



Government of West Bengal
Office of the District Magistrate, Nadia
(Social Welfare Section, e-mail: dsw.nadia2015@gmail.com)

In pursuance to Memo No. 2348(8)-SW/O/3W-02/2019 Dt. 17.05.2022 of the Principal Secretary, Department of WCD & SW, Govt. of West Bengal, applications in prescribed format are hereby invited from eligible **Female candidates** in order to fill-up different categories of posts on **contractual basis** for the One Stop Centre (OSC), Nadia for operationalization of One Stop Centre (OSC). The details of the vacancies, eligibility criteria and other general guidelines are as follows:

A. For different posts of One Stop Centre (OSC), Nadia:

Si. No	Name of the Post	Age	Minimum Education Qualification	Other required Qualification	No. of Post with Category	Remuneration (per month)
1	Centre Administrator	Maximum 45 years as on 01/01/2022	Post-Graduate or equivalent degree in any stream from a recognized University	1. Knowledge of Computer and proficiency in MS-Office Package. 2. Proficiency in speaking, reading & writing in Bengali and English language. 3. Work Experience. Minimum 3 (three) years in Social Work / Women issues.	01 (UR)	Rs. 30,000.00
2	Case Worker	Maximum 35 years as on 23/05/2022	Graduate in any discipline from a recognized University.	1. Knowledge of Computer and proficiency in MS-Office Package. 2. Proficiency in speaking, reading & writing in Bengali and English language. 3. Work Experience Minimum 3 (three) years in Women issues.	02 (UR:01, SC:01)	Rs. 15,000.00

B. Other General Guidelines:-

1. The **female applicant** should be a resident of **Nadia District**.
2. **Mode of Selection:** On the basis of the evaluation of educational qualifications, top 20 candidates will be called for Viva-Voce and Computer Test. 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
3. Prescribed application form for the post of Sl. No. 1 & 2 may be downloaded from the website <http://nadia.gov.in>
4. The Applicants for the post of Sl. No. 1 & 2 will submit their applications along with relevant scanned documents to E-mail Id – nadiaosc2022@gmail.com or the dropbox kept at the office of the Additional District Magistrate (Development), Nadia from 24.05.2022 to 07.06.2022, 5 pm. Any application received beyond that time will not be considered.

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5. Following self attested documents should be submitted alongwith the application:
- Age Proof (Birth Certificate / Admit Card or Certificate of Secondary Examination).
 - Residential Proof (Aadhaar Card, Voter Card, Residential Certificate MLA/ MP/ BDO/ SDO/ Pradhan/Councillor)
 - Educational Qualification: Mark sheets of Graduation/Hons. Graduation and Post-Graduation for the post of Sl. No. 1. & Mark sheets of Higher Secondary & Graduation/Hons. Graduation for the post of Sl. No. 2.
 - Computer Qualification Certificate.
 - Experience Certificate as per post applied.
 - Caste certificate wherever applicable.
6. District Level Selection Committee reserves the right for rejection of any application, not duly filled in or received after due date & time or without relevant documents. It also reserves the right to cancel/postpone/suspend any engagement to any 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 Test & Computer Test.
8. Each engagement will be based on execution of prior contract valid for one year having terms and conditions as directed by Department of WCD & SW, Govt. of WB. Under no circumstances this engagement shall mean or lead to regular appointment in the establishment of the Government.
9. Computer test & Viva-Voce Test for the post of Centre Administrator will be held on 15.06.2022.
10. Computer test & Viva-Voce Test for the post of Case Worker will be held on 16.06.2022.
11. No T.A / D.A will be given for appearing Viva-Voce Test & Computer Test.



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Memo No: 355(34)/SWN

Date: 23-05-2022

Copy forwarded for information and necessary action to:-

- The Principal Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal, 10th floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
- The Special Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal, 10th floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
- The Director of Social Welfare, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata-64.
- The Director of Child Rights and Trafficking, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
- 5-6. The Superintendent of Police, Krishangar / Ranaghat Police District, Nadia.
7. The Chief Medical Officer of Health, Nadia
8. The Superintendent Nadia District Hospital, Shaktinagar, Nadia.
9. The DIO (NIC), Nadia with request to arrange for the insertion of notice with application format in <http://nadia.gov.in>
- 10-13. The Sub Divisional Officer, Sadar /Tehatta/Ranaghat /Kalyani Sub Division.
14. The DICO, Nadia with a request to publish the Engagement Notice in One Daily Bengali, One Daily English Newspaper and one Local (for Nadia District) Newspaper.
- 15-32. The Block Dev. Officer (All), Nadia District.
33. C.A. to District Magistrate, Nadia with a request to bring the matter to the kind notice of the District Magistrate.
34. Office Copy.



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