



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
DAKSHIN DINAJPUR
[SOCIAL WELFARE SECTION]**

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Memo.No. 83 /SW/ DD

NOTICE

Date : - 11-05-22

In connection with Memo No. 1893(12)-SW/O/3E-02/2019 date 21.04.2022 from the Principal Secretary, Deptt of WCD & SW, Govt. of West Bengal (copy enclosed) is hereby invited from eligible female & resident of Dakshin Dinajpur District only for operationalization of One Stop Centre to address the needs of Women/ Girls who are victim of violence. Details of vacancy & eligibility criterion as below. Engagement is totally in Contractual basis.

| Sl. No. | Name of post | No of post | Gender | Age | Experience | Qualification |
|---------|----------------------|------------------|-------------|-----------------------------------|---|---|
| 1. | Centre Administrator | 01 (UR) | Female only | Maximum 45 years as on 01.01.2022 | Experience in Social Work/ Women issues for 3 years | Post Graduate or equivalent in any Stream |
| 2. | Case Worker | 02(SC-1, Gen-1) | Female only | Maximum 35 years as on 12.05.2022 | Experience in Women issues for 3 years | Graduate from any recognized University |

1. Residence: The candidate must be resident of Dakshin Dinajpur. Voter Card, Aadhar Card, Ration Card to be attached as residential proof.

2. Evaluation will be as follows:-

a. Evaluation of Educational Qualification-30 marks

b. Computer Test Practical-15marks

c. Viva Voice-5 marks

Total 50 marks.

3. Candidates must apply in prescribe Application Format given in Annexure- A

4. Self-attested copy of all qualification to be attached. Two self-addressed envelope with postage stamp of Rs. 6/- to be attached.

5. Monthly Remuneration for Centre Administrator Rs.30000/-& Case Worker Rs.15000/-

Last Date of Submission of Application at the Box kept at Social Welfare Section, Collectorate, Dakshin Dinajpur is 01.06.2022 in all working days from 11:00 am to 5:00 pm. Application may be sent by Post addressed to the District Magistrate, Dakshin Dinajpur also to be reached on or before 01.06.2022. Admit Card for Viva Voice and Computer Test will be communicated by Post and through Website. Name of Post to be written on envelope.

For details to see District Website- ddinajpur.nic.in. Format of Application is enclosed herewith as Annexure-A with details guideline as per above referred Memo No.


**District Magistrate
Dakshin Dinajpur**

Memo No. 83/1(5)SW/DD

Date: 11/05/2022

Copy forwarded for information & necessary action to:-

1. The Secretary, Deptt. of WCD & SW, Govt. of West Bengal
2. The Superintendent of Police, Dakshin Dinajpur
3. The Chief Medical Officer of Health, Dakshin Dinajpur
4. The Additional District Magistrate(SW), Dakshin Dinajpur
5. The Sub- Divisional Officer, Balurghat(Sadar), Dakshin Dinajpur
6. The Sub- Divisional Officer, Gangarampur at Buniadpur, Dakshin Dinajpur
7. The Block Development Officer(All), Dakshin Dinajpur
- ✓ 8. The DIO(NIC), Dakshin Dinajpur with request to publish the Notice at District Website
9. The Secretary, DLSA, The Sub- Divisional Officer, Balurghat(Sadar), Dakshin Dinajpur
10. The Officer -in-Charge, Social Welfare, Dakshin Dinajpur
11. The District Programme Officer(ICDS), Dakshin Dinajpur
12. The District Information and Cultural Officer, Dakshin Dinajpur
13. The Superintendent, District Hospital, Dakshin Dinajpur
14. The DCPO, Dakshin Dinajpur
15. The Protection Officer, DV, Dakshin Dinajpur

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11/05/2022
District Magistrate
Dakshin Dinajpur

Application Format

To,

The District Magistrate,

Dakshin Dinajpur, P.O.- Balurghat, Dist- Dakshin Dinajpur, Pin- 733101

Sub:- Application for the Post of _____ (Centre Administrator/
Case Worker) for One Stop Centre, Dakshin Dinajpur.

1. Name of Applicant(in Block Letter): _____

2. Father's /Husband's name: _____

3. Address: _____

Vill: _____

P.O.: _____, P.S.: _____, Pin

Code: _____

Email ID: _____ Phone Number: _____

Paste recent
colour passport
photograph

4. Date of Birth & Age with documents (as on 01.01.2022 for Centre administrator and
12.05.2022 for Case Worker): _____

5. Sex (Female Only): _____

6. Nationality: _____

7. Residential Proof: Copy of Voter Card, Aadhar Card, Ration Card to be attached _____

8. Religion: _____

9. Academic Qualification(from 10th onwards)Self-attested testimonials to be attached:

| Sl. No. | Name of Examination and Board | Name of School/ College/ University | Year of passing | Percentage of marks obtained | Subjects | Remarks |
|---------|-------------------------------|-------------------------------------|-----------------|------------------------------|----------|---------|
| | | | | | | |
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10. Details of Work Experience(Certificate from Competent Authority to be attached):

DECLARATION

I do hereby declare that statements made in the application are true and correct to the best of my knowledge & belief and in the event of any information being found false my candidature is liable to be cancelled.

