



Govt. of West Bengal
Office of the District Child Protection Unit
(Social Welfare Section)

District Collectorate Building, Ground floor, Malda(West Bengal) - 732101

Email : dcpsmld@gmail.com

Memo No. 370 /DCPU (MLD)

Date: 08/06/2022

NOTICE

In pursuance with memo no. 2348 (8)-SW/O/3W-02/2019 date 17.05.2022 from the Principal Secretary, Dept. Of WCD & SW, Govt. of West Bengal is hereby invited from eligible female & resident of Malda District for One Stop Centre. Applications in prescribed format are hereby invited from the eligible **Female candidates** in order to fill-up different categories of posts on contractual basis. Details of vacancy & eligibility criteria as below-

Sl. No.	Name of post	No of post	Remuneration (per month)	Age	Qualification	Experience
1	Centre Administrator (Female)	01 (UR) Resident of Malda district	Rs. 30,000.00	Maximum 45 years as on 01.01.2022	1.Post Graduate or equivalent degree in any stream from a recognized university 2. Knowledge in computer and proficiency in MS-Office package 3. Proficiency in speaking, reading and writing in Bengali language, reading and writing English language	1.Working experience in Social Work / Women issues for minimum 3 years
2	Case Worker (Female)	02 (SC-1, Gen-1) Resident of Malda district	Rs. 15,000.00	Maximum 35 years as on the day of advertisement	1. Graduate from any recognized University 2. Knowledge in computer and proficiency in MS-Office package 3. Proficiency in speaking, reading and writing in Bengali language, reading and writing English language	1.Experience in Women issues for minimum 3 years

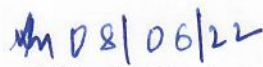
1. Residence: The candidate must be resident of Malda District. Voter Card, Aadhar Card, Ration Card to be attached as residential proof.
2. Evaluation will be as follows:-
 - (a) Evaluation of Educational Qualification- 30 marks
 - (b) Computer Test Practical- 15 marks
 - (c) Viva Voice- 5 marksTotal 50 marks
3. Candidates must apply in prescribe Application Format given in Annexure- A
4. Self attested copy of all qualification to be attached.
5. Filled Application will be received from 09/06/2022 to 30/06/2022 either by post or by hand at the District Social Welfare Section, Room No.- 12, Office of the District Magistrate and Collectorate, Malda, Pin- 732101 only in working days from 11:00 am to 5:00 pm.
6. Any application received after 5:00 PM on 30/06/2022 will be rejected and postal delay, if any, will not be considered.
7. The District Level selection committee, Malda reserves the right to reject any application due to not properly filled up or received after the stipulated time and date.
8. Tenure of engagement: Engagement for one (1) year on contractual basis, however can be terminated before service tenure in case of non -satisfactory performance.
9. Under no circumstances will the selected candidates be absorbed in regular establishment of the government.

Requisite documents

Application must be supported by the following documents which must be self attested/certified:

- a) Two Passport size Photographs
 - b) Age proof (PAN Card/Voter Card/School Admit Card/ MP admit/Birth Certificate/Aadhar card)
 - c) Residential proof (Aadhar Card/Voter Card/Certificate from local Authority/ Municipality/BDO, etc.)
 - d) Educational Qualification Certificate/Marksheet
 - e) Experience Certificate
 - f) Computer Certificate
 - g) Valid Mobile Number and email ID
- Date, venue, Admit Card for Viva Voce and Computer Test will be notified later through email of the candidates and through the Malda district website-<https://www.malda.gov.in/>
 - Application without required experience certificate will be rejected

Format of Application is enclosed herewith as Annexure-A.


Additional District Magistrate (Dev)
Malda

Memo No. 370/1(19) /DCPU (MLD)

Date: 08/06/2022

Copy forwarded for information & necessary action to:-

1. The Secretary, Dept. Of WCD & SW, Govt. of West Bengal
2. The Ld. District Judge, Judge Court, Malda
3. The Superintendent of Police, Malda
4. The Chief Medical Officer of Health, Malda
5. The MSVP, Malda Medical College and Hospital, Malda
6. The Sub-Divisional Officer, Malda Sadar, Malda
7. The Sub-Divisional Officer, Chanchal, Malda
8. The Block Development Officer (All), Malda
9. The DIO (NIC), Malda (with request to publish the Notice at District Website)
10. The Secretary, DLSA, Malda
11. The Chairperson, CWC, Malda
12. The District Social Welfare Officer, Malda
13. The District Project Officer (ICDS), Malda
14. The District Information and Cultural Officer, Malda with a request to publish the Notice in two leading newspapers (Bengali and English One each)
15. The District Child Protection Officer, Malda
16. The Protection Officer (DV), Malda
17. CA to The Additional District Magistrate (Gen), Malda
18. CA to The Additional District Magistrate (Dev), Malda
19. CA to The Additional District Magistrate (ZP), Malda

08/06/22
Additional District Magistrate (Dev)
Malda

Annexure-A

Application for the post of Centre Administrator/Case Worker for One Stop Centre, Malda on contractual basis

To
The District Magistrate
Malda

Paste recent
colour
passport
photograph

Sub:- Application for the post of _____

1. Name of Applicant (in Block Letter): _____
2. Father's / Husband's name: _____
3. Address: _____
 (a) Village: _____
 (b) Post Office: _____
 (c) Police Station: _____
 (d) PIN Code: _____ West Bengal
 (e) Email ID: _____ Mobile No. _____
4. Date of birth & Age with documents (as on 01.01.2022 for Centre administrator and 26.05.2022 for Case Worker) _____
5. Sex (Female only): _____
6. Nationality: _____
7. Category (SC/Gen, if SC valid certificate from competent authority to be attached, self attested): _____
8. Sub- Caste: _____ (as per caste certificate)
9. Residential proof: Copy of Voter Card, Aadhar Card, Ration Card to be attached , self attested _____
10. Religion: _____
11. Academic Qualification (from 10th onwards) Self attested testimonials to be attached:

Sl. No.	Name of Examination and Board	Name of School / College/University	Year of Passing	Percentage (%) of marks obtained	Subjects	Remarks

12. Details of Work Experience (self attested copy of the Certificate from Competent Authority to be attached):

Designation	Name of the Employer Organization (Govt./NGO)	Date of Joining	Date of Leaving	Experience(In Months)

13. Qualification in Computer: (attach self-attested Copy)

Name of the Course	Name of the Institute	Duration of the course	Year of passing	Remarks

DECLARATION

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

Place:- _____

Date: _____

(Full Signature of the Candidate)

JOB RESPONSIBILITIES

1. Centre Administrator –

- (a) 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.
- (b) The Centre Administrator would interact with every woman seeking OSC's intervention.
- (c) 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).
- (d) 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.
- (e) 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/PO, DV) of the district.
- (f) 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.
- (g) 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.
- (h) The Centre Administrator will coordinate with CBOs specialized in addressing violence against women, Gender Cells, Women's study centers at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.
- (i) The Centre Administrator will monitor the functioning of OSC, (including the work of the staff), facilitate capacity building, guide and support the term of caregivers.
- (j) 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.
- (k) The Quarterly Report has to be submitted 15 days prior to the end of each Quarter to DSWO.
- (l) The Centre Administrator would also document the case studies/success stories as per the prescribed format.
- (m) The Centre Administrator will meet the meeting of District Level Task Force on a monthly basis for guidance, support.
- (n) The footage of the CCTV would be under the vigilance of the Centre Administrator.
- (o) The Centre Administrator can design their own feedback forms for the purpose of Social Audit.

2. Case Worker –

- (a) Case Worker 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.