

Government of West Bengal
Office of the Child Development Project Officer
Darjeeling (U) ICDS Project, Darjeeling
Email: icdsurbandarj@gmail.com

Memo No.93/ICDS/DJ (U)/23

Dated 09.11.2023

NOTICE

In pursuance to the Departmental instructions, and taking concurrence of the District Level Selection and Monitoring Committee meeting dated 03/11/2023 the applications for the post of Anganwadi Helpers (AWH) are invited from the eligible female candidates for filling up of vacancies under Darjeeling (U) ICDS Project.

The said position, AWH is a voluntary service, and on selection, the candidates will not be considered as Govt. employees. Interested candidates are therefore requested to read the following instructions for applying for the notified posts.

Candidates must submit their applications duly filled along with all supporting documents at the Office of The Sub-Divisional Officer, Darjeeling Sadar, Darjeeling from 10/11/2023 to 05/12/2023, 5.00 P.M.

FOR THE POST OF ANGANWADI HELPERS (AWH)

Conditions and Qualification:

- 1) **Residence:** A candidate should be a resident of the concerned Ward where the Anganwadi Centre is located. Residential Certificate is therefore to be furnished as duly certified by the notified authorities and to be enclosed with the application.
- 2) **Age:** The applicant must be in the age limit of 18-35 years. For this purpose, the date of issuance of notification shall be considered as the benchmark date for calculating the age.
- 3) **Qualification:** Minimum educational qualification Class XII Pass. However a candidate with higher qualification will also be considered for the post.
- 4) **Appointing Authority:** CDPO of the concerned Project. Posting may be done in any vacant AWC within the Ward.

5) Notified AWH Vacancies:- UR: 0, SC: 08, ST: 0, OBC-A : 2, OBC-B: 2, PH:0 (details given below)

Ward No.	No. of Vacancy	Category of Vacancy					Remarks
		UR	SC	OBC -A	OBC-B	PWD	
4	1	0	0	0	1	0	N.B: A candidate must be a resident of the Ward where vacancy exists.
5	1	0	1	0	0	0	
8	1	0	1	0	0	0	
11	1	0	0	1	0	0	
12	1	0	1	0	0	0	
17	1	0	1	0	0	0	
20	1	0	1	0	0	0	
25	1	0	0	1	0	0	
27	1	0	0	0	1	0	
28	1	0	1	0	0	0	
29	1	0	1	0	0	0	
32	1	0	1	0	0	0	

N.B: Candidates are requested to check the category of the vacancy of a particular Ward before applying for the post.

6) **Residential proof:** Residential certificate to be furnished as issued by MP//MLA/Chairman-Municipality/Councillor/Commissioner/ & the District Magistrate/Addl. District Magistrate/SDO. Ward No. of the candidate must be clearly mentioned in the residential certificate along with other identification details especially when it is issued by any authority other than Ward Commissioner and should be produced with the application.

7) **Age proof:** Certificate of Birth/ Class X Admit card or certificate etc.

8) **Caste Certificate:** Caste certificate, issued only by the Sub-Divisional Officer will be accepted. Otherwise the candidate will be treated as a general candidate. Caste Certificate must be valid in respect of the State of West Bengal and should be active at the time of submitting the application.

9) **Certificate for person with Disability:**

Certificates with more than 40% disability, issued by the competent authority will be accepted. Otherwise, the candidate will be treated as a general candidate and it must be active at the time of submitting the application.

10) **Selection criteria:**

a) **Submission of Applications:** A copy of the application proforma is annexed with this notification. Application pro-forma may be downloaded from <https://darjeeling.gov.in>. Alternatively, the proforma may also be photocopied from the source document made available at the office of the undersigned.

To facilitate the application submission process, a designated official shall be available for receiving applications at the Sub-Divisional Office, Darjeeling Sadar, Darjeeling from

November 10, 2023. Alternatively, applications sent by post will also be considered, but they must reach not later than 5:00 PM on **December 5, 2023.** The postal address for sending applications is notified in the following section of this notification.

The deadline for submitting applications is **5:00 PM on December 5, 2023.**

b) First level Screening of applications: The applications are verified and admit cards will be issued only to those candidates whose applications are found correct in all aspects.

c) Written Examination: Candidates found to be successful after first-level screening of applications for the said post will undergo a written examination followed by a viva-voce. And the final merit list is based on cumulative outcomes.

(I) The total marks for written and viva-voce will be 100 out of which 90 (75 MCQ, 15 Essay) are for written test and 10 are earmarked for viva-voce.

(II) If a candidate is qualified in the written examination, but does not appear in the viva-voce she will be disqualified for selection as AWH.

(III) There will be no qualifying marks in the viva-voce test.

(IV) A candidate must secure at least 30 marks to qualify for the Viva-Voce. Call letters for interviews shall be offered based on the inter-se merit displayed in the written examination.

(V) For preparation of the final Panel, marks obtained in the written examination as well as in the Viva-Voce test will be considered for preparation of merit list.