Place:-

Date:-

(Full Signature of the Candidate)



Government of West Bengal
Women & Child Development and Social Welfare Department
Bikash Bhaban, 10th Floor, North Block, Kolkata-700091

No. 1893(12)-SW/O/3W-02/2019

Dated, 21.04.2022

From: The Principal Secretary to the Government of West Bengal

To: (1)-(12) The District Magistrates, Birbhum / Paschim Bardhaman / Darjeeling /
Kalimpong / Dakshin Dinajpur / Hooghly / Howrah / Murshidabad /
Jalpaiguri / Purba Medinipur / Paschim Medinipur / South 24 Parganas.

Subject : Engagement process of human resources for operationalization of One Stop Centre (OSC) in the districts.

Sir,

In inviting reference to the subject mentioned above, this is to inform you that following human resources on contractual basis have been approved to be engaged to operationalise the 'One Stop Centre' in the district:-

(1) Centre Administrator

Number of position in each OSC : 1 (one)

Monthly remuneration : Rs. 30,000/- per month

(2) Case Worker

Number of position in each OSC : 2 (two)

Monthly remuneration : Rs. 15,000/- per head per month

This is as per approval of the Finance Department vide its U.O. no. Group P2/2021-2022/0359 dated 26.11.2021 and the Cabinet on January 31, 2022.

You are requested to start the engagement process of the above mentioned human resources with strict observation of the followings:-

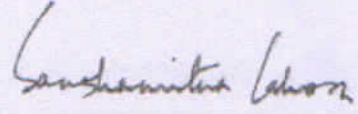
- i) Each engagement will be based on execution of prior contract having terms and conditions of engagement clearly stated.
- ii) Period of contract will be for one year.
- iii) Under no circumstances this engagement will allow them to absorb in regular establishment of the Government.
- iv) Engagement for the above positions will be done from the office of the District Magistrate. For this purpose the District will form a 'District Level Selection Committee' headed by the ADM-in-charge of Social Welfare, one officer nominated by the DM, DIO-NIC and DSWO.
- v) The District shall arrange for wide publicity of the vacancies.

(2)

Details of the required qualifications and mode of selection are enclosed at Annexure I and details of job responsibilities are enclosed at Annexure II. These are to be adhered strictly.

You are also requested to hire services of two Data Entry Operators for each OSC on out sourcing basis from a recognised organisation. Qualification, experience of such DEO will be as per guidelines of the State Government.

Yours faithfully,



Principal Secretary

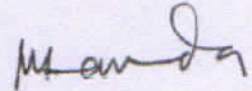
Encl; As stated (5 pages)

No. 1893(12)/1(14)-SW/O/3W-02/2019

Dated, 21.04.2022

Copy forwarded for information to:

- 1) PS to HMIC, WCD & SW Department, GoWB
- 2-13) District Social Welfare Officer, Birbhum / Paschim Bardhaman / Darjeeling /
Kalimpong / Dakshin Dinajpur / Hooghly / Howrah / Murshidabad / Jalpaiguri /
Purba Medinipur / Paschim Medinipur / South 24 Parganas.
- 14) Sr. PA to Principal Secretary, WCD & SW Department, GoWB



Special Secretary

Mode of Selection and Required Qualifications of human resources for operationalization of One Stop Centre (OSC) in the districts.

A. One (1) position of Centre Administrator and two (2) positions of Case Workers on contractual basis for each One Stop Centre (OSC) have been approved by the Cabinet.

B. Details of the position:

1. Centre Administrator -

No. of Positions: One (1) in each district including Kolkata (23)

Essential Qualification:

- Gender - Female
- Resident of the same district
- Age- Maximum 45 years as on 1st January of the year of the advertisement
- Qualification - 1. Post Graduate or equivalent degree in any stream from a recognised university; 2. Knowledge of computer and proficiency in MS office package 3. Proficiency in speaking, reading & writing Bengali language, reading & writing English language and additionally speaking, reading & writing regional language (for Kalimpong & Darjeeling)
- Working Experience – Minimum 3 years working experience in social work/women issues
- Remuneration/month – Rs. 30,000/- per month

2. Case Worker -

No. of Positions: Two (2) numbers of positions in each district including Kolkata (46)

Essential Qualification:

- Gender – Female
- Resident of the same district
- Age- Maximum 35 years on the date of advertisement
- Qualification – (1) Graduate in any discipline from a recognised University, (2) Knowledge of computer and proficiency in MS office package, (3) Proficiency in speaking, reading & writing Bengali language, reading & writing English language and additionally speaking, reading & writing regional language (for Kalimpong & Darjeeling)
- Working Experience – Minimum 3 years experience in work with women issues
- Remuneration/month – Rs. 15000/- per month for one Case Worker

