



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
SOCIAL WELFARE SECTION, ALIPURDUAR**

"DOOARS KANYA"- Integrated Administrative Building  
Po – Alipurduar Court, Dist – Alipurduar, Pin – 736122  
Email Id: - dmapd.sw@gmail.com

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**ENGAGEMENT NOTICE**

Online application are hereby invited from eligible willing female candidate for the post of (1) "Centre Administrator" and (2) "Case Worker" for engagement in One Stop Centre(OSC), Alipurduar on contractual basis in terms of Memo No. 2909(2)-SW/O/3W-02/2019 Dt. 15-06-2022 of the Principal Secretary of Women and Child Development and Social Welfare Department, Govt. of West Bengal for smooth functioning of the One Stop Centre(OSC),Alipurduar as well as for operationalization of the One Stop Centre(OSC) from July'2022.

The eligibility criteria and other details for selection to the Post of "Centre Administrator" and " Case Worker" is as given below:-

A. Details of the Position

1. Centre Administrator:-

No. of Post: 01(One).Location of Vacancy: One Stop Centre (OSC), Alipurduar.

Category: Unreserved.

Essential Qualification:

i. Female.

ii. Resident of: Alipurduar.

iii. Age: Maximum 45 years as on 1<sup>st</sup> January, 2022.

iv. Qualification:

- Post Graduate or equivalent degree in any stream from recognized university.
- Knowledge of computer proficiency in MS office package.
- Proficiency in speaking, reading & writing Bengali language, reading & writing English language.

v working Experience:-Minimum 3 years working experience in social work/women issues.

vi. Remuneration: Rs. 30,000/- per month.

### Job Responsibility:

- a. The centre Administrator shall be a woman with requisite qualification. She will be a residential staff attached to OSC.
- b. The Centre Administrator would be in 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 woman seeking OSC's intervention.
- d. The Centre Administrator will listen to the grievance, document 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 logical conclusion and later following up with the aggrieved woman.
- f. As soon as the complaint is registered, the Centre Administrator will send a text message (SMS/Internet) to the concerned authorities (DM/SP/CMOH/DSWO/PODV) of the District.
- g. The Centre Administrator would be responsible for coordination with all stakeholders(Police station, Hospital ,Legal Aid, Counseling) and also registration of cases in the absence of the DEO.
- h. The Centre Administrator will responsible a list of agencies/individuals providing/willing to provide legal/medical/psycho-social counseling services at OSC and keep it updated.
- i. The Centre Administrator will coordinate with CBOs specialized in addressing violence against women, Gender Cells, Women's Study Centers at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.
- j. 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.
- k. The Centre Administrator would approve the Quarterly Report by the IT Staff to be submitted to the District Level Task Force of the District.
- l. The Quarterly Report has to be submitted 15 days prior to the end of each Quarter to DSWO.
- m. The Centre Administrator would also document the case studies/success stories as per the prescribed format.
- n. The Centre Administrator will meet the meeting of District Level Task Force on a monthly basis for guidance, support.
- o. The footage of the CCTV would be under the vigilance of the Centre Administrator.
- p. The Centre Administrator can design own feedback form for the purpose of social audit.



**2. Case Worker:-**

**No. of Post: 02(Two). Location of Vacancy: One Stop Centre (OSC), Alipurduar.**

**Category: Unreserved- 1 (One), SC- 1(One)**

**Essential Qualification:**

**i. Gender: Female.**

**ii. Resident of :Alipurduar.**

**iii. Age: Maximum 35 years on the date of the advertisement.**

**iv. Qualification:**

- ◆ Graduate in any discipline from a recognized University.
- ◆ Knowledge of Computer and proficiency in MS office package.
- ◆ Proficiency in speaking, reading & writing Bengali language, reading & writing English language.

**v. Working Experience:-Minimum 3 years experience in work with women issues.**

**vi. Remuneration: Rs.15,000/- per month.**

**Job Responsibility:**

**a. The 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 woman 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.**

**B. Process of 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
	<b>Total</b>	<b>- 50 marks</b>

**C) After evaluation:**

**a. On the basis educational qualification, the district will call top 20 candidate for the viva-voce and computer test.**