



GOVERNMENT OF WEST BENGAL
Office of the District Magistrate, Darjeeling
(Social Welfare Section)

Memo No: - 18 /SW/Dj-2022

Date: - 10/05/2022

Notice

In pursuance of No. 1893(12)-SW/O/3W—02/2019 dated 21/04/2022 of Principal Secretary, Department of Women and Child Development and Social Welfare, Government of West Bengal filled in application in prescribed format is hereby invited from the eligible female candidates of Darjeeling District for the following contractual post in the One Stop Centre (OSC), Darjeeling. The details of the vacancies are as follows:

(1) Centre Administrator :

No. of position: Two (2) (One for Siliguri Sub-division and one for Darjeeling Sub-division)

Essential Qualification:

- Gender – Female
- Resident of same District
- Age-Maximum 45 years as on 1st January 2022
- 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 and writing in English language and additionally speaking, reading and writing regional language.
- 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: Four (4) (Two for Siliguri Sub-division and Two for Darjeeling Sub-division)

Essential Qualification:

- Gender – Female
- Resident of same District
- Age-Maximum 35 years as 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 and writing in English language and additionally speaking, reading and writing regional language.
- Working Experience – Minimum, 3 years working experience in social work/women issues.
- Remuneration/ Month- Rs.15,000/-Per month

Evaluation:

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

The prescribed application form may be downloaded from the website www.darjeeling.gov.in

The envelope containing application must super scribed at the top by the name of the post applied for.

Application will be received from 11/05/2022 to 31/05/2022 by registered speed post in the address mentioned below:

*District Social Welfare Officer
Office of the District Magistrate, Darjeeling
Attached building of Hill Affairs
Above SP Office, Darjeeling -734101*


Chairperson, District Level Selection Committee
One Stop Centre (OSC), Darjeeling
&
Additional District Magistrate, Darjeeling

APPLICATION FORMAT

One self Attested
recent passport Size
Photograph

Application for the post of _____

To,
The Chairperson of the District Level Selection Committee
&
Additional District Magistrate, Darjeeling.

Sir,

In response to your advertisement in the _____ I would like to apply for the post of _____ in _____ Subdivision, District Darjeeling.

My particulars are as follows:

1. Name of the Applicant (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Address for communication : _____
Block/Municipality /Corporation: _____
Post office: _____ Pin: _____ District _____
4. Permanent address : _____
Block/Municipality /Corporation: _____
Post office: _____ Pin: _____ District _____
5. Date of birth : dd ____ mm ____ yyyy ____ Age (As on 01/01/2022): _____
6. Contact No : _____
7. Caste /Category : _____
8. E-mail address : _____
9. Academic Qualification: (From Madhyamik onwards and attach self attested copies)

Sl.No	Exam Passed	Board/University	Year of Passing	Total Marks	Marks Obtained	% of Marks

10. Qualification in Computer: _____ (attach self attested copies)
11. Work Experience : _____ (attach self attested copies)

DECLARATION

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

Date: _____

Place: _____

Signature of Applicant