Sanghamitra Lahora

C. Engagement for the above positions will be done from the office of District Magistrate. For this purpose the District will form a **District level Selection Committee** with the following composition:

- ❖ ADM-in-Charge of Social Welfare: Chairperson
- ❖ One officer nominated by DM : Member
- ❖ DIO-NIC : Member
- ❖ District Social Welfare Officer : Member-Convener

D. The District shall arrange for wide publicity of the vacancies.

E. Evaluation will be as follows:

Each candidate will be evaluated as per the following scoring system:

- i. Evaluation of educational qualification - 30 marks
- ii. Computer test (practical) – 15 marks
- iii. Viva-voce – 5 marks

Total - 50 marks

F. Evaluation of educational qualification – Maximum 30 marks

For Centre Administrator:

- In Graduation examination:
 - ✓ If marks obtained less than 50% = 5 marks
 - ✓ If marks obtained less than 60% & greater than 50% = 7 marks
 - ✓ If marks obtained more than 60% = 10 marks
- If candidate is **Honours** graduate, she may get extra weightage of 5 marks for Honours degree over and above the marks mentioned above.
- In Post Graduate examination:
 - ✓ If marks obtained less than 50% = 5 marks
 - ✓ If marks obtained less than 60% & greater than 50% = 10 marks
 - ✓ If marks obtained more than 60% = 15 marks

For Case Worker:

- In Higher Secondary examination:
 - ✓ If marks obtained less than 60% = 5 marks
 - ✓ If marks obtained less than 70% & greater than 60% = 7 marks
 - ✓ If marks obtained more than 70% = 10 marks
- In Graduation examination:
 - ✓ If marks obtained less than 50% = 5 marks
 - ✓ If marks obtained less than 60% & greater than 50% = 10 marks
 - ✓ If marks obtained more than 60% = 15 marks

Sanghamitra Mishra

- If candidate is **Honours** graduate, she may get extra weightage of 5 marks for Honours degree over and above the marks mentioned above.
- G. (i) After evaluation on the basis of educational qualification, the district will call top 20 candidates for the viva-voce and computer test.
- (ii) Taking into consideration the total marks obtained in educational qualification, viva-voce and computer test, the district will prepare and publish a panel of top 5 candidates for each of the 3 positions which will remain valid for 1 (one) year from the date of publishing the same.
- (iii) Top ranking candidate in the panel will be offered to join the post.
- H. Tenure of engagement: Engagement for One (1) year on contractual basis but can be terminated before tenure in case of non-satisfactory performance.

Sanghaintra Lahori

JOB RESPONSIBILITIES

1. Centre Administrator –

- a) The Centre Administrator shall be a woman with requisite qualification. She will be a residential staff attached to OSC.
- b) The Centre Administrator would be in charge of functioning of OSC. She would be the first point of contact for the woman who is accessing OSC.
- c) The Centre Administrator would interact with every woman seeking OSC's intervention.
- d) The Centre Administrator will listen to the grievance, document the case history and register the case in the online/web-based case management system to generate a Unique Identity Number (UID).
- e) The Centre Administrator would be responsible for supervision of each case, taking it to a logical conclusion and later following up with the aggrieved woman.
- f) As soon as the complaint is registered, the Centre Administrator will send a text message (SMS/Internet) to the concerned authorities (DM/SP/CMOH/DSWO/PO, DV) of the district.
- g) The Centre Administrator would be responsible for coordination with all stakeholders (police station, hospital, legal aid, counselling) and also registration of cases in the absence of the DEO.
- h) The Centre Administrator will prepare a list of agencies/individuals providing/willing to provide legal/medical/ psycho-social counselling services at OSC and keep it updated.
- i) The Centre Administrator will coordinate with CBOs specialized in addressing violence against women, Gender Cells, Women's Study Centres at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.

Sushmita Chakraborty

- j) The Centre Administrator will monitor the functioning of OSC, (including the work of the staff), facilitate capacity building, guide and support the team of caregivers.
- k) The Centre Administrator would approve the Quarterly Report prepared by the IT Staff to be submitted to the District Level Task Force of the district.
- l) The Quarterly Report has to be submitted 15 days prior to the end of each Quarter to DSWO.
- m) The Centre Administrator would also document the case studies/success stories as per the prescribed format.
- n) The Centre Administrator will meet the meeting of District Level Task Force on a monthly basis for guidance, support.
- o) The footage of the CCTV would be under the vigilance of the Centre Administrator.
- p) The Centre Administrators can design their own feedback forms for the purpose of Social Audit.

2. Case Worker

- a) Case Workers will work in shifts to provide 24 hour service at OSC.
- b) She will provide assistance and support to the Centre Administrator in facilitating services to women accessing OSC.
- c) She will intervene in cases of Violence Against Women and will take them to their logical conclusion.
- d) She will be responsible for other work as assigned by the Centre Administrator.

Sanghamitra Mishra