



Government of West Bengal
Directorate of Social Welfare
Shaishali Complex, Salt Lake, Kolkata-700064
Phone: 033-23595757, Email: misdsw@rediffmail.com

Memo. No. 898/SWD

Date: 21.06.2024

NOTICE

In continuation to this office earlier Notices vide Memo. No. 1724/SWD dated 07.11.2023 and 281/SWD dated 22.02.2024, further applications in prescribed format are hereby invited by the Director of Social Welfare, West Bengal under the Department of Women & Child Development and Social Welfare from **eligible female residents of Kolkata Municipal Corporation** area for the post of **Centre Administrator (No. of post 1) and Case Workers (No. of posts 2)** for the **One Stop Centre (OSC), Kolkata** to be set up in the Kolkata Police Hospital (KPH) **on contractual basis**. Details of the process and the application form can be viewed and downloaded from the website wcdsw.wb.gov.in and wcdsw.wb.gov.in/dsw.

The details of vacancies, eligibility criteria and other guidelines are given below:-

A. Vacancies and eligibility criteria for the posts:-

Sl. No.	Name of the Post	Age	Minimum Educational Qualification	Other Necessary Qualifications	Total No. of Posts with category	Remuneration (Per month)	Basis of Engagement	Resident of
1	Centre Administrator	Maximum 45 years as on 01/01/2023	Post-Graduate or equivalent degree in any stream from a recognised university	1. Knowledge of computer and proficiency in MS office package 2. Proficiency in speaking, reading and writing Bengali language, reading and writing English language. 3. Working Experience – Minimum 3 years working experience in social work/ Women issues	01 (UR) Female	30,000/-	Contractual	Must be a resident of Kolkata Municipal Corporation area
2	Case Worker	Maximum 35 years as on 08/11/2023	Graduate in any discipline from a recognised university	1. Knowledge of computer and proficiency in MS office package 2. Proficiency in speaking, reading and writing Bengali language, reading and writing English language. 3. Working Experience – Minimum 3 years experience in work with women issues.	02 (01 SC & 01 UR) Both Females	15,000/-	Contractual	Must be a resident of Kolkata Municipal Corporation area

B. 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. (i) After evaluation on the basis of the educational qualification top 20 candidates will be called for viva-voce and computer test.

(ii) Final evaluation will be made on the basis of the total marks obtained in the educational qualification, viva-voce and computer test.

(iii) A panel of candidates will be prepared against each position which will remain valid for one year from the date of publishing of the same.

D. Tenure of engagement:-

- Engagement for One (1) year on contractual basis but can be terminated before tenure in case of non-satisfactory performance.
- Under no circumstances this engagement will allow them to be absorbed in the regular establishment of the Government.
- The contractual tenure may be terminated before with a notice from either side.

E. Job Responsibilities:-

1. Centre Administrator:-

- a) The Centre Administrator who would be in charge of functioning of OSC and would also be the first point of contact for the woman who is accessing the OSC. She shall be a woman with requisite qualifications and will be a residential staff attached to the OSC.
- b) The Centre Administrator would interact with every woman seeking OSC's intervention and will listen to the grievance, document the case history and register the case in the online/web-based case management system to generate an Unique Identity Number (UID).
- c) The Centre Administrator would be responsible for supervision of each case, taking it to a logical conclusion and later following up with the aggrieved woman and will send a text message (SMS / Internet) to the concerned authorities as soon as the complaint is registered.
- d) The Centre Administrator would be responsible for co-ordination with all stakeholders (police station, hospital, legal aid, counselling) and also registration of cases in the absence of the DEO and will also prepare a list of agencies/individuals providing/willing to provide legal/medical/psycho-social counselling services at the OSC and keep it updated.
- e) The Centre Administrator will co-ordinate with CBOs specialised in addressing violence against women, Gender Cells, Women's Study Centres at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.
- f) 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 and would approve the Quarterly Report prepared by the IT staff to be submitted to the Director of Social Welfare.
- g) The Quarterly Report has to be submitted within 3 days just after completion of each quarter by the Centre Administrator and would also document the case studies/success stories as per the prescribed format.

- h) The Centre Administrator will attend the monthly meeting as and when convened by the authority for guidance and support.
- i) The CCTV footage would be under the vigilance of the Centre Administrator.
- j) The Centre Administrators can design their own feedback forms for the purpose of Social Audit.

2. Case Worker:-

- a) 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 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 Administrator.

