

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

Social Welfare Section & District Child Protection Unit,
New Treasury Building, 7th floor, Alipore, Kolkata-
700027, Email ID:-dswos24@gmail.com,



Memo no. 341 /SWD (S24P)

Date: 11/05/2022

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 in order to fill-up different categories of posts on contractual basis for the One Stop Centre (OSC), South 24 Parganas. The details of the vacancies, eligibility criteria and other guidelines areas follows:-

A. For different posts of One Stop Centre (OSC), South 24 Parganas:


Sl. No	Name of the Post	Age (Yrs.)	Minimum Education Qualification	Other required Qualification	No. of Posts with Category	Remuneration(per month)
1	Centre Administrator	Maximum 45 years as on 01/01/2022	Post-Graduate or equivalent degree in any stream from a recognized University	1. Knowledge of Computer and proficiency in MS-Office Package. 2. Proficiency in speaking, reading & writing Bengali language and reading & writing English language. 3. Work Experience: Minimum 3 years in Social Work/ Women issues.	01 (UR)	Rs. 30,000.00
2	Case Worker	Maximum 35 years as on 11/05/2022	Graduate in any discipline from a recognized University	1. Knowledge of Computer and proficiency in MS-Office Package. 2. Proficiency in speaking, reading & writing Bengali language and reading & writing English language. 3. Work Experience: Minimum 3 years in work with Women Issues.	02 (01 SC & 01 UR)	Rs. 15,000.00

B. Other General Guidelines:-

1. The female applicant should be a resident of **South 24 Parganas District**.
2. **Mode of Selection:** On the basis of the evaluation of educational qualifications, top 20 candidates for each post will be called for Viva-Voce and Computer Test. Each candidate will be evaluated as follows:
 - i. Evaluation of Educational Qualification – 30 Marks (Maximum)
 - ii. Computer Test (Practical) – 15 Marks
 - iii. Viva-Voce – 5 Marks

TOTAL – 50 Marks
3. Prescribed application forms for the post of Sl. No. 1 & 2 are attached with this notice & may be downloaded from the website <https://s24pgs.gov.in/>.
4. Applications with required documents will be received by **registered post or speed post only**. No application will be received by hand, by e-mail or by any other means.
5. Applications are to be sent to the following address:

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, SOUTH 24 PARGANAS
Social Welfare Section, New Treasury Building, 7th floor,
Alipore, Kolkata- 700027
6. Application must reach the above mentioned address by **31/05/2022, 5-30 PM**.
7. Any application received beyond that time will not be considered. The authority will not be responsible for any postal delay.
8. Following **self attested documents** should be attached along with the application:-
 - a) Age Proof: (Any one of Birth Certificate / Admit Card or Certificate of Secondary Examination).
 - b) Residential Proof: (Any one of Voter Card (EPIC)/Passport/Residential Certificate of concerned SDO or BDO)
 - c) Aadhaar card.
 - d) Educational Qualification: Mark sheets of Graduation/Hons. Graduation and Post-Graduation for the post of Sl. No. 1. & Mark sheets of Higher Secondary & Graduation/Hons. Graduation for the post of Sl. No. 2.
 - e) Experience Certificate as per post applied.
 - f) Caste certificate wherever applicable.
9. In addition, one self addressed envelope with postage Stamp of Rs.5/- pasted on it and one self attested passport size photograph of the applicant are to be attached.
10. District Level Selection Committee reserves the right to reject any application, not properly filled in or received after due date & time etc. It also reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.
11. Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in Viva-Voce Test & Computer Test.
12. No T.A / D.A will be given for appearing Viva-Voce Test & Computer Test.


Additional District Magistrate (ZP)
South 24 Parganas

Recruitment of Centre Administrator (1no. of post) & Case worker (2no.s of posts) for One Stop Centre

Application Form

(Only Female Candidates & Resident of South 24 Parganas district can apply)

Paste your
SELF ATTESTED
Passport size
coloured
Photograph

1. Name of the post applied for – (A)Centre Administrator
(B)Case Worker

2. Name of the Candidate

3. Father's Name-

4. Date of Birth-
D D M M Y Y Y Y

5. Marital Status (S for single / M for married)-

6. Caste (Gen/SC/ST/OBC-A/OBC-B):

7. Postal Address with PIN code-
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.....
.....

8. Contact No.- 1) 2).....

9. Email Id-

10. Educational Qualification (Enclose self attested photocopies of marksheets)

Sl no.	Examination passed	Board/University	Year of passing	Marks obtained	Full marks	% of Marks obtained
1.	Post Graduation or equivalent degree from a recognized University					
2.	Graduation in any discipline from a recognized university					
3.	Higher Secondary or equivalent					

11. Working Experience (Enclose self attested photocopies of documents as proof)

(Minimum 3 years experience in social work/women Issue)

Sl no.	Name of the Institution/ NGO/Office	Post held	Nature of Post (Full time/ Part time / Ad hoc)	Period of Service		Total Period of Service(In complete Years)	Nature of duty (Management /Executive/Technical/Clerical/Others)
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		

12. Details of enclosures (Check List):

- | | | | |
|---|--------------------------|--|--------------------------|
| (a) Age proof | <input type="checkbox"/> | (f) Graduation Marksheet | <input type="checkbox"/> |
| (b) Residential Proof | <input type="checkbox"/> | (g) Post Graduation Marksheet | <input type="checkbox"/> |
| (c) Aadhar | <input type="checkbox"/> | (h) Experience Certificate | <input type="checkbox"/> |
| (d) Higher Secondary Marksheet | <input type="checkbox"/> | (i) Caste Certificate | <input type="checkbox"/> |
| (e) One self addressed envelope with postage Stamp of Rs.5/- pasted on it | <input type="checkbox"/> | (j) One self attested passport size photograph | <input type="checkbox"/> |

Declaration

"I, Smt. do hereby declare that all statements made in this application are true, complete and 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 the Candidate

General instructions for filling up the application form:

- 1. All entries to be done in BLOCK LETTERS using BLUE or BLACK ball point pen.**
- 2. Put '✓' mark in appropriate box.**
- 3. Widow or Divorcee will be treated as Single marital status (point no.5).**
- 4. In connection with point no.12, self attested photocopies of the required documents are to be enclosed.**
- 5. Use separate application forms for separate post. One application form is to be filled up for one post only.**