

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

Memo No.13/ICDS/DJ-U/24

Dated:09/02/2024

NOTICE

In pursuance to the Departmental instructions, and taking concurrence of the District Level Selection and Monitoring Committee meeting dated 27/01/2024 the applications for the promotion to the post of Anganwadi Workers (AWW) are invited from the eligible Anganwadi Helpers (AWH) for filling up of vacancies under **Darjeeling (U) ICDS Project, Darjeeling District.**

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

AWHs must submit their applications duly filled along with all supporting documents at the Darjeeling (U)ICDS Project Office from 09.02.2024.

**FOR THE PROMOTION TO THE POST OF ANGANWADI WORKERS
(AWW) FROM ANGANWADI HELPERS (AWH)**

Conditions and Qualification:

- 1) **Qualification:** Minimum educational qualification Class X Pass. However a candidate with higher qualification will also be considered for the post as per the provisions of law.
- 2) **Experience:** AWHs who have completed 5 years continuous service before issuing this notice. **Copy of appointment letter and joining letter of AWH must be attached with the application.**
- 3) **Caste Certificate:** Caste certificate (SC/ST only), issued only by the Sub-Divisional Officer will be accepted. Caste Certificate must be valid in respect of the State of West Bengal and should be active at the time of submitting the application. Otherwise the candidate will be treated as a general candidate.
- 4) **Appointing Authority:** CDPO, Darjeeling (U) ICDS Project. Postings will be made in any available AWC within the project area, based on the position in the final merit list and on testing the willingness of candidates by the way of counseling.
- 5) **AWW Vacancies under zone of consideration for promotion:** 42 number of effective vacancies are hereby being considered for filling up by the way of promotion and followed by the direct recruitment in the proportion as prescribed by the rules/guidelines notified by the State Government. Accordingly, incumbent AWH who fulfil the eligibility criteria under the General, SC & ST categories may apply for the post of AWW worker at the Office of CDPO Darjeeling (U) ICDS Project. Accordingly, the vacancy position meant for promotions shall first be filled and subsequently direct recruitment shall be taken up.

N.B: Candidates are requested to check the category before applying for the post.

6) Selection criteria:

a) Submission of Applications: The proforma is available at the office of the undersigned. Applications will be available at the Office of CDPO Darjeeling (U) ICDS Project Office from **9th February, 2024.**

The last date for submitting applications is **05.03.2024, 5 pm.**

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) 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.

(I) The total marks will be 50 out of which 10 marks for weightage for seniority (weightage for seniority for every 3 years exceeding 5 years – 5 marks, subject to maximum of 10 marks), 35 (MCQ) are for written test and 5 are earmarked for viva-voce.

(II) If an AWH does not appear either in the written test or viva voce test she will be disqualified for selection as an AWW.

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

(IV) For preparation of the final Panel, marks obtained in the written examination as well as in the viva voce and weightage of seniority will be considered for preparation of merit list.

(V) Filling up of positions shall be as per the vacancy and observing the 50 point roster from among the successful candidates testing their final willingness. Opportunity would be made open to the candidates as per the order of merit.

Syllabus for written examination-

- | | |
|--|-----------|
| (I) Arithmetic (Multiple type objective questions
on Arithmetic, Class VIII standard) | :10 Marks |
| (II) Nutrition, Public Health, Status of Women | :10 Marks |
| (III) English language | :10 Marks |
| (IV) General knowledge | : 5 Marks |

The date for the Written Examination will be communicated through admit card. The admit cards would be posted and an authenticated copy may also be collected from CDPO office.

All subsequent communication shall be through admit cards and/or through the Office of the CDPO in their notice boards. A copy of important communication may also be displayed in the official website of District Magistrate / Sub Divisional Magistrate.

Schedule and venue of viva voce shall be communicated accordingly.

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

8. Discontinuation/Termination of AWW post selection:

Service conditions shall be as decided by the competent authority.

9. If it is found at any stage of promotion process or even after promotion that the AWH has submitted any wrong information regarding her age, caste, educational qualification etc. her candidature is liable to be rejected without assigning any reason thereof and it can be at any stage regardless whether promotion process is underway or completed. Legal action as per Govt. rule may also be initiated against her.

