



Government of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
Social Welfare Section

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal

Memo No : SW/76/I-210

Date : 07.02.2023

EMPLOYMENT NOTICE

In terms of the Memo No. 415(8)/SW/O/3W-67/17 Dt.: 24.01.2023 of the Principal Secretary to the Govt. of West Bengal, Department of Women & Child Development and Social Welfare, application in prescribed format are hereby invited from Indian Citizens for the following post on contractual in Cooch Behar district. Willing candidates are required to apply online in the website: www.coochbehar.gov.in. Details of the posts and required qualifications are as follows:

| Sl No | Name of the post | Vacancy | Age | Educational Qualification (Minimum) | Experience (Minimum) | Consolidated monthly remuneration |
|-------|--|---------------|--|--|--|--|
| 01. | Protection Officer under PWDV Act, 2005. | 01 (01-UR) | Maximum 36 years as on 1 st January, 2023 | 1. Master's Degree in Social Work/History/ Geography/English/Political Science /Economics/ Sociology /International Relations/Public Administration /LLB from a UGC recognised University. 2. Good working knowledge of MS office applications and email operation. | Minimum 3 years working experience in social work, preferably in Women Development | Honorarium Rs. 12,000/- per month + Travelling Allowance Rs. 2000/- per month aggregating to Rs. 14000/- per month |

1. GENERAL INFORMATION:

- Engagement for 1(one) year on contractual basis but can be terminated before tenure in case of non-satisfactory performance. On satisfactory performance, the tenure may be extended from the end of Department of Women and Child Development and Social Welfare, Govt. of West Bengal.
- Candidates belonging to SC/ST shall be entitled to a concession of five years over the prescribed age limit and candidates belonging to OBC shall be entitled to a relaxation of three years over the prescribed age limit.
- Qualification as stated in the table above must be possessed by the candidate on or before the publication of the advertisement.
- All columns of the application form are to be duly filled up.

2. Evaluation of the candidates will be in the following way:

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

| | |
|--|----------|
| i) Evaluation of educational qualification | =30marks |
| ii) Computer test (practical) | =15marks |
| iii) Viva-voce | =5marks |
| Total | =50marks |

B. Evaluation of educational qualification – Maximum 30 marks

- In Graduation examination:

If marks obtained less than or equal to 50% = 5 marks
If marks obtained less than 60% & greater than 50% = 7 marks
If marks obtained more than or equal to 60% = 10 marks
If candidate is Honours graduate, he/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 or equal to 50% = 5 marks
If marks obtained less than 60% & greater than 50% = 10 marks
If marks obtained more than or equal to 60% = 15 marks

3. After evaluation of academic qualifications, the top 20 candidates will be called for the Computer Test and Interview.
4. A panel of 3 top ranking candidates will be prepared on the basis of total marks obtained out of 50 marks.
5. The panel will remain valid for one year from the date of publishing the same.
6. The top ranking candidate will be given the offer for joining the position.
7. The age proof, mark sheet, experience certificate, scanned signature and educational qualification certificate have to be uploaded by the candidate along with the online application. The documents in original will be dully checked during Computer Test and Interview.
8. **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:**

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

9. **How to apply : Only online application will be accepted submitted through website: www.coochbehar.gov.in**

10. Programme schedule of Submission of Application:

Commencement of submission of online application : 08.02.2023
Closing date of submission of online application : 23.02.2023 upto 5 pm.

11. 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.
12. The selection committee reserves the right to accept or reject any application without showing any reason.
13. The selection committee reserves the right, in all circumstances, for any modification, if required.
14. Candidates need to appear for Computer Test and Interview with original Aadhaar card/ Voter card etc. to prove her identity.
15. 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 Protection Officer under PWDV Act, 2005 at Cooch Behar. The decision of selection committee regarding the preparation of this panel will be final.