Syllabus for written examination-

(I) An essay of 150 words in mother tongue (Class VIII standard)	:15 Marks
(II) Arithmetic (Class VIII standard)	:20 Marks
(III) Nutrition, Public Health, Status of Women	:15 Marks
(IV) English language (candidates understanding of the simple and Primary knowledge of English language), simple translation up to the level of class VIII/IX etc.	:20 Marks
(V) General knowledge	:20 Marks

The date for the Written Examination will be communicated through admit card and by an update in the District website. Change in dates/schedules/any other corrigendum shall be notified in the District's website. No separate means of communication would be considered. Following the District website for subsequent updates is therefore on the applicants. Only the qualifying candidates shall be called for Viva Voce.

d) Viva Voce: For 10 marks.

All subsequent communication shall be through admit cards and/or through the website. Schedule and venue of Viva Voce for qualified candidates shall be communicated accordingly.

11. Rate of honorarium: It shall be as per prevailing Government notifications.

12. Discontinuation/Termination of AWH post selection:

Age limit for discontinuation/termination from the honorary work of AWH as per the norms notified by the competent authority from time to time. Service conditions shall be as decided by the competent authority.

13. 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 is liable to be rejected without assigning any reason thereof and it can be at any stage regardless whether selection process is underway or completed. Legal action as per Govt. rule may also be initiated against her.

14. Application to be duly filled and all enclosures to be duly self-attested: Candidates are requested to enclose their government granted photo identity card, application form with necessary enclosures, caste/PWD certificates as may be applicable. The verification of original documents shall be at the time of viva-voce. Non submission of supporting documents would nullify the claim and shortfall in the essential documents shall summarily cancel the candidature.

15. Essentiality of the Admit Card: No Candidate will be allowed to take written test/Viva Voce without production of the Admit card and other required original documents.

16. Validity of the panels: The validity of the final Panel list shall be as per the Government norms notified for the purpose at the time of issuing this notification. It may be noted that the Candidates on the waiting list from the panel may be considered for filling up vacancies only if the vacancy/vacancies created against the post(s) of Anganwadi Helpers (AWH) will be recruited through this notification no. **93/ICDS/DJ-(U)/23 dated. 09/11/2023**. This consideration excludes any future vacancies or other positions that may be created subsequently.

17. The selection of AWH will be as per the Final decision of the District Selection and Monitoring Committee, GTA -Darjeeling as per vacancy and reservation.

18. Any candidate after selection in the post of AWH will have to be abiding by all the Govt. rules and regulations as issued time to time and as applicable for working as AWH.

19. Subsequent supplementary information/ Changes any to be notified in the District Website: Schedules of the Examination and Viva Voce to be displayed in the district website. <https://darjeeling.gov.in> and any changes thereof also to be notified therein. Therefore, all candidates are advised to follow the district website closely until the final selection.

20. Documents to attach with application:

- 20.1. Photo Identity Card (issued by Govt like Aadhar/Voter Card)
- 20.2. Proof of Date of birth
- 20.3. Residential certificate
- 20.4. Documents in support of educational qualification
- 20.5. 2 copies of filled admit card proforma (filled and with photograph affixed)
- 20.6. Caste certificate issued by SDO (as may be applicable)
- 20.7. Disability certificate issued by the Medical Disability Certification Board (as may be applicable).

All documents to be self-attested. Certificates issued by competent authorities only will be considered.

21. Document Verification (of Originals) at the time of Viva Voce: Those candidates who will get call for Viva Voce test will have to appear with all necessary original documents before the Board of Viva Voce and to submit the Original Documents/Certificates (which are produced as self-attested photo-copies at the time of application). The inability of the candidates to furnish the documents at the viva-voce shall make the candidature cancelled against the select criteria against which they failed to substantiate their claim. The proceedings of the Viva Voce shall be completed summarily and no extension of time shall be entertained.

22. Postal address for the submission of the application with all attested enclosures for this project is


To

The Sub- Divisional Officer
Office of The Sub-Division Office Darjeeling Sadar
P.O.- Darjeeling, District- Darjeeling
Pin Code No. 734101

The physical application as Hard copies (Application in Original, enclosures as photostat and self-attested) may either be submitted by hand or by post.

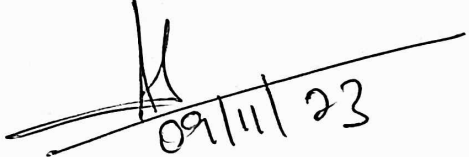
23. Right to cancel the selection process: The selection process as may be notified herein may be cancelled at any stage before the final publication of result. The cancellation shall accordingly be notified by the office of the undersigned considering the merits and no reasons shall be insisted upon. The concurrence of the DLSMC would be applicable.

