



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BIRBHUM
DISTRICT SOCIAL WELFARE SECTION
Phone: 03462-255169 Email Id: dswo.bir@gmail.com

Memo No. 213 /SW (B)

Dated : 09.07.2025

NOTIFICATION

In pursuance of Memo No. 1893(12)-SW/O/3W-02/2019, Dated- 21/04/2022 of Department of Women & Child Development and Social Welfare Government of West Bengal, applications in prescribed format are invited from eligible Candidates of Birbhum District among Indian Citizens for the post of **Centre Administrator at One Stop Centre in Birbhum** purely on temporary and contractual basis under few terms and conditions for 01(One) year engagement. Eligible and willing candidates shall be required to apply Online in the Official website of Birbhum District - [https:// birbhum.gov.in](https://birbhum.gov.in) before the closing date, i.e. on 25.7.2025 up to 12.00 midnight. No plea to accept the application either the mode other than online or beyond the last date and time of submission of application will be entertained. The relevant information like name of the post, number of vacancies, gender, age limit, qualification, monthly remuneration of each post, job responsibilities are stated below. A candidate must go through the instructions of this notification thoroughly and carefully before submitting online application. Any type of omission/suppression/tampering of any information like age, gender, caste, qualification etc. shall lead to rejection of application or candidature at any stage without assigning any reason thereof.

Sl. No	Name of the Post	No. of Vacancy	Category of Post	Required Gender for the post	Age	Educational Qualification	Other Qualification and Experience	Remuneration/ Month
1	Centre Administrator	1	UR	Female	18-45 years as on 1.1.2025	Post Graduate or equivalent degree in any stream from a UGC recognized University	1. Knowledge of computer and proficiency in MS Office package 2. Proficiency in speaking, reading & writing Bengali language, reading & writing English Language 3. Working Experience- Minimum 3 (three) years' working experience in social work/women issues.	Rs. 30,000/- (Rupees thirty thousand)

Schedule for submission of application form online and its procedure :

1. Commencement of submission of online application: 10.7.2025
2. Closing date for submission of online application: 25.7.2025 up to 12.00 midnight
3. Willing candidates shall have to upload Self-attested scanned copy of age proof, education qualification (All Mark sheets from Madhyamik onwards), residential certificate from Sub-Divisional Officer in case of urban area and Block Development Officer in case of rural area along with Voter ID Card/Aadhar Card/Passport. Experience Certificates, Knowledge of computer regarding proficiency in MS Office package, Caste Certificate all in PDF format. & Colored Passport Size Photograph and Full Signature in JPEG format.
4. All applicants are advised to verify the details provided in the online application very carefully and applicants who have not filled in the forms personally are particularly advised to obtain a printout of the form to identify the discrepancies, if any.
5. The applicant having any court case or FIR pending or disciplinary action taken against on record will not be eligible to apply the above post.
6. No request for any change would be entertained after the above-mentioned period.

General terms and conditions

1. Educational Qualification and other preferred qualification for each post as stated in the above table must be possessed by any candidate on or before last date of submission of application i.e. on 25.7.2025
2. Engagement to the posts mentioned in above table shall be done from the Office of the District Magistrate, Birbhum.
3. Under no circumstances, the engagement will allow the candidates to absorb in regular establishment of the Government.
4. All columns of the application form are to be filled in at the time submission of application form. No column must be left blank.
5. Evaluation process: 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	05 marks
Total	50 marks.

7. Evaluation on the basis of educational qualification - Maximum 30 marks

A. For Centre Administrator :

I. In Graduation examination:

- | | |
|--|----------|
| i) If marks obtained less than 50% | 05 marks |
| ii) If marks obtained less than 60% & greater than 50% | 07 marks |
| iii) If marks obtained more than 60% | 10 marks |

If candidate is Honours graduate, she may get extra weightage of 5 marks for Honours degree over and above the marks mentioned above

II. In Post Graduate examination:

- | | |
|--|----------|
| i) If marks obtained less than 50% | 05 marks |
| ii) If marks obtained less than 60% & greater than 50% | 10 marks |
| iii) If marks obtained more than 60% | 15 marks |


7. Computer test :

8. Viva voce :

- | |
|----------|
| 15 marks |
| 05 marks |

- a). After evaluation on the basis of educational qualification, top 20 (twenty) candidates will be called for the viva-voce test and computer test.
- b). Taking into consideration of the total marks obtained in educational qualification, viva-voce and computer test, a list will be prepared and a panel of top 05 (five) candidates for each position will be published which will remain valid for 01 (One) year from the date of publishing the same.

9. Tenure of engagement: Engagement in each post shall be purely on temporary and contractual basis under few terms and conditions for 01(One) year in One Stop Centre (OSC) in Birbhum District but the engagement can be terminated before tenure in case of non-satisfactory performance.

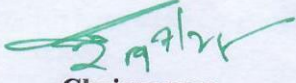

Chairperson
District Level Selection Committee
&
Additional District Magistrate (Dev)
Birbhum

Memo No. 213/139 SW (B)

Dated : 09.07.2025

Copy forwarded for information with a request to display the notice in your notice Board-

- 1) The Secretary, DLSA, Birbhum
- 2) The Superintendent of Police, Birbhum.
- 3) The Divisional Forest Officer, Birbhum.
- 4) The Project Director, DRDC, Birbhum
- 5) The Chief Medical Officer of Health, Birbhum
- 6) The Chief Medical Officer of Health, Rampurhat Health District.
- 7-9) The Sub-Divisional Officer, Rampurhat/Bolpur/Suri Sadar
- 10-15) The Executive Officer, All Municipalities
- 16-34) The Block Development Officer (All Blocks)
- 35) The DIO, NIC, Birbhum with a request to upload the notice to the Birbhum District Website along-online application link.
- 36) The DICO, Birbhum.
- 37) C. A. to the District Magistrate, Birbhum with a request to bring the matter to the kind notice of the District Magistrate, Birbhum.
- 38) C. A. to the Sabhadhipati, Birbhum Zilla Parisad, with a request to bring the matter to the kind notice of the Sabhadhipati, Birbhum Zilla Parisad
- 39) Office Copy.


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