

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DISTRICT MAGISTRATE WEST
PLOT NO.3,SHIVAJI PLACE, RAJA GARDEN,NEW DELHI

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

1035

Dated

28/4/25

RECRUITMENT NOTICE

Appointment to various vacancies at One Stop Centre, Nirmal Chaya Complex, District West on purely contractual/temporary basis.

Applications are invited for the post as given in this notification for appointment of ,Centre Administrator(1Post), Office Assistant with Computer knowledge(1Post), Multi Purpose Staff (3 Posts) and Security Guard (1Post) purely on contractual basis at ONE STOP CENTRE West District. The details of the interview are under mentioned.

- 1.Date of Interview :13th May 2025
- 2.Time of interview :11.00AM
- 3.Venue of interview :Chamber of SDM(Rajouri Garden), Room No.404, 4th Floor, Shivaji Place, Raja Garden, New Delhi-110027.
- 4.Reporting Time of interview :10.00AM

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

S.No	Post	Age Limit	No. of Posts	Qualification	Additional Qualification	Remuneration Consolidated
1.	Centre Administrator	18-35 Years	01	Any women having a Masters in Law / Social Work / Sociology / Social Science / Psychology with at least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project / programme and preferably with at least 1 year experience of counselling either within or outside the same set-up.	She should be preferably a resident of the local community of District West so that local human resource and expertise is utilized for effective functioning of the centre.	Rs.40,000/-PM

S.No	Post	Age Limit	No. of Posts	Qualification	Additional Qualification	Remuneration
2	Office Assistant with computer knowledge	18-35 Years	01 Post	Any woman who is a graduate with at least diploma in computer/ IT etc. with a 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-Government/ IT-based organizations.	-	Rs.22,500/-PM
3.	Multi Purpose Staff/ Cook	18-35 Years	03	Any women who is High School pass or equivalent will be preferred.	-	Rs.21000/-PM
4.	Security Guard	18-35 Years	01	Any Woman with atleast 2 years' experience of working as security personnel in a government or reputed organization at the district/ state level.	-	Rs. 17,500/-PM

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 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 2025.
4. Since the engagement is for discharging an important function, 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 she 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 she fulfils the eligibility and other norms and that the particulars furnished by her are correct in all respect.
8. The Appointment is purely on a temporary/contractual basis for a period of One year and can be terminated at any time without notice or assigning reasons thereof.
9. No TA/DA will be paid for attending the interview.
10. This office e reserves the right to maintain a waiting list of candidates in order of merit to fill vacancies in the event of a candidate failing to join duty.

9. No TA/DA will be paid for attending the interview.
10. This office e reserves the right to maintain a waiting list of candidates in order of merit to fill vacancies in the event of a candidate failing to join duty.

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

*Recruitment Notice.

*Recruitment APPLICATION Form is enclosed as Annexure A pages 01 to 03.



ITI AGGARWAL, DANICS
SDM(Rajouri Garden)
District WEST

DISTRICT WEST DELHI ONE STOP CENTRE
RECRUITMENT APPLICATION FORM

Position Applied For

1. Centre Administrator
2. IT Worker
3. Multi Purpose Staff/Cook
4. Security Guard

Personal Information

Full Name

Date of Birth

Gender

Contact Number

Email Address

Permanent Address

Present Address(if different from permanent)

Educational Qualifications

Degree	Institution	Year of Passing	Grade/Percentage
High School			
Beachelor's Degree			
Master's Degree			
Diploma(if any)			

Experience:-

Organisation	Position Held	Duration (from – To)	Key Responsibilities

Additional Information:

Are You a resident local community under District West ? (YES/NO)

Do you have any additional qualifications or skills relevant to the position?(YES/NO).

If yes pl. specify.

Declaration:

I _____ D/O, W/O _____ certify that the information provided in this application is true and complete to the best of any knowledge. I understand that any false statement or omissions may result in disqualification from employment or dismissal if employed.

Signature
Date