

**Government of West Bengal**  
**Office of the District Magistrate, North 24 Parganas**  
**District Social Welfare Section, Barasat**

**Email- [dswsocial.northparganas20@gmail.com](mailto:dswsocial.northparganas20@gmail.com) Ph No- 033-25846278**

Memo No. 945 /SW(DN)

Date: 15.09.2022

**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, for engagement of one Case Worker under Scheduled Caste category purely on contractual basis at One Stop Centre (OSC) of North 24 Parganas; application in prescribed format is invited from eligible candidates for engagement therein. Willing candidates can apply using the prescribed format of application which either can be downloaded from the web site [www.north24parganas.gov.in](http://www.north24parganas.gov.in) or can be developed offline in conformity with the template application form available in the website, during 16<sup>th</sup> September 2022 to 29<sup>th</sup> September 2022 upto 5:00 p.m..

The last date of submission of duly filled-in and signed application forms enclosed with required attachments by hand or by registered/speed post is 29<sup>th</sup> September 2022 upto 5:00p.m. beyond which no application will be received.

**A. Description of Posts –**

**Case Worker under Scheduled Caste (SC) category**

Number & Category of the post : 01 (One) & Scheduled Caste (SC)  
Monthly Remuneration : Rs. 15000/- (Rupees Fifteen Thousand) per month

**B. Essential Requirement & Qualification**

**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:** Willing candidate can apply in offline mode by filling-up the Application Form which can be downloaded from the website - [www.north24parganas.gov.in](http://www.north24parganas.gov.in), or can be developed by copying the application template given in the said website. Duly filled-in and signed application must be submitted either directly (by hand) to the Social Welfare Section of the Office of the District Magistrate, North 24 Parganas, PIN - 700124 or through registered / Speed Post addressing the District Social Welfare Officer, (Social Welfare Section), Office of the District Magistrate, North 24 Parganas, PIN-700124.

Following documents need to be enclosed with the duly filled-in and signed application: -

- a. Age Proof (Self attested copy of Birth Certificate / Admit card or Certificate of Secondary Examination or Equivalent),
- b. Educational Qualification proof (Self attested copies of Marks-sheets of Higher Secondary or equivalent, Marks-sheets of Graduations– both sides),
- c. Documents related to Qualification in Computer Course (Self attested copies of Certificate/ Diploma etc.)
- d. Residential Certificate/ Domicile certificate (in original) issued by MP/MLA/SDO/BDO
- e. Experience Certificate (Self attested copy of certificate issued by the Organization)
- f. Caste Certificate (Self attested copy of certificate issued by competent authority)

Submission of application by hand will be accepted with acknowledgement slip.

**Date of commencement of submission of application : 19.09.2022**

**Closing date for submission of application : 29.09.2022 up to 5:00 p.m.**

#### **D. Issue of Admit Card**

- Admit cards will be issued by post (at the address written on self addressed envelopes submitted by the candidate) only to top twenty candidates after evaluation on the basis of educational qualification. Candidates should keep track the district website where the list of candidates called for viva-voce and computer test will be displayed. The venue and timing of viva-voce and computer test will be displayed in the website and informed to desired candidates.

#### **E. INSTRUCTION**

1. A candidate must go through the instruction thoroughly and carefully before and at the time of filling-up of 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, her candidature will liable to cancelled, even if appointed to the posts on the basis of results of this examination her service will to 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 is strictly forbidden. The candidature of the candidate, who submits more than one application 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 cause enquires 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.

#### F. DETAILS OF EXAMINATION

Each candidate maybe 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
<b>Total:</b>		<b>50 marks</b>

After evaluation on the basis of educational qualification the district may 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 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.

**G. Tenure of engagement:** Engagement for One (1) year on contractual basis but can be terminated before tenure in case of non-satisfactory performance, subject to acceptance of some terms and conditions for the post.

