



Government of West Bengal  
Office of the District Magistrate, Howrah  
Social Welfare Section

Memo No. 269 / HSW

Dated. 06/07/2022

**NOTICE**

In terms of the letter No. 1893(12)-SW/O/3W-02/2019 dt. 21.04.2022 of the Principal Secretary to the Govt. of West Bengal, Department of Women Development and Child Development & Social Welfare applications in prescribed format are hereby invited from Indian citizens of the West Bengal and who are residing in the Howrah District for the following posts on temporary & contractual basis in One Stop Centre (OSC) at Howrah. Willing candidates shall required to apply online in the website : <https://howrah.gov.in> or <https://forms.gle/NqCmFr86zUMC8ZhG8> Details of the post and required qualification are as follows:-

Sl. No.	Name of the post	Vacancy	Gender category for the post	Age	Educational qualification (Minimum)	Experience (Minimum)	Job description	Consolidate monthly remuneration
01.	Case Worker	01 (Schedule Caste)	Female	Maximum 35 years on the date of advertisement	(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 and additionally speaking, reading & writing regional language (for Kalimpong & Darjeeling)	Minimum 3 years experience in work with women issues	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.	Rs. 15000/- per month

## 1. GENERAL INFORMATION:

- a) Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement.
- b) All columns of the application form are to be duly filled up.

## 2. Evaluation will be as follows:

Each candidate will be evaluated as per the following scoring system:

<b>Evaluation of educational qualification</b>	<b>- 30 marks</b>
<b>Computer test (practical)</b>	<b>-15 marks</b>
<b>Viva-voce</b>	<b>-5 marks</b>
<b>Total</b>	<b>-50 marks</b>

## 3. 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.

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 position which will remain valid for (one) year from the date of publishing the same. (iii) 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.

## 4. Following Original documents to be shown by the candidates during the testimonial verification and candidates shall be required to submit self-attested photocopies of all original documents

- 1) Proof of Age :Copy of Birth Certificate or Admit Card /Certificate of School Leaving Examination
- 2) Proof of educational qualification: Copies of all mark sheets/Certificates of academic qualifications as mentioned in the application form.
- 3) Proof of Caste: Copy of Caste certificate as issued by competent authority.
- 4) Proof of address: Copy of EPIC / Aadhaar Card/Passport/ Driving license.
- 5) Proof of Experience: Copy of experience Certificate from the employer/ Organization.

## 5. How to apply :

- Only online application will be accepted submitted through website : <https://howrah.gov.in> or <https://forms.gle/NqCmFr86zUMC8ZhG8>

**6. Programme schedule of Examination:**

- Commencement of submission of online application : 3.00 p.m. on 07/07/2022.
- Closing date of submission of online application : 5.30 p.m. 27/07/2022.

7. Application once submitted shall be treated as final .The candidates are advised to check the entries made against each required information thoroughly before submission of application .
8. The selection committee reserves the right to accept or reject any application without showing any reason.
9. The selection committee reserves the right in all circumstances for any modification if required.
10. The selection Committee will fix/ cut off marks for determining eligibility to appear for Personality test / Viva Voce and will intimate in due course to the shortlisted candidates / Qualified candidates by sending Admit Card/ Call Letter.
11. Candidates need to be appeared for computer test and Personality test /Viva Voce with original Aadhar card/ Voter card etc to prove her identity.
12. Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
13. The selection committee for filling up of above posts will have the rights to change/modify any terms and condition of recruitment as per the guideline at any stage without any prior information. The selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant post of One Stop Centre at Howrah. The decision of selection committee regarding the preparation of this panel will be final.

District Magistrate  
Howrah

Memo No. 269/1(6) / HSW

Dated. 06/07/2022

Copy forwarded for information to:-

1. The Principal Secretary, Department of WCD & SW ,Government of WB, Bikash Bhavan, Salt Lake, Kolkata 700091.
2. The Secretary, Department of WCD & SW, Government of WB, Bikash Bhavan, Kolkata 700091.
3. The Director of CRT, WB, Salt Lake,, Kolkata- 64.
4. The DIO, NIC, Howrah is requested to take necessary action for uploading the notice in the district website for wide publicity
5. Additional District Magistrate (Development), Howrah
6. DSWO, Howrah with a request for taking necessary action for display the notice in Notice Board of Social Welfare section.

District Magistrate  
Howrah