



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
SOCIAL WELFARE SECTION, ALIPURDUAR
"DOOARS KANYA" - Integrated Administrative Building
Po – Alipurduar Court, Dist – Alipurduar, Pin – 736122
Email Id: - dmapd.sw@gmail.com

ENGAGEMENT NOTICE

Online application are hereby invited from eligible willing female candidate for the post of (1) "Centre Administrator" and (2) "Case Worker" for engagement in One Stop Centre(OSC), Alipurduar on contractual basis in terms of Memo No. 2909(2)-SW/O/3W-02/2019 Dt. 15-06-2022 of the Principal Secretary of Women and Child Development and Social Welfare Department, Govt. of West Bengal for smooth functioning of the One Stop Centre(OSC),Alipurduar as well as for operationalization of the One Stop Centre(OSC) from July'2022.

The eligibility criteria and other details for selection to the Post of "Centre Administrator" and " Case Worker" is as given below:-

A. Details of the Position

1. Centre Administrator:-

No. of Post: 01(One).Location of Vacancy: One Stop Centre (OSC), Alipurduar.

Category: Unreserved.

Essential Qualification:

i. Female.

ii. Resident of: Alipurduar.

iii. Age: Maximum 45 years as on 1st January, 2022.

iv. Qualification:

- Post Graduate or equivalent degree in any stream from recognized university.
- Knowledge of computer proficiency in MS office package.
- Proficiency in speaking, reading & writing Bengali language, reading & writing English language.

V working Experience:-Minimum 3 years working experience in social work/women issues.

vi. Remuneration: Rs. 30,000/- per month.

Job Responsibility:

- a. The centre Administrator shall be a woman with requisite qualification. She will be a residential staff attached to OSC.
- b. The Centre Administrator would be in charge of functioning of OSC. She would be the first point of contact for the woman who is accessing OSC.
- c. The Centre Administrator would interact with every woman seeking OSC's intervention.
- d. The Centre Administrator will listen to the grievance, document the case history and register the case in the online/web-based case management system to generate a Unique Identity Number (UID).
- e. The Centre Administrator would be responsible for supervision of each case taking it to logical conclusion and later following up with the aggrieved woman.
- f. As soon as the complaint is registered, the Centre Administrator will send a text message (SMS/Internet) to the concerned authorities (DM/SP/CMOH/DSWO/PODV) of the District.
- g. The Centre Administrator would be responsible for coordination with all stakeholders(Police station, Hospital ,Legal Aid, Counseling) and also registration of cases in the absence of the DEO.
- h. The Centre Administrator will responsible a list of agencies/individuals providing/willing to provide legal/medical/psycho-social counseling services at OSC and keep it updated.
- i. The Centre Administrator will coordinate with CBOs specialized in addressing violence against women, Gender Cells, Women's Study Centers at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.
- j. The Centre Administrator will monitor the functioning of OSC,(including the work of the staff),facilitate capacity building, guide and support the team of caregivers.
- k. The Centre Administrator would approve the Quarterly Report by the IT Staff to be submitted to the District Level Task Force of the District.
- l. The Quarterly Report has to be submitted 15 days prior to the end of each Quarter to DSWO.
- m. The Centre Administrator would also document the case studies/success stories as per the prescribed format.
- n. The Centre Administrator will meet the meeting of District Level Task Force on a monthly basis for guidance, support.
- o. The footage of the CCTV would be under the vigilance of the Centre Administrator.
- p. The Centre Administrator can design own feedback form for the purpose of social audit.

2. Case Worker:-

No. of Post: 02(Two). Location of Vacancy: One Stop Centre (OSC), Alipurduar.

Category: Unreserved- 1 (One), SC- 1(One)

Essential Qualification:

i. Gender: Female.

ii. Resident of :Alipurduar.

iii. Age: Maximum 35 years on the date of the advertisement.

iv. Qualification:

- ◆ Graduate in any discipline from a recognized University.
- ◆ Knowledge of Computer and proficiency in MS office package.
- ◆ Proficiency in speaking, reading & writing Bengali language, reading & writing English language.

v. Working Experience:-Minimum 3 years experience in work with women issues.

vi. Remuneration: Rs.15,000/- per month.

Job Responsibility:

- a. The 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 woman 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.

B. Process of Evaluation will be as follows:

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 - 5 marks
- Total - 50 marks

C) After evaluation:

- a. On the basis educational qualification, the district will call top 20 candidate for

the viva-voce and computer test.

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

E. Tenure of engagement:

Engagement for One (1) year on contractual basis but can terminated before tenure in case of non-satisfactory performance.

F. General Information for the Candidates applying for the above posts:

- a) Online application uploaded in the District Website through the link <http://cpapdwb.org> should be available on and from **27-06-2022**.
- b) Last date of submission of application is **17-07-2022**.
- c) After submission of the application, the candidate's have to take a print out of the application and need to be submitted at District Social Welfare Section, Office of the District Magistrate & Collector Alipurduar with relevant documents viz.
 - a. Age proof: Copy of Admit card of Secondary Education/Certificate of Secondary Education or equivalent examination.
 - b. Copy of Mark Sheets of Educational Qualifications as per notification.
 - c. Copy of Certificate regarding Computer Knowledge as per notification.
 - d. Copy of Experience Certificate as per notification.
 - e. Address proof: Copy of Voter ID Card/ Aadhar Card.
- d) Tentative timeline for completion of selection process is within **30-07-2022**.
- e) After scrutinizing the application on the basis of educational qualification, the district will call top 20 candidates for the viva-voce and computer test against each post.
- f) List of Qualifying Candidates would also be published in the District website i.e <http://alipurduar.gov.in> and link <http://cpapdwb.org>.
- g) Admit Card for viva-voce and computer test would be made available in the website ie <http://cpapdwb.org> and Candidates have to download Admit Card from the same.
- h) No hard copy of admit cards in either case would be sent by post.
- i) Applicants are requested to regularly visit the above mentioned link of district website for any subsequent information/updates in this regard. The venue and timing for computer and viva-voce will be available in the Admit Card.
- j) The Additional District Magistrate(In-Charge of Social Welfare),Alipurduar Chairperson, District Level Selection Committee(DLSC) for District, reserves the right to termination at any time for non-satisfactory performance and applicants are liable for prosecution under extant laws for any wrong/ fraudulent /incomplete information during application.

Additional District Magistrate

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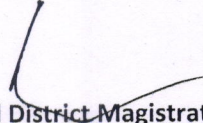
Chairperson, District Level Selection Committee
Alipurduar

Memo No. 1461-XVI/SW

Dated. 27/06/2022

Copy forwarded for information and necessary action regarding broad publication to:-

1. The secretary to the Govt. of West Bengal, Women & Child Dev. & Social Welfare Deptt., Govt. of West Bengal, Bikash Bhavan, North Block, 10th Floor, Salt Lake City, Kolkata-700091.
2. The District Informatics Officer, NIC, Alipurduar. He is requested to upload the Engagement Notice in the District Website and also requested to do the needful in respect of receiving online application.
3. The District Information & Cultural Officer, Alipurduar with the request for publication of the advertisement attached herewith separately in two daily news papers.
4. The District Social Welfare Officer, Alipurduar.
- ✓ 5. CA to the District Magistrate, Alipurduar.
- .CA to the Additional District Magistrate(SW), Alipurduar.


Additional District Magistrate

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Chairperson, District Level Selection Committee
Alipurduar