**N.B. For any further query please call 033-25846278 or mail [dsws.social.northpargans20@gmail.com](mailto:dsws.social.northpargans20@gmail.com)**

#### Enclo-Application Form

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

**Government of West Bengal**  
**Office of the District Magistrate, North 24 Parganas**  
**District Social Welfare Section, Barasat**  
[Email- dswsocial.northparganas20@gmail.com](mailto:dswsocial.northparganas20@gmail.com) Ph No- 033-25846278

Memo No: 945/1(10)/SW (DN)

Date: 15.09.2022

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  
&  
Chairperson  
District Level Selection Committee  
North 24 Parganas

**Application Form**

**(Only Female Candidate & Resident of North 24 Parganas district can apply)**

Paste your  
Passport size  
recent  
coloured  
Photograph

1. Name of the post applied for – **Case Worker**
2. Name of the Candidate .....
3. Father's/Guardian's Name-.....

4. Date of Birth-

D D M M Y Y Y Y

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

6. Caste

7. Postal Address with PIN code-  
.....  
.....  
.....

8. Contact No.- 1) ..... 2).....

9. Email Id- .....

10. Educational Qualification (**Enclose self attested photocopies of marksheets**)

Sl no.	Examination passed	Board/University	Year of passing	Marks obtained	Full marks	% of Marks obtained
1.	Post Graduation or equivalent degree from arecognized University					
2.	Graduation in any discipline from a recognized university					
3.	Higher Secondary or equivalent					

11. 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/Part-time/Adhoc/Regular/Permanent)	Period of Service		Total Period of Service(In complete Years)	Nature of Duty
				From(DD/MM/YYYY)	To(DD/MM/YYYY)		

12.Details of enclosures (Check List):

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| (a)Age proof   | <input type="checkbox"/> | (f) Graduation Mark-sheet                   | <input type="checkbox"/> |
| (b)Residential Proof   | <input type="checkbox"/> | (g) Post Graduation Marksheet               | <input type="checkbox"/> |
| (c)AADHAAR/EPIC  | <input type="checkbox"/> | (h) Experience Certificate                  | <input type="checkbox"/> |
| (d)Higher Secondary Marksheet  | <input type="checkbox"/> | (i) Caste Certificate                       | <input type="checkbox"/> |
| (e) One self addressed envelope (30 cm x14 cm) with Postage Stamp of Rs. 30/- pasted on it | <input type="checkbox"/> | (j) One Self attested stamp size photograph | <input type="checkbox"/> |

**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/misleading/incorrect, my candidature is liable to be cancelled"***

Date: .....

Place: Signature of the Candidate

**General instructions for filling up the application form:**

1. Before Filling up the Application Form, the candidate must go through the detailed Notice for engagement of Case Worker All entries to be done in BLOCK LETTERS using BLUE or BLACK ball point pen.
2. Widow or Divorcee will be treated as Single marital status.
3. Put '√' mark in appropriate box.
4. In connection with point no.12, self attested photocopies of the required documents are to be enclosed. For age proof, birth certificate / admit card of Madhyamik or equivalent is acceptable.
5. Residential
6. Willing candidate needs to apply in offline mode by filling-up the Application Form (which can be downloaded from the website - [www.north24parganas.gov.in](http://www.north24parganas.gov.in), or can be developed by copying the application template given in the said website).
7. No application and/or supporting documents will be accepted through e-mail.
8. Mention of mobile number and e-mail id of the candidate in the application form is mandatory
9. The period of availability of application form in the aforesaid website is from 16<sup>th</sup> September to 29<sup>th</sup> September, 2022 upto 5:00 p.m.
10. The last date of submission of duly filled-in and signed application forms enclosed with required attachments by hand or by registered/speed post is 29<sup>th</sup> September 2022 upto 5:00p.m. beyond which no application will be received.
11. Candidate must enclose one self-addressed envelope affixed with postage stamp of Rs. 30/- for communicating admit card. Without self addressed envelope, the application will be treated as rejected.