



Memo No. 233 /SW/Paschimbdn

Date: 10.05.2022

## NOTICE

In pursuance of Memo No. 1893(12)-SW/O/3W-02/2019 Dt. 21.04.2022 of the Principal Secretary, Department of WCD & SW, Govt. of West Bengal, applications in prescribed format are hereby invited from eligible Female candidates on contractual basis to operationalize One Stop Centre (OSC), Paschim Bardhaman. The details of position, eligibility criteria and other general guidelines are as follows: -

### A. Details of Human Resources to be engaged at One Stop Centre (OSC), Paschim Bardhaman:

Sl. No	Name of the Position	Essential Qualification	No. of the Position	Remuneration (per month)
1	Centre Administrator	1. Gender – Female 2. Resident of Paschim Bardhaman district 3. Age – Maximum 45 years as on 1st January of the year of advertisement 4. Post-Graduate or equivalent degree in any stream from a recognized University 5. Knowledge of Computer and proficiency in MS-Office Package. 6. Proficiency in speaking, reading & writing in Bengali and English language. 7. Work Experience: Minimum 3 years in Social Work/ Women issues.	01 (UR)	Rs. 30,000.00
2	Case Worker	1. Gender – Female 2. Resident of Paschim Bardhaman district 3. Age – Maximum 35 years on date of advertisement 4. Graduate in any discipline from a recognized University 5. Knowledge of Computer and proficiency in MS-Office Package. 6. Proficiency in speaking, reading & writing in Bengali and English language. 7. Work Experience: Minimum 3 years in Women issues.	02 (01 SC & 01 UR)	Rs. 15,000.00

### B. Other General Guidelines: -

- The applicant should be a resident of **Paschim Bardhaman district**.
- Mode of Selection:** After evaluation on the basis of educational qualification, the district will call top 20 candidates for the Viva-Voce and Computer Test. Each candidate will be evaluated as per the following Scoring System:
  - Evaluation of Educational Qualification – 30 Marks
  - Computer Test (Practical) – 15 Marks
  - Viva-Voce – 5 Marks

TOTAL - 50 Marks
- The Applicants for the position of Sl. No. 1 & 2 will submit their applications along with relevant documents in E-mail Id: - [osc.psbdn@gmail.com](mailto:osc.psbdn@gmail.com)
- Prescribed application form for the position of Sl. No. 1 & 2 may be downloaded from the website [www.paschimbardhaman.gov.in](http://www.paschimbardhaman.gov.in).



5. Online applications will be received through E-mail Id: - [osc.psbdn@gmail.com](mailto:osc.psbdn@gmail.com) from 11.05.2022 to 26.05.2022 by 03:00P.M.
6. Following self attested documents should be sent through E-mail Id: - [osc.psbdn@gmail.com](mailto:osc.psbdn@gmail.com) along with the application: -
  - a) Age Proof (Admit Card or Certificate of Secondary Examination).
  - b) Residential Proof (Aadhaar Card, Voter Card etc.)
  - c) Educational Qualification Mark sheets (Both Sides) up to the Highest Qualification as per post applied.
  - d) Computer Qualification Certificate.
  - e) Experience Certificate from the Competent Authority as per post applied.
  - f) Caste certificate wherever applicable.
  - g) Mobile no. and valid e-mail id.
7. District Level Selection Committee reserves the right for rejection of any application, not duly filled in or received after due date & time etc. It also reserves the right to cancel/postpone/suspend any engagement to any aforesaid position at any point of time.
8. Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in Viva-Voce & Computer Test.
9. No T.A./D.A. will be given for appearing Viva-Voce & Computer Test.



District Magistrate  
Paschim Bardhaman

**Memo No. 233 /1(21)/SW/Paschimbdn**

**Date: 10.05.2022**

Copy forwarded for information and necessary action to: -

1. The Principal Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal, 10th floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
2. The Special Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal, 10th floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
3. The Director of Social Welfare, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
4. The Director of Child Rights and Trafficking, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
- 5-6. The Commissioner, Asansol & Durgapur Municipal Corporation.
7. The Additional District Magistrate (Dev.), Paschim Bardhaman.
8. The DIO (NIC), Paschim Bardhaman with request to arrange for the insertion of notice with application format in [www.paschimbardhaman.gov.in](http://www.paschimbardhaman.gov.in).
- 9-10. The Sub Divisional Officer, Asansol Sadar/Durgapur.
11. The DICO, Paschim Bardhaman with a request to publish the Engagement Notice in One Daily Bengali & One Daily English Newspaper.
- 12-19. The Block Dev. Officer (All), Paschim Bardhaman District.
20. Notice Board.
21. Office Copy.



District Magistrate  
Paschim Bardhaman

# APPLICATION FORMAT

Attach One Self  
Attested recent  
Passport size  
photograph

Application for the position of \_\_\_\_\_

To  
The District Magistrate, Paschim Bardhaman.  
Sir,

In response to your advertisement vide memo no. \_\_\_\_\_ dt. \_\_\_\_\_ regarding engagement of human resources on contractual basis for One Stop Centre, Paschim Bardhaman, I am submitting my application for the position of \_\_\_\_\_. My full particulars with required documents are given below for your kind consideration.

1. Name of the Applicant (In block letters): \_\_\_\_\_

2. Father/Husband/ Guardian's Name : \_\_\_\_\_

3. Address for communication: \_\_\_\_\_

Block/Municipality/Corporation : \_\_\_\_\_ Post Office: \_\_\_\_\_

District: \_\_\_\_\_ Pin: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email id: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

Block/Municipality/Corporation: \_\_\_\_\_ Post Office: \_\_\_\_\_

District: \_\_\_\_\_ Pin: \_\_\_\_\_

5. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 6. Age: \_\_\_\_\_

7. Sex: Female 8. Category (Gen/SC/ST/OBC): \_\_\_\_\_

9. Nationality: \_\_\_\_\_

10. Academic Qualification (From Madhyamik onward):-

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

11. Qualification in Computer: \_\_\_\_\_

12. Work experience: \_\_\_\_\_

## DECLARATION

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

Place:

Date:

Full Signature of the applicant

N.B.: - Attach the testimonials/marksheets of the Sl. No. 10, 11 & 12 as per specifications given in the Notice ( 233 /SW/Paschimbdn dt. 10.05.2022)