



GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER
SITAI ICDS PROJECT
Sitai :: Cooch Behar Email: sitaicdpo@gmail.com

Memo No:- 95 /ICDS/STI

Date:- 24/03/2023

RECRUITMENT NOTICE

As per decision taken in the meeting of District Level Selection & Monitoring Committee held on 09/09/2022 read with the communication vide Memo. No. ICD/90(13) dated 20/03/2023 in pursuance of the Memo No.1403/SW/O/3S-225/05 Dated 16/03/2023 of the Department of Women & Child Development and Social Welfare, Applications are hereby invited from the eligible candidates (women only) for recruitment to the following posts:

- 1) Angawadi Worker (AWW)
- 2) Anganwadi Helper (AWH)

Candidates are requested to **read the following instructions carefully** before applying for the above said posts:

- ✓ The posts are purely voluntary & honorary.
- ✓ Selected Candidates will not be considered as Govt. employee.
- ✓ Candidate must submit her application online at **www.coochbeharwb.in**
- ✓ On successful submission of online application, candidate must have to print it and submit it alongwith all necessary documents to the Office of the CDPO, SITAI ICDS Project during Office hours (10 am to 5:30 pm) on all working days till 17/04/2023.
- ✓ Candidates are requested to put ID number of any Govt. issued I.D. Card (like PAN / AADHAAR/ Voter Card) at the time of online submission of application and produce the original document at the time of Written Examination & Viva Voce, whenever asked.
- ✓ Candidates are also requested to preserve the printed online application for future reference.

Important dates and timeline:

1. Date of Notification (both for AWW & AWH)	24/03/2023
2. Last date of submission of application	Candidate must ensure online application and relevant document submission by 17/04/2023 (up to 5:30 pm.)
3. E-Admit Card to be downloaded by the candidate from the online website	From 22/04/2023 onwards
4. Date of Written Examination (for AWH)	29/04/2023 at 11:00 hrs.
5. Date of Written Examination (for AWW)	30/04/2023 at 11:00 hrs.

How to Apply

- Candidates are required to apply online using the website <https://coochbeharwb.in>.
- After online submission of the application, the applicant shall have to submit a print out of the same along with all relevant documents at the Office of the CDPO SITAI ICDS Project within 17/04/2023 upto 5.30PM.
- **Any applications submitted online only but not submitted thereafter along with necessary documents in hard copy to the CDPO SITAI ICDS Project shall summarily be rejected.**
- Detailed instructions for filling up online applications are available on the above mentioned website.
- The applicants are advised to submit only single application. However, if due to any unavoidable situation, if an applicant submits another/multiple applications, then the applicant must ensure that application with the latest i.e. last applied Registration ID (RID) is complete in all respects like applicants' details, etc. The applicants who are submitting multiple applications should note that only the applications with latest RID only shall be entertained by the Office. The Online Applications can be filled upto 17/04/2023 till 5:30 P.M. after which the link will be Disabled.
- Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications. **Candidates are requested to keep checking the online website regularly for further updates and instructions regarding the Recruitment Process.**
- In case of any guidance/ information/ clarification regarding their applications candidates may visit the Facilitation Counter which shall be functional on 22.03.2023 onwards at CDPO SITAI ICDS Project during Office Hours (10 AM to 5:30 PM).

1) FOR THE POST OF ANGANWADI WORKERS (AWW)

1.1 Eligibility Conditions :

a) **Residence :-** The candidate applying for the said post must be the a permanent resident of the SITAI ICDS Project area consisting of Adabari, Sitai-I, Sitai-II, Chamta & B.R. Chatra Gram Panchayet. The Candidate residing in these GPs are eligible for the post of AWWs considering the Project as unit. If selected, a candidate can be posted in an AWC under any of these GPs.

Note: Residential Certificate issued either by the concerned MP/ Sabhadhipati/ MLA/ Sabhapati, Panchayat Samiti/ Pradhan-Gram Panchayat or the concerned District Magistrate/ Addl. District Magistrate/ SDO/ BDO will be accepted. Name of Gram Panchayat must be mentioned clearly in Residential Certificate if it is issued by any authority other than Gram Panchayat Pradhan and it should be produced as and when asked for.

b) Age Limit :-The candidate must be in the Age Limit of 18-45 years as on 01/01/2023 for all categories i.e. UR/ SC/ ST/ OBC-A/ OBC-B/ PH candidates. The Candidate must have been born not earlier than 01/01/1978 and not later than 01/01/2005. Candidates should also note that once a date of birth has been submitted by them in the Application Form for the purpose of admission to this Examination, no change will be allowed subsequently on any grounds whatsoever. Admit Card of Madhyamik Examination / Madhyamik Pass Certificate / Birth Certificate will be accepted as Age Proof of the candidate.

