, preference will be given to the older candidate. The Committee will notify the candidates selected on the same day in Panchayat Samiti and CDPO's office and within 48 hours at the GP and village level. CDPO is authorized to issue engagement order in favour of the candidate selected and this should be issued within 24 hours of the selection of the candidate.

- 2 (e) An Anganwadi Helper can be disengaged by the CDPO if any serious or persistent lapse is noticed in her work. The Anganwadi Helper will be given an opportunity to show cause against the action proposed to be taken against her and personal hearing by the CDPO.
- 2 (f) The Sub-Collector will be the first appellate authority for hearing complaints regarding selection/ disengagement of Anganwadi Helpers for all projects. Any person aggrieved by the decision of the Sub-Collector may appeal to the District Magistrate/ ADM of the concerned district as the second Appellate Authority. Every appeal should be made within 60 days from the date of issue of order of Selection/ disengagement, else the same shall be deemed appropriate.
- 2 (g) If any Anganwadi Helper is elected as a representative of any local body, she shall be disengaged immediately, and the vacancy shall be filled up forthwith. As such, no elected representative of any local body is eligible for selection of Anganwadi Helper.

These guidelines shall supersede all previous guidelines and circulars on this subject. However, any action taken under the previous guidelines and circulars shall be saved subject to the conditions attached to the engagements.