

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section, Barasat
Email-dswo.social.northparganas20@gmail.com, Ph No- 033-25846278

Memo No: 503/SW(DN)

Date: 24.5.2022

NOTICE

In pursuance of Memo No. No. 2348(8)-SW/O/3W-02/2019 ,dtd. 17/05/2022 of the Principal Secretary to the Govt. of West Bengal, Women and Child Development and Social Welfare Department, and as resolved in the meeting of the District Level Selection Committee (DLSC) constituted for **engagement of Human Resources in two different categories of posts purely on contractual basis at One Stop Centre (OSC) of North 24 Parganas, Online applications** in prescribed format are invited from eligible candidates for engagement therein. Willing candidates have to **apply online** in the web site www.north24parganas.gov.in from 31/05/2022. The closing date of online application is 10.06.2020.

A. Description of Posts –

1. Centre Administrator :

Number of Position : 01 (one)
Category of position : 01 Unreserved
Monthly Remuneration : Rs. 30000/- (Rupees Thirty Thousand) per month

2. Case Worker

Number of Position : 02 (Two)
Category of position : 01 for Scheduled Caste (SC); 01 Unreserved
Monthly Remuneration : Rs. 15000/- (Rupees Fifteen Thousand) per month

B. Essential Requirement & Qualification

1. For the position of Centre Administrator

Gender : Female

Residence : Resident of North 24 Parganas

Age : Maximum 45 years as on 1st January of the year of the advertisement (i.e. as on 01-01-2022)

Qualification :

a. Post-Graduate or equivalent degree in any stream from a recognized university;

b. Knowledge of computer and proficiency in MS Office package

c. Proficiency in speaking, reading & writing Bengali language, reading & writing English language,

d. Working Experience – Minimum 3 years working experience in social work/ women issues

Remuneration/ month – Rs. 30000/- per month

2. For Case Worker

Gender : Female
Residence : Resident of North 24 Parganas
Age : Maximum 35 years on the date of advertisement

Qualification :
a. Graduate in any discipline from a recognized University,
b. Knowledge of computer and proficiency in MS office package,
c. Proficiency in speaking, reading & writing Bengali language, reading & writing English language
d. Experience : Minimum 3 years' experience in work with women issues
Remuneration/ month – Rs. 15000/- per month

C. PROCEDURE OF APPLICATION: Application must be submitted through online only.

Online Registration & Submission of Application

- All applicants must register himself or herself in the website www.north24pargans.gov.in (Recruitment-Apply online) to apply for the posts.
- While filling online application the applicant will have to upload his/her colour passport size photograph (30 KB-50 KB) and self full signature (10 KB-20KB).
- Scanned copy of the following documents need to be uploaded along with the application : -
 - a. **Age Proof (Birth Certificate / Admit card or Certificate of Secondary Examination or Equivalent),**
 - b. **Educational Qualification** (Marks-sheets of Higher Secondary or equivalent, Marks-sheets of Graduations & Marks-sheets of Post Graduation – both sides), as per post applied
 - c. Documents related to Qualification in Computer Course (Certificate/ Diploma etc.)
 - d. **Residential Certificate/ Domicile certificate** issued by MP/MLA/SDO/BDO
 - e. Experience Certificate as per post applied
 - f. Caste Certificate wherever applicable

After successful registration an acknowledgement slip mentioning name, registration no. and post applied for will be generated.

Candidates have to keep this acknowledgement slip for future reference.

Date of commencement of submission of online application: 31.05.2022

Closing date for submission of online application: 10.06.2022

Generation of Admit Card

- Applicants will get their Admit Card from the web site www.north24pargans.gov.in by entering their registration no. & date of birth in the prescribed place. The schedule of downloading of admits cards for appearing in the computer test and viva-voce will be informed to desired candidates.

D. INSTRUCTION

1. A candidate must go through the instruction thoroughly and carefully before and at the time of submitting online application. Any omission/wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The condition prescribed cannot be relaxed.

2. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of the application.
3. In any stage, if any statements made in the application be subsequently found to be false, his/her candidature will be liable to be cancelled, even if appointed to the posts on the results of this examination his/her service will be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
4. Application not duly filled in or found incomplete or defective in any respect will be liable for rejection.
5. Submission of more than one application for a single post is strictly forbidden. The candidature of the candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even if she is eligible for the same.
6. Age as recorded only in the Birth Certificate /Admit card or Certificate of Secondary examination or equivalent will be accepted. However, in case of difference of record of birth between birth certificate and that of admit/certificate of secondary examination, the record found in admit/certificate of secondary examination will be accepted.
7. The District Level Selection Committee, North 24 Parganas may require such further proof or particulars from the candidates as it may consider necessary and may enquire about their character and other particulars regarding their suitability and eligibility at any stage.
8. Original certificates and self attested photocopies of certificates relating to identity, residence, age, qualifications and experience will have to be submitted when the District Level Selection Committee will ask for them at any stage of selection/engagement. If any candidate fails to furnish any certificate or other relevant document of information relating to her candidature with the specified time, her claim for appointment may be passed over without further reference to him/her.
9. A candidate should note that her admission for appearing at the Examination will be deemed provisional subject to determination of her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this examination; her candidature will be cancelled without further reference to him/her.
10. No T.A. / D.A. will be given for appearing Viva-Voce & Computer Test.
11. District Level Selection Committee (DLSC) reserves the right to reject any application, not properly filled in or received after due date & time etc. It also reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.
12. Candidature of any candidate shall be rejected straightway if not found eligible at any stage even after appearance in Computer test or Viva-voce.

D. DETAILS OF EXAMINATION

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

1. Evaluation of educational qualification	-	30 marks
2. Computer test (practical)	-	15 marks
3. Viva Voce	-	05 marks
		Total: 50 marks


After evaluation on the basis of educational qualification the district will call top twenty (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 five candidates for each category of position which will remain valid for 1(one) year from the date of publishing the same.

Top ranking candidate (s) in the panel will be offered to join the post.

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

N.B. For any further query please call 033-25846278 or mail dswsocial.northpargans20@gmail.com



Additional District Magistrate (T)
North 24 Parganas, Barasat
&
Chairperson
District Level Selection Committee
North 24 Parganas, Barasat

Memo No: 503/18/SW (DN)

Date: 24.5.2022

Copy forwarded for information and wide publicity to:-

1. The Principal Secretary to Govt. of West Bengal, WCD & SW Dept. , Salt Lake, Kolkata-700091.
- 2-3. The Commissioner, Barrackpore / Bidhannagar Police Commissionerate
- 4-6. The Superintendent of Police, Bongaon / Basirhat / North 24 Parganas Police District
- 7-8. The CMOH, North 24 Parganas / Basirhat Health District
9. The Secretary DLSA, North 24 Parganas
10. The DIO, (NIC), North 24 Parganas, with a request to arrange for publication of the Notice in District Web Site, North 24 Parganas
- 11-15. The Sub Divisional Officers, Sadar/ Barrackpore/Bidhannagar/Basirhat / Bongaon.
16. The DICO, North 24 Parganas with a request for wide publication.
17. CA to the District Magistrate, North 24 Parganas.
18. The Office Copy


Additional District Magistrate (T)
North 24 Parganas, Barasat
&
Chairperson
District Level Selection Committee
North 24 Parganas, Barasat

12. Details of enclosures (Check List):

a) Age Proof

b) Residential Proof

c) Aadhar

d) Higher Secondary Marksheet

e) Caste Certificate

f) Graduation Marksheet

g) Post Graduation Marksheet

h) Certificate on Computer Course

i) Experience Certificate

k) One stamp size photograph

DECLARATION

"I Smt.do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled"

Date:

Place


.....
Full Signature of the applicant

বিজ্ঞপ্তি

স্মারক সংখ্যা 503/SW(৯৭)

তারিখ 24.5.2022

পশ্চিমবঙ্গ সরকারের নারী ও শিশু উন্নয়ন এবং সমাজ কল্যাণ দপ্তরের স্মারক সংখ্যা 2348/(8)-SW/O/3W-02/2019, Dated- 17.05.2022 অনুসারে ওয়ান স্টপ সেন্টারের জন্য এক জন সেন্টার অ্যাডমিনিষ্ট্রেটর এবং দুটি কেস ওয়ার্কার পদের জন্য শুধু মাত্র উত্তর ২৪ পরগনা জেলার মহিলা বাসিন্দাদের থেকে আবেদন পত্র আহ্বান করা হচ্ছে। আবেদন পত্র পূরন এবং জমা দেওয়ার প্রক্রিয়া ৩১.০৫.২০২২ থেকে শুরু হবে এবং ১০ই জুন ২০২২ তারিখে শেষ হবে। বিশদ বিবরণের জন্য উত্তর ২৪ পরগনা জেলার ওয়েবসাইট (www.north24parganas.gov.in) দেখুন।



অতিরিক্ত জেলা শাসক (ট্রেজারি)
উত্তর ২৪ পরগনা

NOTICE

Memo No 503/SW(DN)

Date 24.5.2022

In pursuance of Memo No 2348/(8)-SW/O/3W-02/2019, Date- 17.05.2022 of the Department of WCD & SW, Govt. of West Bengal, online applications are hereby invited only from Female Resident of North 24 Parganas, for one number of post of Centre Administrator and two posts of Case Workers for operationalization of One Stop Centre (OSC), North 24 Parganas. The online application facility will be available on and from 31.05.2022 and continue up to 10.06.2022. For details, visit district website of North 24 Parganas, www.noth24parganas.gov.in.


Additional District Magistrate (T)
North 24 Parganas, Barasat