24. For any queries and further communication, candidate may contact the office of the undersigned.


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Copy forwarded for information and taking necessary action for wide publicity to:

- 1) The Additional Secretary, Government of West Bengal, Dept of WCD & SW, Salt Lake City.
- 2) The Principal Secretary, GTA, Darjeeling.
- 3) Shri L.B. Rai, Chairman, Mirik Municipality.
- 4) The District Magistrate, Darjeeling.
- 5) The Additional District Magistrate (Dev), Darjeeling.
- 6) The District Programme Officer, District ICDS Cell, Darjeeling.
- 7) The Sub- Divisional Officer, Darjeeling Sadar, Darjeeling.
- 8) The Chairman, Darjeeling Municipality.
- 9) The ACMOH, Darjeeling.
- 10) Shri Pratim Subba, Elected Member of the GTA, Darjeeling Sadar I Constituency.
- 11) Shri Robert Chettri, Elected Member of the GTA, Darjeeling Sadar II Constituency.
- 12) Shri Ajoy Edwards, Elected Member of the GTA, Darjeeling Sadar III Constituency.
- 13) Shri Ruben Das Pradhan, Elected Member of the GTA, Darjeeling Sadar IV Constituency.
- 14) Shri Pramoshkar Blon, Elected Member of the GTA, Ghoom-Jorebungalow Constituency.
- 15) District Information & Cultural Officer, Darjeeling with a request to publish the advertisement (to be provided in separate letter) in 4 news papers.
- 16) The Officer In charge, NIC, Darjeeling with a request to publish the notice in the District website.
- 17) Additional Inspector of School, Darjeeling.
- 18) The Post Master, Darjeeling GPO.
- 19) Office Notice Board.
- 20) Guard File.


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Darjeeling

Application form for the post of Anganwadi Helper

Submitting herewith following application to the competent authority for kind consideration. Necessary enclosures are attached herewith

Notification Number & Date:	
Post Applied For:	AWII
Project Name:	
Applied GP/Ward:	
Language Opted for Written Examination: (Bangla/Nepali/Hindi/English)	

Personal Details	
Applicant Name (in Block Letter)	(Pass Photo to be affixed here)
Father/Mother/Guardian's name:	
Applicants Age	
Gender	
Date of birth of Applicant (DD/MM/YY)	
Name of the Residential GP/Ward	
Caste Category (SC/ST/OBC-A/OBC-B/Unreserved)	
Highest Educational Qualification (Which is passed)	
Nationality	
Mobile Number(s)	
candidate's Aadhaar Number:	
Candidate's EPIC Number	Candidate's Signature
Other Details	
Residential Details	
Village/Ward: Gram Panchayat:	
Block: Post Office:	
Sub Division: Police Station:	
Pin Code: District:	
Residential Certificate is issued by (issuing authority)	
Date of Issuing the residential certificate	
Permanent Address (if other than the above)	
Village/Ward: Gram Panchayat:	
Block: Post Office:	
Sub Division: Police Station:	
Pin Code: District:	

Educational qualification	
Highest Qualification (Passed):	
12th Standard Certificate Number:	
Whether Passed the 12 the Standard or not (Passed/Not Passed):	
Name of the Council/Board:	
Year of Passing:	
Marks obtained (in %):	

Caste Details	
Caste Category: (Unreserved / SC / ST / OBC A / OBC B etc)	
Caste Certificate No:	
Date of Issue:	
Issuing state:	
Issuing District:	
Issuing Authority:	

Disability Status (to be filled up by Persons with Disability only)	
Whether Person with Disability (40% or above) (Yes/No)	
Certificate No:	
Date of issue:	
Percentage of disability:	

Self Declaration cum Undertaking

I, Ms./Mrs. _____ hereby declare that all the statements made in this application and the certificates attached with self-attestation are true, complete, and correct to the best of my knowledge. In the event that any information is found to be false, incorrect, or if my ineligibility is detected at any stage of the selection process or thereafter, I understand that my candidature will be cancelled summarily, and appropriate action will be taken against me. This is with reference to AWH post (voluntary position) notified by the CDPO.

Place

Date

Signature of the candidate

*Avoid making overwriting or corrections, especially after striking out any text. Ensure that all your writing is legible. Please refer to the advertisement for guidance when filling out this form. Wherever there is overwriting, it may be signed (initials) by the candidate at the adjacent place.

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ADMIT CARD FOR WRITTEN EXAMINATION FOR THE POST OF ANGANWADI HELPER

TO BE FILLED UP BY THE CANDIDATE-

Name of the Candidate(Block Letters):	:	
Father/Husband's Name	:	
Contact No.	:	
Ward No. (in Block letters)	:	
Address	:	

Affix a passport size photo here

The Candidate is hereby requested to appear at the written test for engagement to the post of Anganwadi Helper.

Exam Venue is given below:

For Office use only-

Roll No.	
Venue Name:	Exam date & Time:
Venue Address:	Reporting Date & Time:

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ADMIT CARD FOR VIVA VOCE FOR THE POST OF ANGANWADI HELPER

TO BE FILLED UP BY THE CANDIDATE-

Name of the Candidate (Block Letters) :	:	
Father/Husband's Name	:	
Contact No.	:	
Ward No. (in Block letters):	:	
Address	:	

Affix a passport size photo here
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The candidate is hereby requested to appear before District Level Selection & Monitoring Committee constituted for the purpose of Viva Voce to the post of Anganwadi Helper as per the following schedule:

Venue of Viva Voce is given below:

For Office use only-

Roll No.	
Venue Name :	Date & Time of Viva Voce:
Venue Address:	Reporting Date & Time:

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