

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DISTRICT MAGISTRATE,
DISTRICT WEST

PLOT NO. 3, SHIVAJI PLACE, RAJA GARDEN, NEW DELHI.

RECRUITMENT NOTICE

F.No. F.1(8)/DMW/OSC/2022/1825

Dated: 26.02.2024

Appointment to various vacancies at One Stop Centre Nirmal Chhaya District West Delhi on purely contractual/temporary basis.

Applications are invited for the post as given in this notification for appointment of Centre Administrator (1 Post), Case Worker (1 Post), Office Assistant with Computer Knowledge (1 Post), Multi-Purpose Staff/Cook (3 Posts) & Security Guard/Night Guard (3 Posts) purely on contractual basis at ONE STOP CENTRE West District. The Details of the Interview are under mentioned:-

- 1. Date of Interview** : **04.03.2024**
- 2. Time of Interview** : **10.00 AM**
- 3. Venue of Interview** : **Chamber of ADM (West), Room No. 404, 4th Floor, Shivaji Place, Raja Garden, New Delhi-110027**
- 4. Reporting Time for Interview:** **09.00 AM**

Details of the post with requisite qualifications is given below:-

Sr. No.	Post	Age Limit	Qualification	Experience	Additional Qualification	Remuneration
1.	Centre Administrator	23-45 Years	Any woman having a Master's degree in Law/Social Work/Sociology/Social Sciences/Psychology.	At least 5 years' experience of working on women-related domains in an administrative setup with a Government or Non-Government project/programme and preferably with at least 1 year experience of counseling either within or outside the same setup.	Preferably a woman resident of the local community.	₹40,000/- per month



	Base Worker	20-45 Years	Any woman having a Bachelor's degree in Law/Social Work/Sociology/Social Sciences/Psychology.	At least 3 years' experience of working on women-related domains in a Government or Non-Government project/programme.	Preferably a resident of the local community.	₹32,000/- per month
3.	Office Assistant with computer knowledge	20-45 Years	Any woman who is a Graduate with at least a diploma in Computer/IT etc.	Minimum of 3 years' experience in data management, process documentation, and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/IT-based organizations.	-	₹22,500/- per month
4.	Multi-Purpose Staff/Cook	18-45 Years	Any woman who is a High School pass out or equivalent.	A woman who is literate with knowledge/experience of working in the relevant domain. Preferably any woman having at least 2 years of working experience.	-	₹21,000/- per month
5.	Security Guard/Night Guard	18-45 Years	-	2 years' experience of working as security personnel in a government or reputed organization at the district/state level. Preferably any woman having served in military or paramilitary services.	-	₹17,500/- per month

Instructions for Candidates:-

1. Candidates are advised to bring all necessary certificates in original on the dated of the interview as well as self-attested photocopies thereof in the Office as per the interview schedule.
2. Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the post before filling the Application Form.
3. The minimum and maximum age will however be reckoned with reference to 1st January, 2024.
4. Since the engagement is for discharging an important function, his/her service may be required on certain days beyond office hours for which no additional incentive/ remuneration/ compensation will be paid.
5. District Magistrate (West) reserves the right to terminate the engagement of contract without assigning any reason thereof after serving one month's notice or by paying one month salary without serving any notice or reason. Similarly, the incumbent shall have to give a Notice of one month before he may decide to resign from the post or deposit a month's salary in lieu of the same.



6. No accommodation facility will be provided to the selected persons.
7. While applying, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respect.
8. The Appointment is purely on a temporary/contractual basis and can be terminated at any time without notice or assigning reasons thereof. This office reserves the right to fill or not to fill any/all the post advertised in this notification.
9. This office will place corrigendum if any, on the office website only. Candidates are requested to monitor the same before turning up for the interview on the scheduled date.
10. No T.A. /D.A. will be paid for attending the interview.
11. This Office reserves the right to change the nature & no. of posts at any given time.
12. All candidates are advised to keep checking the official website of DC (West) for any updates or corrigendum related to this recruitment.

NOTE: In case it is detected at any stage of selection that a person does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after selection, his/her engagement is liable to be terminated without assigning any reason thereof.



**Aditya Sangotra, DANICS
SDM (PATEL NAGAR)
DISTRICT WEST**