



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE,  
KALIMPONG  
SOCIAL WELFARE SECTION  
PO & PS - KALIMPONG, PIN – 734301  
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TEL: 03552-255062

Memo No: 72/DSWO/KPG/2024

Date: 23.08.2024

NOTICE

In pursuance of Memo No.1893(12)-SW/O/3W-02/2019 Date: 21.04.2022 of the Principal Secretary to the Govt. Of West Bengal, Women & Child Development and Social Welfare Department filled in application in prescribed format is hereby invited from the eligible **female candidates** for filling up of the following **contractual post** at One Stop Centre, Kalimpong. The details of the vacancy are as follows:

Sl. No	Name of the Post	Vacancy	Remuneration per month for the vacant post	Age	Required Qualification	Working Experience
1.	Case Worker	01 [EWS - (EC)]	Rs 15,000/-	Maximum 35 years as on 23.08.2024 (the date of advertisement)	1. Graduation in any discipline 2. Knowledge in Computer and Proficiency in MS Office package 3. Proficiency in speaking, reading & writing English and Nepali languages	Minimum 3 years' experience working with women's issues

**General Terms & Conditions:**

1. The candidate must be Female and a resident of District Kalimpong.
2. The vacancy is reserved for EWS (E.C.)
3. Age of the candidate will be calculated as on 23.08.2024 (the date of advertisement).
4. The candidate will be evaluated as per the following scoring system:
  - Evaluation of educational qualification – 30 marks
  - Computer test (practical) – 15 marks
  - Viva voce – 5 marks
5. After evaluation on the basis of educational qualification, the DLSC will call top 20 candidates for the Viva-Voce and Computer Test.
6. The prescribed application form may be downloaded from the website <https://kalimpong.gov.in>



7. The District Level Selection Committee, Kalimpong reserves the right to reject any application not properly filled up or received after the stipulated time and date.
8. The filled in Application will be received from 23.08.2024 to 17.09.2024 either by post or by hand at the **Office of the District Social Welfare Office, Old Hotel Chimal, Ringkingpong Road, Kalimpong – 734301**. Any application received after 4:00 pm on 17.09.2024 will be rejected and postal delay, if any, will not be considered. The application will be received only during office hours on working days.
9. A panel of top 5 candidates for the vacant post will be prepared, which will be valid for 1 (one) year from the date of publishing the same. Top ranking candidate on the panel will be offered to join the post.
10. Tenure of engagement: Engagement for one (1) year on contractual basis but she can be terminated before in case of non-satisfactory performance.
11. Under no circumstances will the selected candidate be absorbed in regular establishment of the government.

**REQUISITE DOCUMENTS:**

Application must be supported by the following documents which must be self attested/certified:

1. Application in the requisite format
2. Two passport size photographs
3. Age proof (PAN Card/Voter Card/School Admit Card/Birth Certificate/Aadhar Card)
4. Residential proof (Aadhar Card/Voter Card/Certificate from local Authority/ Municipality/BDO etc.)
5. Educational Qualification (Certificate/Mark Sheet)
6. Experience Certificate
7. EWS Certificate
8. Exempted Category (EC) Proof
9. Computer Certificate
10. Valid Mobile No and email ID
11. Two self-addressed envelopes with requisite postage stamps for sending admits via posts.



Addl. District Magistrate (Dev), Kalimpong

&

Chairperson, District Level Selection Committee

# APPLICATION FORMAT

Application for the post of .....

To,  
The Chairperson, District Level Selection Committee  
&  
Addl. District Magistrate (Dev), Kalimpong

Paste self-  
attested recent  
passport size  
photograph

Sir,

In response to your advertisement in the \_\_\_\_\_ I learned that you are going to recruit **Case Worker** for **One Stop Centre**, Kalimpong. I beg most respectfully to apply for the above post. My full particulars are given below for your kind consideration.

## A. Personal Details

1	Name of the Applicant (in block letters)	
2	Father's / Husband's Name	
3	Address of Communication: Post Office - Block/ Municipality/ Corporation - District - Pin - Email address - Mobile No -	
4	Permanent Address: Post Office - Block/ Municipality/ Corporation - District - Pin -	
5	Date of Birth	
6	Age (as on 23.08.2024)	
7	Sex	<b>Female only</b>
8	Category	
9	Nationality	
10	Academic Qualification	



### B. Details of Academic Qualification

Sl. No.	Exam Passed	Board/ University	Subjects	Year of Passing	Total Marks	Marks obtained	% of Marks

### C. Details of Work Experience

Sl. No.	Position	Nature of work	Name of organization/Institution	Date of Joining	Date of Leaving (if any)	Total Experience

D. **Qualification in Computer:** \_\_\_\_\_

Description: \_\_\_\_\_

E. **Any other skills:** \_\_\_\_\_

Description: \_\_\_\_\_

F. **Communication skills: (Please tick mark the required options)**

	English	Hindi	Nepali
Speaking			
Reading			
Writing			

### Declaration

"I hereby declare that all statements made in this application are 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"

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant