



Government of West Bengal
Office of the District Magistrate & Collector, Hooghly
P.O & P.S – Chinsurah, Dist. – Hooghly, PIN – 712101
(Social Welfare Section)
(Email ID – hooghlysw2020@gmail.com Ph. No. : 033 -2681 – 2613)

Memo no. 295/SW – Hug

Dated : 06/05/ 2022

Recruitment Notice

- A. Online applications are invited for one (1) post of Centre Administrator and two (2) post of Case Worker on contractual basis for the One Stop Centre in Hooghly district. **The One Stop Centre will operate for 24 hours a day, for 7 days a week.** Online application forms will be available in the official website i.e. <https://hooghly.nic.in> from **11/05/2022 to 31/05/2022.**
- B. Details of the posts :
- 1) Name of the post : **Centre Administrator**
No. of Posts: One (1) for Hooghly district. (**Unreserved post**)
Essential qualification:
 - Gender – Female
 - Resident of Hooghly district
 - Age – Maximum 45 years as on **01/01/2022** of the year of the advertisement.
 - Qualification – 1) Post graduate or equivalent degree in any stream from a recognized 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.
 - Working experience – Minimum 3 years' experience in social worker / women issues.
 - Remuneration / month – 30000/- per month.
 - 2) Name of the post : **Case Worker**
No. of post: Two (2) for Hooghly District (**01 – SC, 01 – Unreserved**)
Essential qualification –
 - Gender – Female
 - Residence of Hooghly district
 - Age – Maximum 35 years as on **11/05/2022.**
 - 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.
 - Working experience – Minimum 3 years' experience in work with women issues.
 - Remuneration / month – 15,000/- per month for one case worker.
- C. 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
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- Total – 50 marks
- D. Evaluation of education qualification - Maximum 30 marks.
For Centre Administrator:
- In graduation examination
 - ✓ If marks obtain less than 50% = 5 marks
 - ✓ If marks obtain less than 60% and greater than 50% = 7 marks.
 - ✓ If marks obtain 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 obtain less than 50% = 5 marks
 - ✓ If marks obtain less than 60% and greater than 50% = 10 marks.
 - ✓ If marks obtain more than 60% = 15 marks

For Case Worker

- In Higher Secondary Education :
 - ✓ If marks obtain less than 60% = 5 marks
 - ✓ If marks obtain less than 70% and greater than 60% = 7 marks.
 - ✓ If marks obtain more than 70% = 10 marks
 - In graduation examination :
 - ✓ If marks obtain less than 50% = 5 marks
 - ✓ If marks obtain less than 60% and greater than 50% = 10 marks.
 - ✓ If marks obtain more than 60% = 15 marks
 - If candidate is Honours graduate, she may get extra weightage of 5 marks for Honours degree over and above the marks mentioned above.
- E. (i) After evaluation on the basis of educational qualification, top 20 candidates will be called for the viva – voce and computer test.
 (ii) Taking into consideration the total marks obtained in educational qualification, viva – voce and computer test, a panel of top 5 candidates for each of the 3 posts will be prepared which will remain valid for 1 (One) year from the date of publishing the panel.
 (iii) Top ranking candidate in the panel will be called for appointment to the post.
- F. Tenure of engagement; for one (1) year on contractual basis but can be terminated before tenure in case of non – satisfactory performance.

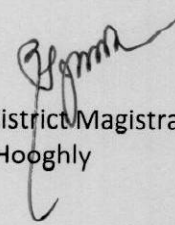
Sd/-
 District Magistrate,
 Hooghly

Memo No.295/1(8)/SW-Hug

Dated: 06/05/2022

Copy forwarded for your information to:

- 1) The Principal Secretary to the Government of West Bengal, Bikash Bhawan, Salt Lake City, Kolkata – 700091
- 2) The Commissioner of Police, Chandannagore Police Commissionerate
- 3) The Superintendent of Police (Rural), Hooghly
- 4) The Secretary, District Legal Service Authority, Hooghly
- 5) The Chief Medical Officer of Health, Hooghly
- 6) The Sub – Divisional Officer (All), Hooghly
- 7) The Block Development Officer (All), Hooghly
- 8) C.A to District Magistrate, Hooghly


 Additional District Magistrate (Dev.),
 Hooghly