

Government of West Bengal  
Office of The Child Development Project Officer  
Titagarh(U) ICDS Project, 24 Pgs (N).

Memo No: 209/ICD/Tit

Date: 11.06.2018


**Notice**

Applications are invited from only **women candidate** of (A) Titagarh Municipal area of 24 Parganas(N), for the post of Anganwadi Worker and (B) from the respective Ward of Titagarh Municipal area for the post of Anganwadi Helper for which vacancy has been declared . Detail of vacancy and terms-condition as stated below:

Sl No	Particular	Anganwadi Worker	Anganwadi Helper
1	Number of vacancy	Total: 3(three) as on date. <b>Number of vacancy may change depending upon the situation.</b> Accordingly 100 point roster will be followed.	Total: 6 ( Six ) as on date. <b>Number of vacancy may change depending upon the situation.</b> Wardwise vacancy as follows: Ward No.      Number of vacancy 1                      1 2                      1 3                      1 8                      1 14                     1 17                     1 -----Total: --06.
2	Nature of vacancy as per 100 point roster as on date	OBC-A-1 UR-1 SC-1	ST- 4 SC- 1 UR-1
3	Minimum qualification:	Madhyamik or equivalent passed from any recognized and approved board within 01.01.2018 for all categories	Class VIII passed from any recognized and approved institution within 01.01.2018 for all categories
4	Age	18 yrs to 45 yrs as on 01.01.2018	18 yrs to 45 yrs as on 01.01.2018
5	Age of retirement	As per present norms 65 years	As per present norms 65 years
6	Residential Area from where application is invited	From any ward within Titagarh Municipality	From the respective ward only for which vacancy has been declared. For example, a candidate of Ward-“A” can apply if vacancy is declared for Ward-“A” that means candidate should be the resident of the ward for which she is applying .
7	Monthly Honorarium and additional honorarium	Rs.3000/ per month and Rs.1850/ per month respectively as per existing norms. Appointment in this post is not considered as a government employee.	Rs.1500/ per month and Rs.1850/ per month respectively as per existing norms. Appointment in this post is not considered as a government employee.
8	Nature of job	1. Taking care of Pregnant mothers, nursing mothers, children from 0-6 yrs , adolescent girls and others as directed by the government 2. Arranging Preschool	1 . Taking care of Pregnant mothers, nursing mothers, children from 0-6 yrs , adolescent girls and others as directed by the government 2 Arranging Preschool for 3-

		<p>education for 3-6 yr children</p> <ol style="list-style-type: none"> <li>3. Arranging weighing for 0-5 yr children</li> <li>4. Arranging Supplementary Nutrition Programme even if there is absence of Anganwadi Helper</li> <li>5. Involvement in Immunization programme</li> <li>6. Taking care of all the logistics and materials sent to Anganwadi centres from time to time</li> <li>7. Home visit of the beneficiaries</li> <li>8. Involvement in additional works such as pulse polio, Census, Election work etc</li> </ol>	<p>6 yr children in absence of Anganwadi Workers</p> <ol style="list-style-type: none"> <li>3 To assist AW worker in weighing for 0-5 yr children</li> <li>4 Cooking food under Supplementary Nutrition Programme and distribution of the food among children and mothers</li> <li>5 Involvement in Immunization programme</li> <li>6 Taking care of all the logistics and materials sent to Anganwadi centres from time to time</li> <li>7 To assist Anganwadi Worker during her home visit of beneficiaries</li> <li>8 Involvement in other works as directed by the government</li> </ol>
9	Training	Have to attend any kind of training as and when directed whichever may be the place	Have to attend any kind of training as and when directed whichever may be the place
10	Mode of examination	Written -90 Marks. Minimum qualifying marks-30 Viva-Voce test- 10 Marks	Written -90 Marks. Minimum qualifying marks-30 Viva-Voce test- 10 Marks
11	Model Syllabus for written examination	<ol style="list-style-type: none"> <li>i. Essay writing in mother tongue of class in 150 words-15 Marks</li> <li>ii. Arithmetic of class VIII standard-20 Marks</li> <li>iii. Public Health and Nutrition and Status of Women-15 marks</li> <li>iv. General knowledge in English and translation in English – 20 Marks</li> <li>v. General Knowledge-20 marks</li> </ol>	<ol style="list-style-type: none"> <li>i. Essay writing in mother tongue of class in 150 words-15 Marks</li> <li>ii. Arithmetic of class VIII standard-20 Marks</li> <li>iii. Public Health and Nutrition and Status of Women-15 marks</li> <li>iv. General knowledge in English and translation in English – 20 Marks</li> <li>v. General Knowledge-20 marks</li> </ol>
12	Last date of application	13/07/2018 upto 3 p.m	13/07/2018 upto 3.p.m.
13	Mode of submission of application	Application should be submitted in prescribed format enclosed with this notice at the office of the CDPO, Titagarh ICDS Project from 12 noon to 3 p.m on any official working day upto 13/07/2018. If any application sent by post not received by the office in due time authority will not be responsible by any means.	
14.	Format for application	As per proforma enclosed with this notice duly typed in or computer print out. Application may be submitted in plain paper but illegible handwriting will not be allowed.	
15	Sending of Admit card	Admit card will be sent by post. But authority will not be responsible for any kind of delay if admit card not reached by post in time. Candidate will be issued duplicate admit card if they contact in due time before examination and viva voce test with proper document	


