



Government of West Bengal
Office of the District Magistrate, Birbhum
(District Social Welfare Section)

Memo No. 437/SW (B)

Dated: 11/07/2022

NOTIFICATION

In pursuance of Memo No. 1893(12)-SW/O/3W-02/2019, Dated- 21/04/2022 of Department of Women & Child Development and Social Welfare, Government of West Bengal, applications in prescribed format are invited from **FEMALE CANDIDATES OF BIRBHUM DISTRICT BELONGING TO SCHEDULED CASTE CATEGORY ONLY** among Indian Citizens purely on temporary and contractual basis under few terms and conditions for 01(One) year for engagement in a One Stop Centre (OSC) in Birbhum District. Eligible and willing candidates shall be required to apply Online in the Official website – **https:// birbhum.gov.in** of Birbhum District in **selection section** on or before the closing date, i.e. on **25.07.2022 (25th of July 2022) up to 6.00 pm**. No plea to accept the application either the mode other than online or beyond the last date and time of submission of application will be entertained. The relevant information like name of the post, numbers of vacancies, gender, age limit, qualification, monthly remuneration of each post, job responsibilities are stated below. A candidate must go through the instructions of this notification thoroughly and carefully before submitting online application. Any type of omission/suppression/tampering of any information like age, gender, caste, qualification etc. shall lead to rejection of application or candidature at any stage without assigning any reason thereof.

Sl No	Name of the Post	No. of Vacancy	Category of Post	Required Gender for the post	Age	Educational Qualification	Essential Qualification	Remuneration/Month
1	Case Worker	01	SC (Schedule d Case)	Female	18-45 years as on 01/01/2022	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, reading & writing English Language. 3. Working Experience- Minimum 3 (three) years' experience in work with women issues.	Rs.15,000/- (Rupees Fifteen thousand) for each post.

Schedule for submission of application form online and its procedure

1. Commencement of submission of online application: **11.07.2022 (11th July 2022) from 6.00 pm**
2. Closing date for submission of online application: **25.07.2022 (25th July 2022) up to 6.00 pm**
3. Willing candidates shall have to upload Self-attested scanned copy of age proof, education qualification (All Mark sheets from Madhyamik onwards), residential certificate from Sub-Divisional Officer in case of urban area and Block Development Officer in case of rural area along with Voter ID Card/Aadhar Card/Passport. Experience Certificates, Knowledge of computer regarding proficiency in MS Office package, Caste Certificate all in PDF format. & Coloured Passport Size Photograph and Full Signature in JPEG format.
4. All applicants are advised to verify the details provided in the online application very carefully and applicants who have not filled in the forms personally are particularly advised to obtain a printout of the form to identify the discrepancies, if any.
5. No request for any change would be entertained after the above-mentioned period.

*Miss
Sptm*

General terms and conditions

1. Educational Qualification and other preferred qualification for each post as stated in the above table must be possessed by any candidate on or before last date of submission of application i.e. on **25.07.2022 (25th July 2022)**
2. **Engagement to the post mentioned in above table shall be done from the Office of the District Magistrate, Birbhum.**
3. Under no circumstances, the engagement will allow the candidates to absorb in regular establishment of the Government.
4. **All columns of the application form are to be filled in at the time submission of application form. No column must be left blank.**
5. **FEMALE CANDIDATES OF BIRBHUM DISTRICT BELONGING TO SCHEDULED CASTE CATEGORY ONLY may apply for the above said post. The applicants who belong to Male, Other than Scheduled Caste, resident of other district, without prescribed qualification as mentioned above table shall be rejected straightway.**

6. Evaluation process: 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	-05 marks
Total	-50 marks.

7. Evaluation on the basis of educational qualification – Maximum 30 marks

A. For Case Worker: (Educational Qualification -Graduate in any discipline from a recognized University)

I. In Higher Secondary examination:

- i) If marks obtained less than 60% = 5 marks
- ii) If marks obtained less than 70% & greater than 60% = 7 marks
- iii) If marks obtained more than 70% = 10 marks

II. In Graduation examination:

- i) If marks obtained less than 50% = 5 marks
- ii) If marks obtained less than 60% & greater than 50% = 10 marks
- iii) 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.

8. Viva-voce and computer test :

A. After evaluation on the basis of educational qualification, top 20 (twenty) candidates will be called for the viva-voce test and computer test.

B. Taking into consideration of the total marks obtained in educational qualification, viva-voce and computer test, a list will be prepared and a panel of top 05 (five) candidates for each position will be published which will remain valid for 01 (One) year from the date of publishing the same.

9. **Tenure of engagement:** Engagement in each post shall be purely on temporary and contractual basis under few terms and conditions for 01(One) year in One Stop Centre (OSC) in Birbhum District but the engagement can be terminated before tenure in case of non-satisfactory performance.

10. **Job responsibilities of the Post of Case Workers :**

- a) 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.

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Chairperson 11/07/22
District Level Selection Committee
One Stop Centre, Birbhum
&
Additional District Magistrate (Dev)
Birbhum

Copy forwarded for information with a request to display the notice in your notice Board-

1. The Secretary, DLSA, Birbhum
2. The Superintendent of Police, Birbhum..
3. The Project Director, DRDC, Birbhum
4. The Chief Medical Officer of Health, Birbhum
5. The Chief Medical Officer of Health, Rampurhat Health District.
6. The Sub-Divisional Officer, Rampurhat/Bolpur/Suri Sadar
7. The Executive Officer, All Municipalities
8. The Block Development Officer (All Blocks)
9. The DIO, NIC, Birbhum with a request to upload the notice to the Birbhum District Website along-with the provision of online application procedure as per the timeline mentioned in the notice.
10. The DICO, Birbhum.
11. C. A. to the District Magistrate, Birbhum with a request to bring the matter to the kind notice of the District Magistrate, Birbhum.
12. C. A. to the Sabhadhipati, Birbhum Zilla Parisad, with a request to bring the matter to the kind notice of the District Magistrate, Birbhum.
13. Office Copy.

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8/2/22

[Signature]
Chairperson
District Level Selection Committee
One Stop Centre, Birbhum
&
Additional District Magistrate (Dev)
Birbhum