



Government of West Bengal
Office of the District Magistrate & District Collector
Social Welfare Section, Purulia District

Memo No: 108 /SW/PRL

Date: 13 / 06 / 2022

NOTIFICATION

Applications are invited from eligible candidates only for engagement in the following positions on contractual basis at One Stop Centre, Purulia. Initial Contractual period is for 1(one) year which may subsequently be revised as per order of the competent authority on the basis of appraisal.

Eligibility criteria and other terms and conditions are indicated in the following. The Extant Rule position as well as the policy framework shall prevail in case of any doubt or confusion.

Sl. No	Name of the post	Vacancy	Age	Minimum Educational Qualification	Minimum Experience	Other Criteria	Monthly remuneration (in Rs.)
1.	Centre Administrator	1(UR), for female candidates only	Maximum 45 years as on 01.01.2022	1.Post Graduate or equivalent degree in any stream from a recognised university; 2. Knowledge of Computer and proficiency in MS office package; 3. Proficiency in speaking, reading & writing Bengali language, reading & writing English language.	3 (three) years' working experience in social work/ women issues	Must be a resident of Purulia District	30,000/-
2.	Case Worker	2 (1 SC, 1 UR) for female candidates only	Maximum 35 years as on the date of advertisement (Relaxation of age applicable as per extant norms.)	1. Graduate in any discipline from a recognised university; 2. Knowledge of computer and proficiency in MS office package; 3. Proficiency in speaking, reading & writing Bengali language, reading & writing English language.	3 (three) years' working experience in social work/ women issues.	Must be a resident of Purulia District	15000/-

Selection Procedure:

Evaluation of educational qualification- 30 marks

Computer Test (Practical) - 15 marks

Viva voce - 5 marks

Total - 50 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 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

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

After evaluation on the basis of educational qualification, the district will call top 20 candidates for the viva-voce and computer test.

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 1 (one) year from the date of publishing the same

Top ranking candidate in the panel will be offered to join the post.

Tenure of engagement: Engagement for One (1) year on contractual basis but can be terminated before tenure in case of non-satisfactory performance. Under no circumstances this engagement will allow them to absorb in regular establishment of the Government.

The Date, Time and Venue of Written Examination shall be communicated through Online Admit Card.


Procedure for submitting applications:

1. Willing candidates are requested to visit the official website: <http://www.purulia.nic.in> or <http://www.purulia.gov.in>
2. Candidates are requested to submit online application from the specified link given in the above website from 15-06-2022 to 29-06-2022 up to 5:00 P.M. Advertising authority shall reserve the right to extend the timeline at discretion. Updates to this effect shall only be available on the official website. No further publication be done in case of extension of timeline.
3. While filling up the form, the candidates are requested to upload scanned copy of their recent passport size colour photograph in **.jpg format** (taken within last 06 months) of size not exceeding 200 KB with scan resolution of minimum 200 dpi.
4. Candidates are also required to upload scanned copy of their proof of identity (AADHAAR/EPIC/Driving Licence) in **.jpg format** of size not exceeding 50 KB and with scan resolution of 200 dpi.
5. Candidates are also required to upload scanned copy of their full signature in **.jpg format** of size not exceeding 50 KB with scan resolution of 200 dpi.
6. Candidates are also required to upload scanned copy of all original documents, viz., certificates of educational qualifications, mark sheet, experience certificate, age proof certificate, caste certificate & other relevant documents on experience in relevant field. The size of the scanned documents altogether should not exceed 500 KB with resolution of 100 dpi. For any technical limitations, the self attested copies of the documents can also be physically submitted at the Office of the DSWO within the time frame.
7. For any query related to the engagement process or in case there is any problem while submitting the application candidates may contact following helpdesk No. during official day from 10: A.M. to 4 P.M. or email at dswopurulia2015@gmail.com. The Helpdesk No.7439407325.

Grounds for Rejection of Applications:

- i) Defective/ incomplete applications shall be rejected without assigning any reason. The decision of the authority shall be final.
- ii) Misrepresentation.
- iii) The candidates can be rejected at any stage of the process on the basis of merits involved. The authority reserve rights to this effect.

The authority issuing the advertisement shall reserve the right to cancel the process at any time without assign reasons.



District Magistrate
Purulia

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Copy forwarded to:

1. The Secretary, Deptt of WCD & SW, Govt. of West Bengal
2. The Director, Child Rights and Trafficking, Govt. of West Bengal
3. The Ld. Secretary, District Legal Service Authority, Purulia
4. The Chief Medical Officer of Health, Purulia
- 5-8. The Sub Divisional Officers, Purulia Sadar/ Jhalda/ Manbazar/ Raghunathpur
9. The DIO (NIC), Purulia, with request to upload the Notification in the District Portal of Purulia and to make necessary arrangement in the District Portal for submission of applications online as per the timeline prescribed.
10. The DICO, Purulia with request to arrange for wider circulation and publication of the Notification as per extent norms.
11. The District Social Welfare Officer, Purulia
12. The District Child Protection Officer, Purulia
13. PA to the District Magistrate, Purulia
- 14-17. PA/CA to the Additional District Magistrate (Gen./ Dev./ LR/ZP), Purulia
18. Office Copy


District Magistrate
Purulia