Duties and functions of Protection Officer:

- a. To assist the Magistrate in the discharge of his functions under this Act.
- b. To make a domestic incident report to the Magistrate, in such form and in such manner as may be prescribed, upon receipt of a complaint of domestic violence and forward copies thereof to the Police Officer in charge of the Police Station within the local limits of whose jurisdiction domestic violence is alleged to have been committed and to the service providers in that area.
- c. To make an application in such form and in such manner as may be prescribed to the Magistrate, if the aggrieved person so desires, claiming relief for issuance of a protection order.
- d. To ensure that the aggrieved person is provided legal aid under the Legal Services Authorities Act, 1987(39 of 1987) and make available free of cost the prescribed form in which a complaint is to be made.
- e. To maintain a list of all service providers providing legal aid or counselling, shelter homes and medical facilities in a local area within the jurisdiction of the Magistrate.
- f. To make available a safe shelter home, if the aggrieved person so requires and forward a copy of his report of having lodged the aggrieved person in a shelter home to the police station and the Magistrate having jurisdiction in the area where the shelter home is situated.
- g. To get the aggrieved person medically examined , if she has sustained boldly injures and forward a copy of the medical report to the police station and the Magistrate having jurisdiction in the area where the domestic violence is alleged to have been taken place.
- h. To ensure that the order for monetary relief under section 20 is complied with and executed, in accordance with the procedure prescribed under the Code of Criminal Procedure,1973 (2 of 1974).
- i. To perform such other duties as may be prescribed.
- j. The Protection Officer shall be under the control and supervision of the Magistrate, and shall perform the duties imposed on him by the Magistrate and the Government by, or under, this Act.

Sd/

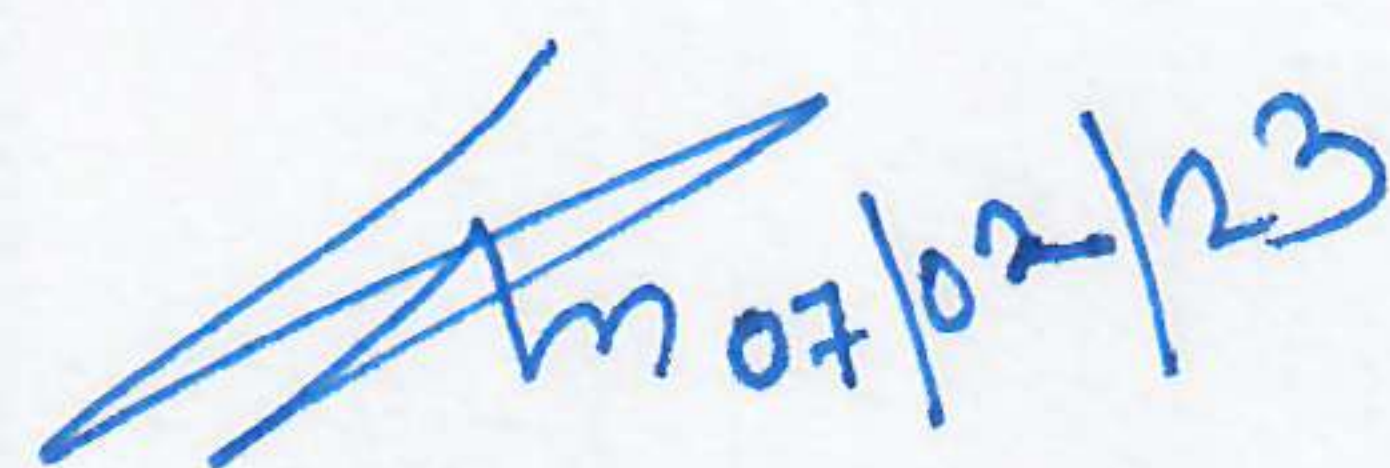
Chairperson
District Level Selection Committee
Cooch Behar

Memo No : SW/76/(5)/I-210

Dated : 07.02.2023

Copy forwarded for information to:

1. The Special Secretary, Department of WCD & SW, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata- 700091
2. The DIO, NIC, Cooch Behar is requested to take necessary action for uploading the notice in the district website for wide publicity.
3. The DICO, Cooch Behar with requested for wide publicity.
4. The DSWO, Cooch Behar with requested for taking necessary action for display on the notice Board of Social Welfare Section.
5. C.A. to the District Magistrate, Cooch Behar.


Officer in Charge, Social Welfare
&
DMDC, Cooch Behar