



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/226/I-312

Date : 24.06.2022

EMPLOYMENT NOTICE

In terms of the letter No. 2909/2-SW/O/3W-02/2019 Dt.: 15.06.2022 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 who are resident of Cooch Behar district for the following posts on contractual basis in One Stop Centre (OSC) at Cooch Behar. 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	Gender category for the post	Age	Educational Qualification (Minimum)	Experience (Minimum)	Consolidated monthly remuneration
01.	Centre Administrator	01 (01-UR)	Female	Maximum 45 years as on 1 st January, 2022	1. Post Graduate or equivalent degree in any stream from a recognised university 2. Knowledge of Computer and proficiency in MS office package 3. Proficiency in speaking reading & writing Bengali language and reading & writing English language	Minimum 3 years working experience in social work/ women issues	Rs. 30,000 /- per month
02.	Case Worker	02 (01-UR 01-SC)	Female	Maximum 35 years as on 27 th June, 2022.	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 and reading & writing English language.	Minimum 3 years working experience in social work/ women issues	Rs. 15,000 /- per month

1. GENERAL INFORMATION:

- a) Qualification as stated in the table above 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:

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

3. Evaluation of educational qualification – Maximum 30 marks

For Centre Administrator

- In Graduation examination:

If marks obtained less than 50% = 5 marks

If marks obtained less than 60% & greater than 50% = 7 marks

If marks obtained more than 60% = 10 marks

If candidate is Honours graduate, 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 50% = 5 marks

If marks obtained less than 60% & greater than 50% = 10 marks

If marks obtained more than 60% = 15 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.

4. Short listing of candidates for selection :

- i) After evaluation on the basis of educational qualification taking into consideration the total marks obtained in various examinations, the top 20 candidates for each category of posts will be called for the viva- voce and computer test.

- ii) Taking into consideration the total marks obtained in the viva voce and computer test, panels of top candidates will be published for each of the positions in a ratio of 1:5. The panels shall remain valid for one year from the date of publishing the same. Top ranking candidates in the respective panels will be offered to join the posts.

5 .Tenure of engagement:-

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

6. JOB RESPONSIBILITY

i) For Centre Administrator : -

- a. The Centre Administrator will be required to attend the OSC on specified timings as well as on any time as may be required, on round the clock basis.
- b. The Centre Administrator would be in overall 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 women seeking OSC's intervention.
- d. The Centre Administrator will listen to the grievance, documents 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 a logical conclusion and later following up with the aggrieved women.
- f. The Centre Administrator would be responsible for coordination with all stakeholders (police station, hospital, legal aid, counselling) and also registration of cases in the absence of the DEO.
- g. The Centre Administrator will prepare a list of agencies/ individuals providing / willing to provide legal/ medical/ psycho-social counselling service at OSC and keep it updated.
- h. The Centre Administrator will monitor the functioning of OSC, (including the work of the staff), facilitate capacity building, guide and support team of caregivers.
- i. The Centre Administrator would also document the case studies/success stories as per the prescribed format.
- j. The Centre Administrator would be responsible for reporting, keeping documentations, conduct meeting, monitoring CCTV footages and coordinate with CBO's etc.

ii) For Case Worker : -

- a) The Case Worker will work in shifts to provide 24 hour service at OSC.
- b) She will provide assistance and support to the Centre Administration 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 Administer.

7. 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.

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

9. Programme schedule of Submission of Application:

- Commencement of submission of online application : 27.06.2022
- Closing date of submission of online application : 15.07.2022

10. 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.
11. The selection committee reserves the right to accept or reject any application without showing any reason.
12. The selection committee reserves the right, in all circumstances, for any modification, if required.
13. Any information, given by the candidate, if found false or inaccurate at any stage during the selection process or after the completion of selection/issuance of appointment, shall be liable to be summarily rejected along with other appropriate recourses as applicable under the provision of laws.
14. 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.
15. Candidates need to appear for computer test and Personality test/ Viva Voce with original Aadhaar card/ Voter card etc. to prove her identity.
16. Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
17. 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 Cooch Behar. The decision of selection committee regarding the preparation of this panel will be final.



Chairperson
District Level Selection Committee
Cooch Behar

Memo No : SW/226/I-312

Dated : 24.06.2022

Copy forwarded for information to :

1. The Additional Secretary, Department of Women and Child Development & Social Welfare, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata- 700091
2. The Director of Child Rights and Trafficking, Government of West Bengal, Salt Lake, Kolkata- 700064
3. P.S to the Principal Secretary, Department of Women and Child Development & Social Welfare, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata- 700091
4. The District Informatics Officer, NIC, Cooch Behar is requested to take necessary action for uploading the notice in the district website for wide publicity.
5. The District Information and Cultural Officer, Cooch Behar with requested for wide publicity.
6. The District Social Welfare Officer, Cooch Behar with requested for taking necessary action for display on the notice Board of Social Welfare Section.
7. C.A. to the District Magistrate, Cooch Behar.



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