



Government of West Bengal
Office of the District Magistrate,
Dakshin Dinajpur, Balurghat
Social Welfare Section
(District Child Protection Unit)

MEMO NO. 170 /DSW/DD

DATE- 11 /10/2023

Advertisement Notice

In order to fill up the post of **CASE WORKER** on contractual basis in the **ONE STOP CENTRE**, Dakshin Dinajpur to address the needs of women/Girls' who are victim of violence , applications are invited from the eligible female and resident of Dakshin Dinajpur only in online prescribed format in official website **www.ddinajpur.nic.in**

The details of the vacancies ,eligibility criteria and other general guidelines of are as follows :-

Sl. No.	Name of the Post	No. of post	Gender	Age	Experience	Qualification
01	Case Worker	01(UR), EC(Exempted category)	Female only	Maximum 35 years as on 12/10/2023	Experience in Women issues for 3 years minimum	Graduate from any recognized university, Knowledge of computer & proficiency in MS office ,proficiency in speaking ,reading & writing Bengali

Terms and conditions :-

Online Registration

1. Applicants shall apply for the post by submitting their applications through official website of Dakshin Dinajpur district **www.ddinajpur.nic.in** through online submission.
2. An application form along with a unique registration number will be generated automatically thereafter.
3. This registration number shall be preserved for any future reference and generation of Admit card etc.
4. After filling up and submission of application form properly , a print out shall be taken for future reference.
5. No edit option after final submission will be available.



6. Willing candidates can apply online with effect from 12/10/2023 to 11/11/2023.
7. **Documents to be uploaded at the time of application ::**
 1. Age proof (Birth certificate/Admit card of Madhyamik Examination/Secondary Examination).
 2. Residential proof (Voters identity card/Aadhar card/Residential certificate), only residents of Dakshin Dinajpur are eligible.
 3. Educational Qualification Mark Sheets & certificate as per post applied.
 4. Computer certificate from recognized institution wherever applicable.
 5. Work Experience certificate , if any as per post applied .

Other conditions:-

1. The reference date for minimum and maximum age is an on **12.10.23 i.e., the date of advertisement.**
2. The District Level Selection Committee reserves the rights to cancel any applications not properly filled in or any other genuine causes.
3. Admit card to be downloaded from the official Website **www.ddinajpur.nic.in**.
4. After generation of admit card , a printout is to be taken.
5. The candidate shall have to bring with him/her any of photo ID proof such as Passport/ Admit card of Madhyamik or equivalent examination with photograph/ Driving License/ Aadhaar card/PAN card/Bank pass Book with photograph of which he/she had uploaded during registration of application. The candidate shall have to bring self attested photocopies of mark sheets, age proof certificate, residential proof certificate, computer certificate & these are to be submitted during verification on the day of examination. The candidates shall have bring two passport size photographs while verification.
6. Candidate without Admit card and the photo ID document as mentioned above shall not be allowed to enter the examination hall.
7. Candidates who succeed in the computer test will be called for appearing in the viva voce test in 1:5 ratio as per merit list against the total number of vacancy .
8. Candidates must abide by the instructions as to be given by the invigilator of the examination hall. If the candidate fails to do so or indulges any improper conduct the candidate will render himself/herself liable for expulsion from the examination hall and/or such other punishment as the District Selection Committee will dim fit to impose.



9. Use of mobile phones, calculators and any type of electronic gadgets is strictly prohibited in the examination hall. Use of the same will lead to cancellation of candidature without giving the opportunity of being heard.
10. Print out of online submission of application can neither be claimed as a proof of application, nor accept as a admission pass to appear in examination ,only admit card and other document as mentioned above ,will be considered at the time of examination.
11. Incomplete applications will be summarily rejected.
12. Admission to appearing in the examination is purely provisional subject to verification of eligibility at later stage by verification of hard copies of original testimonials. Candidature of a candidate shall be rejected straightway if found not eligible at any stage of recruitment.

Details of Examination::

- a. Evaluation of Educational Qualification- 30 marks
- b. Computer Test Practical- 15 marks
- c. Viva Voice- 5 marks

Total 50 Marks.

General instructions :-

1. No TA & DA is admissible for attending Computer/Viva Voce Test.
2. A candidate in service of Government, a local or statutory body is required to submit no objection certificate from present employer. No Objection Certificate from present employer has to be furnished if selected for appointment.
3. Candidates who knowingly or willfully furnished incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
4. The District Selection Committee will reserve the right to summarily reject any application for suppressing any information / documents / facts relating to age, educational qualification/residential proof etc and incomplete application . It also reserve the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.
5. Any canvassing or adopting unfair means will lead to cancellation of candidature.
6. In case of any dispute the decision of District level Selection Committee shall be the final.
7. Tenure of the engagement will be for one year on contractual basis and can be terminated before tenure in case of unsatisfactory performance.



8. Police verification and medical examination will have to be done after joining.

Submission of Application :-

1. Candidates must submit their applications within the closing date (i.e. **11-11-2023 at 5.30 P.M.**) through District official website **www.ddinajpur.nic.in**

Closing date for receipt of application :- 11-11-2023 at 5.30 P.M.

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