

জেলাশাসক ও জেলাসমাহর্তার কার্যালয়  
পূর্ব মেদিনীপুর,  
গ্রাম-গনপতিনগর, ডাকঘর – সোনামুই, থানা :তামলুক  
; জেলা : পূর্ব মেদিনীপুর পিন : ৭২১৬৪৮  
ফোন নং :০৩২২৮ ২৬৩১৩৫  
(জেলা সমাজ কল্যাণ দপ্তর)



Office of the District Magistrate & Collector  
Purba Medinipur.  
Village-Ganapatnagar, PO-Sonamui, PS : Tamruk ;  
Dist : Purba Medinipur Pin: 721648, Phone No: 03228  
263135, Email: [dsw@purbamedinipur@gmail.com](mailto:dsw@purbamedinipur@gmail.com) &  
(District Social Welfare Section, Block-A, Ground Floor)

## **ENGAGEMENT NOTICE**

Online applications are hereby invited from eligible willing female candidates for the post of (1) " Centre Administrator " and (2) " Case Worker " for engagement in One Stop Centre (OSC), Purba Medinipur on contractual basis in terms of Memo No. 1893(12)-SW/O/3W-02/2019, dt. 21.04.2022 of the Principal Secretary of Women and Child Development and Social Welfare Department, Govt. of W.B. for smooth functioning of the One Stop Centre (OSC), Purba Medinipur as well as for operationalization of One Stop Centre (OSC) from the District Hospital premises in Tamruk, Purba Medinipur.

The eligibility criteria and other details for selection to the Post of " Centre Administrator " and " Case Worker " is as given below :-

### **A. Details of the Position:**

#### **1. Centre Administrator:-**

**No of Post:** 01 (one). **Location of Vacancy:** One Stop Centre (OSC), Purba Medinipur

#### **Essential Qualification:**

- i. Gender: Female.
- ii. Resident of: Purba Medinipur.
- iii. Age: Maximum 45 years as on 1<sup>st</sup> January, 2022.
- iv. Qualification:
  - Post Graduate or equivalent degree in any stream from a recognized university.
  - Knowledge of computer and proficiency in MS office package.
  - Proficiency in speaking, reading & writing Bengali language, reading & writing English language.
- v. Working Experience: - Minimum 3 years working experience in social work/women issues.
- vi. Remuneration: Rs. 30,000/- per month

**Job Responsibility:**

- 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/PODV) 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.
- 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: -**

**No of Post: 02 (Two). Location of Vacancy: One Stop Centre (OSC), Purba Medinipur**

**Essential Qualification:**

- i. Gender: Female.
- ii. Resident of: Purba Medinipur.
- iii. Age: Maximum 35 years on the date of the advertisement.
- iv. Qualification:
  - Graduate in any discipline from a recognized University.
  - Knowledge of computer and proficiency in MS office package.
  - Proficiency in speaking, reading & writing Bengali language, reading & writing English language.
- v. Working Experience:- Minimum 3 years experience in work with women issues.
- vi. Remuneration: Rs. 15,000/- per month

**Job Responsibility:**

- a. The 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.

**B. Process of 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
	<b>Total</b>	<b>-</b>	<b>50 marks</b>

**C. 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
- If candidate is Honours graduate, she may get extra weightage of 5 marks for Honours degree over and above the marks mentioned above.

**D. After evaluation:**

- a. **On the basis of educational qualification, the district will call top 20 candidates for the viva-voce and computer test.**
- b. 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 I (one) year from the date of publishing the same.
- c. Top ranking candidate in the panel will be offered to join the post.

**E. Tenure of engagement:**

Engagement for One (1) year on contractual basis but can be terminated before tenure in case of non-satisfactory performance.

**F. General Information for the Candidates applying for the above posts:**

- a) Online application uploaded in the District Website through the link [www.purbamedinipur.gov.in](http://www.purbamedinipur.gov.in) should be available on and from 11.05.2022.
- b) Last date of submission of application is 31.05.2022.
- c) After submission of the application, the candidate's have to take a print out of the application and need to be submitted at District Social Welfare Section, Office of the District Magistrate & Collector, A-Block, Ground floor, Vill-Ganapatnagar, PO- Uttar Sonamui, PS-Tamluk, Purba Medinipur, 721648 with relevant documents viz.

- a. Age proof:-Copy of Admit card of Secondary Education/Certificate of Secondary Education or equivalent examination.
- b. Copy of Mark sheets of Education Qualifications as per notification.
- c. Copy of Certificate regarding Computer Knowledge as per notification.
- d. Copy of Experience Certificate as per notification.
- e. Address proof: Copy of Voter ID Card/ Aadhaar Card.
- d) Tentative timeline for completion of selection process is within 21.06.2022.
- e) After scrutinizing the application on the basis of educational qualification, the district will call top 20 candidates for the viva-voce and computer test.
- f) List of Qualifying Candidates would also be available in the district website.
- g) Admit Card for viva-voce and computer test would be made available in the district website ( [www.purbamedinipur.gov.in](http://www.purbamedinipur.gov.in) ) and Candidates have to download Admit Card by herself from district website.
- h) No hard copy of admit cards in either case would be sent by post.
- i) Applicants are requested to regularly visit the district website for any subsequent information/ updates in this regard.
- j) The Additional District Magistrate (In-Charge of Social Welfare), Purba Medinipur, Chairperson, District Level Selection Committee(DLSC) for District, reserves the right to termination at any time for non-satisfactory performance and applicants are liable for prosecution under extant laws for any wrong/ fraudulent/ incomplete information during application.

  
Addl. District Magistrate (Gen.)

&

Chairperson, District Level Selection Committee  
Purba Medinipur


**Memo No:-** 137(7)/XIX/54

**Date:-** 11/5/22

Copy forwarded for information and necessary action regarding broad publication to:-

1. The Secretary to the Govt. of West Bengal, Women & child Dev. & Social Welfare Deptt., Govt. of W.B, Bikash Bhavan, North Block, 10th Floor, Salt Lake City, Kolkata- 700 091.
2. The Sabhadhipati, Purba Medinipur Zilla Parishad.
3. The District Informatics Officer, NIC, Purba Medinipur. He is requested to upload the Engagement Notice in the District Website and also requested to do the needful in respect of receiving online applications.

4. The District Information & Cultural Officer, Purba Medinipur with the request for publication of the advertisement attached herewith separately in two daily news papers.
5. The District Social Welfare Officer, Purba Medinipur.
6. CA to the District Magistrate, Purba Medinipur.
7. CA to the District Magistrate (Gen.), Purba Medinipur.

  
Addl. District Magistrate (Gen.)  
&  
Chairperson, District Level Selection Committee  
Purba Medinipur