

জেলাশাসক ও জেলাসমাহর্তার কার্যালয়

পূর্ব মেদিনীপুর,

গ্রাম-গনপতিনগর, ডাকঘর-সোনা মুই, 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 : Tamluk ;  
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**

In partial modification of Notice vide no 137/XIX/SW dated 11.05.2022 the Case Worker (2 post) will be read as one for UR and one for Schedule Caste Category.

Hence, online applications are hereby invited from eligible willing **female Schedule Caste** candidates for the 1 post of " Case Worker (SC) " 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 operationalisation of One Stop Centre (OSC) from the District Hospital premises in Tamluk, Purba Medinipur.

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

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

#### **1. Case Worker: -**

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

#### **Essential Qualification:**

- i. Gender: Female.
- ii. Category: **Schedule Caste.**
- iii. Resident of: Purba Medinipur.
- iv. Age: Maximum 35 years on the date of the advertisement.
- v. 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.
- vi. Working Experience:- Minimum 3 years experience in work with women issues.
- vii. 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 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 17.06.2022.
- b) Last date of submission of application is 24.06.2022 upto 5 pm.

- c) After submission of the application, the candidate's have to take a print out of the application and need to be **submitted physically within 27.06.2022 by 3pm 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 all original documents viz.**
- Age proof:-Copy of Admit card of Secondary Education/Certificate of Secondary Education or equivalent examination.
  - Copy of Schedule Caste Certificate.
  - Copy of Mark sheets of Education Qualifications as per notification.
  - Copy of Certificate regarding Computer Knowledge as per notification.
  - Copy of Experience Certificate as per notification.
  - Address proof: Copy of Voter ID Card/ Aadhaar Card.
- d) After scrutinizing the application on the basis of educational qualification, the district will call top 20 candidates for the viva-voce and computer test.
- e) List of Qualifying Candidates would also be available in the district website.
- f) 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.
- g) No hard copy of admit cards in either case would be sent by post.
- h) Applicants are requested to regularly visit the district website for any subsequent information/ updates in this regard.
- i) 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:- 175(7)/XIX/SW

Date:- 16/06/2022.

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

- 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.
- 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 Addl. District Magistrate (Gen.), Purba Medinipur.

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