c) Minimum Educational Qualification :- The applicant must have passed minimum Class-X equivalent from a recognised Board for all categories i.e. UR/ SC/ ST/ OBC-A/ OBC-B/ PH candidates. The above noted qualification must be possessed by the candidate on or before 17/04/2023.

d) Reservation:-

- i. Reservation will be maintained as per 100 Points Roster for SC/ ST/ OBC-A/ OBC-B/ PH candidates.
- ii. Caste Certificate issued only by the Sub-Divisional Officer having jurisdiction under the Government of West Bengal will be accepted. Else the candidate will not be treated as Candidate applying under any Reserved Category. Caste Certificate must be valid in respect of the State of West Bengal and issued on or before 17/04/2023.
- iii. Disability Certificate (with 40 % and above) issued by the competent medical board (Medical College/ District Hospital/ Subdivisional Hospital) will be accepted if it is issued on or before 17/04/2023. Else the candidate will not be treated as Candidate applying under any Reserved Category.

1.2 Number of Vacancies:

Total vacancy: 34 (UR: 10 OBC-A: 03, OBC-B: 03, PH: 03, SC- 05, ST- 10)(The Authority reserves the right to change the no. of Vacancies under certain circumstances without assigning any reasons thereof).

1.3 Plan of Examination:

- There would be Written Examination followed by Viva-Voce. The Total Marks for Written Examination is 90 and for Viva-Voce is 10.
- A candidate must secure at least 30 marks in the Written Examination to qualify for the Viva-Voce.
- Marks obtained in the Written Examination as well as in the Viva- Voce test will be considered for preparation of Merit List.
- If candidate qualified in the Written Examination does not appear in the Viva-Voce she will be disqualified for selection as an AWW.
- There will be no qualifying marks in the Viva-Voce.
- Syllabus for Written Examination for AWWs:

a) An Essay of 150 words in Mother Tongue (Class-VIII standard) : 15 Marks

- b) Arithmetic (Multiple Choice Type of Class VIII Standard) : 20 Marks
- c) Nutrition, Public Health, Status of Women (Multiple Choice Types): 15 Marks
- d) English Language (candidates understanding of simple and primary knowledge of English Language), simple translation up to the level of Class VIII / IX (MCQ): 20 Marks
- e) General Knowledge (Multiple Choice Types) : 20 Marks

1.4 Disqualification: If it is found at any stage of selection process or even after selection that the candidate has submitted any wrong information regarding her age, caste, educational qualification, residential address etc., her candidature will be summarily rejected without assigning any reason thereof. Legal action as per relevant rules/guidelines may also be initiated against her.

1.5 The selection of AWW will be as per the final decision of the District Level Selection and Monitoring Committee, Sitai ICDS Project as per vacancy and reservation.

1.6 Candidates after selection will have to be abiding by all the relevant Govt. Rules and Regulations as issued from time to time.

1.7 One candidate can **finally submit only one application along with necessary documents. Multiple applications will be summarily rejected.**


Child Dev. Project Officer
Sitai I.C.D.S. Project
Dist. Cooch Behar

2) FOR THE POST OF ANGANWADI HELPERS (AWH)

2.1 Eligibility Conditions :

a) **Residence :-** A candidate applying for the AWH post must be a permanent resident of the concerned Gram Panchayat area under which the post of AWH is vacant.

Note: Residential Certificate issued either by the concerned MP/ Sabhadhipati/ MLA/ Sabhapati, Panchayat Samiti/Pradhan-Gram Panchayat or the concerned District Magistrate/ Addl. District Magistrate/ SDO/ BDO will be accepted. Name of Gram Panchayat must be mentioned clearly in Residential Certificate if it is issued by any authority other than Gram Panchayat Pradhan and it should be produced as and when asked for.

b) **Age Limit :-**The candidate must be in the age limit of 18-45 years as on 01/01/2023 for all categories i.e. UR/ SC/ ST/ OBC-A/ OBC-B/ PH candidates. The Candidate must have been born not early than 01/01/1978 and not later than 01/01/2005. Candidates should also note that once a date of birth has been submitted by them in the Application Form for the purpose of admission to this Examination, no change will be allowed subsequently on any grounds whatsoever. Admit Card of Madhyamik Examination / Madhyamik Pass Certificate / Birth Certificate will be accepted as Age Proof of the candidate.

c) **Minimum Educational Qualification :-** The applicant must have passed minimum Class-VIII equivalent from a recognised Board for all categories i.e. UR/ SC/ ST/ OBC-A/ OBC-B/ PH candidates. The above noted qualification must be possessed by the candidate on or before 17/04/2023.

