



Government of West Bengal  
Office of the District Magistrate :: PaschimMedinipur  
(Social Welfare Section)

Memo No. 143/SH/PSM NOTICE Date : 11-04-2023

Applications are hereby invited from the eligible **female** candidates for the following post of One Stop Centre, Paschim Medinipur **on purely contractual basis**. All the terms and conditions are as below:

VACANCY DETAILS:	
Post	CASE WORKER
Department/Office	One Stop Centre/Office of the District Magistrate , Paschim Medinipur
Organization	Women & Child Development and Social Welfare Department Government of West Bengal
Number of Post(s)	01(Reserved for SC candidate)
Gender:	Female (strictly)
Remuneration:	Rs. 15,000/-each per month(consolidated)
Essential Qualification:	i)Graduate or equivalent degree in any stream from a recognized university ii)Knowledge of Computer and proficiency in MS-Office package. iii)Proficiency in reading, writing and speaking Bengali language and reading and writing English language. iv)Minimum 03(years) of working experience in women issues.
Desirable Qualification:	Must be permanent resident of Paschim Medinipur District
Duty(s):	a)Have to work in shifts to provide 24hours service at OSC. b)Provide assistance & support to the Centre Administrator in facilitating services to women accessing OSC. c)Intervene in cases of Violence Against Women and will take them to their logical conclusion. d)Responsibility for other work as assigned by the Centre Administrator and appointing authority.
Age:	Maximum 35years as on 01.04.2023
Tenure:	01 (one) year on contractual basis, but can be terminated before tenure in case of non-satisfactory service.
Photograph:	Candidate is to paste a recent passport size photograph at the Application form at the Box.
Mode of submission of application:	By post addressed to the District Megistrate,Paschim Medinipur.By hand at box at SW Section collectorate office , Paschim Medinipur. For details please see District Website <a href="http://www.Paschimmedinipur.gov.in">www.Paschimmedinipur.gov.in</a> .

Evaluation will be as follow:-

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

1 . Evaluation of Educational Qualification – 30 Marks.

2 . Computer test(Practical) – 15 Marks.

3 . Viva-Voce – 5 Marks.

Total – 50 Marks.

**APPLICATION PROCESS:**

Mode of application	By post or by hand at box at Social Welfare Section, Collectorate, Paschim Medinipur.
Start Date	12.04.2023
End Date	04.05.2023

Format of application is enclosed herewith. For offline, Application to be submitted at the Box ,kept at Social Welfare Section,Collectorate,Paschim Medinipur. For details see District Website as above.

 11/04/2023.

Additional District Magistrate (Dev)  
Paschim Medinipur

MEMO NO: 143/14/17 SW

DATE: 11 / 04 / 2023

Copy forwarded for information and publication on Notice Board to the:-

- 1) The Secretary to the Govt. Of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10<sup>th</sup> Floor, Salt Lake, Kolkata – 700091.
- 2-4) The Sub-Divisional Official, Medinipur Sadar/Kharagpur/Ghatal, Paschim Medinipur.
- 5-25) The Block Development Officer.....(all), Paschim Medinipur.
- ✓27)The DIO (NIC), Paschim Medinipuris requested for publishing in the District Website.
- 28)The DI & CAO, Paschim Medinipur is requested for publishing in 02 daily local newspaper(Advt.copy enclosed).
- 29)CA to the District Magistrate, Paschim Medinipur with a request to bring it to the notice of the District Magistrate, Paschim Medinipur.

 11/04/2023.

Additional District Magistrate (Dev)  
Paschim Medinipur



**Format of Application for the post of Case Worker at One Stop Centre, Paschim Medinipur.**

**Ref: Notice Memo No. 143/SW/PSM**

**Date: 11/04/2023**

To,  
The District Magistrate, (Social Welfare Section)  
Paschim Medinipur,  
P.O- Midnapore,  
Pin-721101, West Bengal.

Paste Recent  
Passport Size  
Photograph

- 1) Name of the Applicant(in Block Letters): \_\_\_\_\_  
(Name as recorded in the Matriculation/Secondary Examination certificate)
- 2) Father's/Husband' Name : \_\_\_\_\_
- 3) Address for communication : Vill/Town \_\_\_\_\_  
P.O. \_\_\_\_\_ P.S. \_\_\_\_\_  
Pin No. \_\_\_\_\_ Dist. \_\_\_\_\_
- 4) Date of Birth(dd/mm/yyyy) : \_\_\_\_\_  
(with copy of Admit Card of Secondary Examination)
- 5) Age as on 01/04/2023 : \_\_\_\_\_
- 6) Qualification (with copy of Mark sheet) as per below format:-

Sl.No.	Examination Passed	Board/University/Institute	Year of Passing	Total Marks

- 7) Residential Proof : \_\_\_\_\_  
(Copy of Adhaar Card, Voter Card to be attached)
- 8) Sex (only Female) : \_\_\_\_\_
- 9) Caste : \_\_\_\_\_
- 10) Religion : \_\_\_\_\_
- 11) Nationality : \_\_\_\_\_
- 12) i. Contact No : \_\_\_\_\_  
ii. Email ID : \_\_\_\_\_
- 13) Experience if any : \_\_\_\_\_  
(Certificate from Competent authority to be attached)
- 14) Whether having Computer Knowledge : \_\_\_\_\_  
(Certificate to be attached)
- 15) Declaration:

I do hereby declare that above information is true to my knowledge and belief. If wrong, disciplinary action may be taken against me.

Date:-  
Place:-

\_\_\_\_\_  
Signature of the Candidate in full