16	Documents to be attached with application	<p>i. 2 copies of self attested recent passport photo in a small envelop. One copy affixed on application, 2 on two admit cards</p> <p>ii. 2 copies of specimen admit card as per format enclosed with this notice</p> <p>iii. 3 copies of self addressed envelop with stamp of Rs.5/- affixed on each envelop</p> <p>iv. Current residential certificate from competent authority in original clearly stating Municipal ward number</p> <p>v. Self attested Xerox copies of educational qualification certificate, date of birth proof, voter card if available, Adhar card if available, ration card if available and caste certificate issued from competent authority.</p> <p>vi. For physically handicapped person ( locomotor disability) certificate must be submitted.</p>
17	Reason for cancellation of application or candidature	<p>i. Unsigned application or improper format or application not filled up properly will be rejected.</p> <p>ii. Any short of document as stated above or not self attested will be liable for cancellation or rejection of application.</p> <p>iii. Candidate without proper age or qualification as desired for the post will be rejected.</p> <p>iv. For Anganwadi Helper residential certificate should confirm the municipal ward from which she is applying for.</p> <p>v. Without admit card written examination and viva voce test will not be allowed.</p> <p>vi. Candidates qualified in written examination must appear in viva voce test.</p> <p>vii. If any document proved to be false or improper candidature will be rejected at any stage.</p> <p>viii. Original copies of documents attached must be produced during viva-voce test without which candidature will be liable for rejection.</p> <p>ix. Caste certificate from competent authority will only be accepted for the respective caste.</p> <p>x. Follow the rules as stated in specimen copy of admit card violation of which will not be permissible.</p>
18	Issue of receipt of application	Candidate must bring a Xerox of her filled up application for receive copy

  
 Child Development Project Officer  
 Titagarh(U) ICDS Project, 24 Parganas(N)  
 Child Development Project Officer-in-Charge  
 Titagarh ICDS Project  
 Date: 11.06.2018  
 North 24 Parganas

**Memo No:209/1(11)/ICD/Tit**

Copy forwarded for information to:

1. The Joint Secretary, Deptt of Womenn & Child Development, Govt of West Bengal, Kolkata.
2. The Director of ICDS, Govt of West Bengal, Salt Lake, Kol-64.
3. The District Magistrate, 24 Parganas (N)
4. The Sub-Divisional Officer, Barrackpore, 24 Pgs(N)
5. The District Programme Officer( ICDS), 24 Pgs(N)
6. The M.L.A, Barckpore.
7. The Chairman, Titagarh, Municipality, 24 Pgs(N), with a request to inform the ward councilors.
8. The A.C.M.O.H, Barackpore, 24 Pgs(N)
9. The District Information and Cultural Officer. 24 Parganas(N)
10. The Post Master, Titagarh Post Office, 24 Pgs(N)
11. Office notice board

  
 Child Development Project Officer  
 Titagarh(U) ICDS Project, 24 Parganas(N)  
 Child Development Project Officer-in-Charge  
 Titagarh ICDS Project  
 North 24 Parganas

**Format for application to the post of Anganwadi Worker / Anganwadi Helper under Titagarh(U) ICDS Project :**

To,  
The C.D.P.O,  
Titagarh(U) ICDS Project,  
24 Parganas(N)

Affix your  
Photo here

**Memo No:**

**Date:**

Name of the post applied for :

Name of the candidate:

Father's/Husband's name:

Address with Municipality Ward No:

Date of Birth:

Highest Academic Qualification:

Caste:

Whether Person with disability: If yes mention percentage and nature of disability:

Your own language:

Language opted for written examination: Bengali/English / Hindi ( Under the unavoidable circumstances question paper may be either in Bengali or in English)

Contact number( Mobile):

List of documents attached:

Declaration of the candidate: I do hereby declare that the information stated above are true to best of my knowledge. If any information or document attached with this application found or proved to be false I would have no complaint if my candidature is cancelled or action taken as per law against me.

Signature of the candidate with date

Specimen copy of Admit Card :

Government of West Bengal  
Office of The Child Development Project Officer  
Titagarh(U) ICDS Project,24 Pgs (N).

Admit card for Anganwadi Worker/Anganwadi Helper Written Examination/Viva-Voce Test:

Name of the candidate:  
( Filled by candidate)

Affix your  
Photo here

Name of the post:  
( Filled by candidate)

Roll No:  
(Office use)

Name of the venue:  
(Office use)

Date and time:  
(Office Use)

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N.B: 1. Attend one hour before schedule time at examination venue. 2. Bring the original admit card without which candidate will not be allowed at examination centre. 3. Do not enter with bag , mobile and calculator in the examination venue. 4. Only equipments necessary for examination ( pen, pencils, eraser, scale etc ) and water bottle will be allowed. 5. Entry at examination venue will not be allowed after examination has started. 6. Candidate will not be allowed to leave examination venue during examination 7.Maintain cleanliness at examination venue. 8. On the day of Viva –Voce test original documents must be produced.