F. Other General Guidelines:-

1. Prescribed application forms for the posts of Sl. No. 1 & 2 are attached with this notice and may be downloaded from the website wcdsw.wb.gov.in and wcdsw.wb.gov.in/dsw.
2. **Sealed Applications with required documents along with self attested certificates are to be dropped in the drop box placed at the Directorate of Social Welfare, Govt. of West Bengal, Shaishali Complex, Salt Lake, Sector-I, Kolkata- 700064 from 01.07.2024 (Monday) to 15.07.2024 (Monday) between 11-00 a.m. and 4-00 p.m. on every Government working day.**
3. **Applications sent in any mode other than that stated in above clause will not be accepted.**
4. **Last date of submission of application is 15.07.2024 (Monday) upto 4-00 p.m. Application will not be received after the closing date and time.**
5. Following self-attested photocopies of documents should be attached along with the application:-
 - a. Age proof:- Admit Card/Certificate of Secondary/Madhyamik or equivalent examination.
 - b. Residential proof:- Voter Card (EPIC) / Passport / Residential Certificate issued by Joint Commissioner/Special Commissioner of Kolkata Municipal Corporation.
 - c. Aadhaar Card.
 - d. Educational Qualifications:- Mark Sheets of Graduation/Graduation with Hons. and Post-Graduation and any other Mark Sheet for the post of Centre Administrator and Mark Sheets of Higher Secondary & Graduation/Graduation with Hons. and any other Mark Sheet for the post of Case Worker.
 - e. Experience Certificates as per requirement of the post applied.
 - f. Caste Certificate wherever applicable.
 - g. Certificate of computer course, if any.
 - h. Two recent passport size coloured photographs, one to be affixed in the application form and self attested and the other to be enclosed with the application.
6. The authority reserves the right to reject any application which is not properly filled up / illegible / not enclosed with requisite documents / or any other shortcomings without assigning any reasons thereof. The authority also reserves the right to cancel/postpone/suspend any engagement to any of the aforesaid post at any point of time.
7. Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in Viva-Voce & Computer Tests and even after engagement at the said post.

8. The decision of the authority shall be final at any point of time.
9. The authority issuing the advertisement shall reserve the right to cancel the process at any time without assigning reasons thereof.
10. No T.A/D.A will be given for appearing in Viva-Voce & Computer Tests.


Director of Social Welfare
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Memo. No. 898/1(9)/SWD

Date: 21.06.2024

Copy forwarded for information and with a request for wide circulation through notice board to:

- 1) The Special Secretary, WCD & SW Department; **with the request to kindly arrange for publishing of this notice in the website of WCD & SW Department (wcdsw.wb.gov.in) on 26.06.2024.**
- 2) The Controller of Vagrancy, West Bengal.
- 3) The State Commissioner for Persons with Disabilities, West Bengal.
- 4) The Director of ICDS, West Bengal.
- 5) The Director of CRT, West Bengal.
- 6) The Additional Secretary, WCD & SW Department; **with the request to kindly arrange for publishing of this notice in the website of WCD & SW Department (wcdsw.wb.gov.in) on 26.06.2024.**
- 7) Sr. PS to Principal Secretary, WCD & SW Department.
- 8) Sri Anupam Acharjee, UDA, Directorate of Social Welfare; **for publishing the notice in the website of Directorate of Social Welfare (wcdsw.wb.gov.in/dsw) on 26.06.2024.**
- 9) Notice Board of the Directorate of Social Welfare.


Director of Social Welfare
Government of West Bengal



Selection of Centre Administrator(1 post) & Case Worker(2 posts) for One Stop Centre on Contractual Basis

Application Form

(Only Female Candidates & Residents of Kolkata Municipal Area can apply)

1. Name of the post applied for –(A) Centre Administrator

(B) Case Worker

Paste your recent
SELF ATTESTED
Passport size
coloured
Photograph

2. Name of the Applicant : _____

3. Father's/Mother's Name : _____

4. Gender : _____

5. Date of Birth : _____ (DD/MM/YYYY)

6. Marital Status (S for single /M for married):-

7. Caste (General/ SC/ST/OBC-A/OBC-B):-

8. Whether a resident of KMC (Yes/No)

9. If yes, mention the Ward No. of KMC

10. Present Postal Address with pin code:-

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11. Permanent Postal Address with pin code:-

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12. Contact No:- _____

13. Email Id:- _____

14. Educational Qualification (Enclose self attested photocopies of mark sheets)

Sl. No.	Examination Passed	Board/ University	Year of Passing	Marks Obtained	Full Marks	% of Marks obtained
1						
2						
3						
4						
5						

15. Working Experience (Enclose self attested photocopies of documents as proof)

(Minimum 3 years experience in social work/women issue)

Sl. No.	Name of the Institution/ NGO/Office	Post Held	Nature of Post (Full time/Part time/Adhoc)	Period of Service		Total Period of Service (In complete years)	Nature of duty
				From	To		
1							
2							
3							
4							
5							

16. Details of enclosures (Check List):

- | | | | |
|---|--------------------------|-------------------------------|--------------------------|
| a. Age proof | <input type="checkbox"/> | f. Graduation Marksheet | <input type="checkbox"/> |
| b. Residential Proof | <input type="checkbox"/> | g. Post Graduation Marksheet | <input type="checkbox"/> |
| c. Aadhaar | <input type="checkbox"/> | h. Experience Certificate | <input type="checkbox"/> |
| d. Higher Secondary Marksheet | <input type="checkbox"/> | i. Caste Certificate (if any) | <input type="checkbox"/> |
| e. Two recent coloured passport size photographs, one to be affixed in the application form and self attested and the other to be enclosed with the application | <input type="checkbox"/> | j. Any other qualification | <input type="checkbox"/> |

Declaration

"I, Smt. _____, D/o _____ 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:

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Full Signature of the Candidate

General instructions for filling up the application form:

1. All entries to be done in **BLOCK LETTERS** using **BLACK** ball point pen.
2. Put "✓" mark in appropriate box.
3. In connection with point no. 16, self attested photocopies of the required documents are to be enclosed.
4. Use separate application forms for separate post. One application form is to be filled up for one post only.