d) **Reservation:-**

- i. Reservation will be maintained as per 100 points Roster for SC/ ST/ OBC-A/ OBC-B/ PH candidates.
- ii. Caste Certificate issued only by the Sub-Divisional Officer having jurisdiction under the Government of West Bengal will be accepted. Else the candidate will not be treated as Candidate applying under any Reserved Category. Caste Certificate must be valid in respect of the State of West Bengal and issued on or before 17/04/2023.
- iii. Disability Certificate (with 40 % and above) issued by the competent medical board (Medical College/ District Hospital/ Subdivisional Hospital) will be accepted if it is issued on or before 17/04/2023. Else the candidate will not be treated as Candidate applying under any Reserved Category.


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2.2 Number of Vacancies:

Name Gram Panchayet	Number of vacancies	UR	SC	ST	OBC-A	OBC-B	PH
Adabari	9	2	1	2	1	2	1
Sitai-I	7	2	0	3	0	2	0
Sitai-II	5	1	1	2	0	0	1
Chamta	5	1	0	2	0	2	0
B.R. Chatra	13	6	2	3	1	1	0

(The Authority reserves the right to change the no. of Vacancies under certain circumstances without assigning any reasons thereof)

2.3 Plan of examination:

- There would be Written Examination followed by Viva-Voce. The Total Marks for Written Examination is 90 and for Viva-Voce is 10.
- A candidate must secure 30 marks in Written Examination to qualify for the Viva-Voce.
- Marks obtained in the Written Examination as well as in the Viva- Voce test will be considered for preparation of Merit List.
- If candidate qualified in the Written Examination does not appear in the Viva-Voce she will be disqualified for selection as an AWH
- There will be no qualifying marks in the Viva-Voce.
- Syllabus for Written Examination for AWHs:
 - a) An essay of 150 words in mother tongue (Class-VIII Standard) : 15 Marks
 - b) Arithmetic (multiple choice type of Class VIII Standard) : 20 Marks
 - c) Nutrition, Public Health, Status of Women (Multiple Choice Types): 15 Marks
 - d) English Language (candidates understanding of the simple and primary knowledge of English Language), simple translation up to the level of Class VIII (MCQ) : 20 Marks
 - e) General Knowledge (Multiple Choice Types): 20 Marks

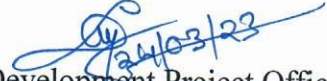
2.4 Disqualification: If it is found at any stage of selection process or even after selection that the candidate has submitted any wrong information regarding her age, caste, educational qualification, residential address etc., her candidature will be summarily rejected without assigning any reason thereof. Legal action as per relevant rules/guidelines may also be initiated against her.

2.5 The selection of AWH will be as per the final decision of the District Level Selection and Monitoring Committee, Sitai ICDS Project as per vacancy and reservation.

2.6 Candidates after selection will have to be abiding by all the relevant Govt. Rules and Regulations as issued from time to time.

2.7 One candidate can **finally submit only one application along with necessary documents. Multiple applications will be summarily rejected.**


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Memo No:- 95(21)/ICDS/STI

Date:- 24 /03/2023

Copy forwarded for information to :

1. The District Magistrate, Cooch Behar. & Chairperson of the District Level Selection and Monitoring Committee Sitai ICDS Project.
2. The Additional District Magistrate (Dev), Cooch Behar.
3. Sri Jagadish Chandra Barma Basunia MLA, Sitai & Vice Chairperson of District Level Selection and Monitoring Committee Sitai ICDS Project.
4. Smt Puspita Roy (Dakua), Sahakari Savadhipati, Cooch Behar Zila Parisad & Member of District Level Selection and Monitoring Committee Sitai ICDS Project.
5. The Sub-Divisional Officer, Dinhata Sub-division.
6. The District Program Officer, ICDS, Cooch Behar.
7. The District Social Welfare Officer, Cooch Behar.
8. The Sabhapati, Sitai Panchayat Samity.
9. The Block Development Officer, Sitai Development Block.
10. The Block Medical Officer of Health, Sitai.
11. The Assistant Director of Agriculture, Sitai.
12. The Block Land & Land Reforms Officer, Sitai.
13. The Sub Inspector of School, Sitai Circle.
14. The Post Master, Sitai Post Office.
- 15-19. Proadhan – (Adabari, Sitai-I, Sitai-II, Chamta & B.R. Chatra) G.P
20. The Officer in Charge, NIC Cooch Behar. With a request to Publish the notice in the district website.
21. Office Notice Board.


Child Development Project Officer
Sitai ICDS Project
Sitai Cooch Behar