10. Application to be duly filled and all enclosures to be duly self-attested: Eligible AWHs are requested to enclose their application form with necessary enclosures, caste certificates as may be applicable.

11. Essentiality of the Admit Card: No Candidate will be allowed to take viva voce without production of the Admit card and other required original documents.

12. Merit Panels: Merit panels shall be notified by the CDPO and filling up of vacancies shall be as per the order of merit and their willingness to join the new post. The absence/ absence of exercise of option during the counselling process shall be considered as unwillingness to take the promotion. Accordingly, the persons next in line will be given the opportunity.

13. The selection for promotion to AWW will be as per the final decision of the District Selection and Monitoring Committee, GTA -Darjeeling.

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

15. **Subsequent supplementary information/changes any to be notified by the CDPO Office.**

16. **Documents to attach with application:**

16.1. Copy of appointment letter of AWH

16.2. Copy of joining letter as AWH

16.3. Document/s in support of educational qualification

16.4. 2 copies of filled admit card proforma (filled and with photograph affixed)

16.5. Caste certificate (SC/ST only) issued by SDO, Govt. of West Bengal (as may be applicable)

The claim of Residential status and issue of 5 years continuous experience (or above) would be verified from the available records.

17. **Document verification (of originals) at the time of viva voce:** Eligible AWHs 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.

18. The physical application as hard copies (Application in Original, enclosures as photostat and self-attested) may be submitted by hand to the Office of the CDPO Darjeeling (U) ICDS Project.

19. **Right to amend/ cancel the selection process:** The selection process as may be notified herein may be amended/ supplemented/ 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 in the event of cancellation/ where so ever it would require modification of DLSMC resolution.

All are informed accordingly and with request for submitting the applications.


Child Development Project Officer
Darjeeling (U) ICDS Project
Darjeeling

Memo No.13/1(22)/ICDS/DJ-U/24

Dated:09/02/2024

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

- 1) The Additional Secretary, Government of West Bengal, Dept of WCD & SW
- 2) The Director of ICDS, Government of West Bengal
- 3) The Principal Secretary, GTA, Darjeeling
- 4) The District Magistrate, Darjeeling
- 5) The Sub- Divisional Officer, Sadar Darjeeling

- 6) The Chairman, Darjeeling Municipality.
- 7) Shri. Manobendra Modak, Joint Executive Director, GTA
- 8) The Chairperson of West Bengal Social welfare advisory Board
- 9) Shri L.B. Rai, Chairman, Mirik Municipality
- 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) The District Programme Officer, District ICDS Cell, Darjeeling
- 16) The Officer In charge, NIC, Darjeeling with a request to publish the notice in the District website.
- 17) The Additional Inspector of School, Darjeeling.
- 18) The ACMOH, Sadar Darjeeling
- 19) PA to the Additional District Magistrate (ICDS), Darjeeling
- 20) The Post Master, Darjeeling GPO.
- 21) Office Notice Board
- 22) Guard File.


09/02/24.

Child Development Project Officer
Darjeeling (U) ICDS Project
Darjeeling

APPLICATION FORM FOR THE PROMOTION TO THE POST OF ANGANWADI WORKER FROM ANGANWADI HELPER

Submitting herewith following application to the CDPO, _____ ICDS Project for kind consideration. Necessary enclosures are attached herewith.

Notice number and date	
Post applied for the promotion of	Anganwadi Worker
Project Name	
Language opted for the written examination (Nepali/English/Bengali/Hindi)	

PERSONAL DETAILS		
Name of AWH (In block letter)		Pass Photo to be affixed here
Father/Mother/Guardian's name)		
Date of birth of applicant (DD/MM/YYYY)		
Memo no. & date of appointment letter of AWH		
Date of joining as AWH (DD/MM/YYYY)		
Name and 11 digit code of AWC now posted		
Continuous Experience as AWH	_____ years _____ months	
Mobile number		

EDUCATIONAL QUALIFICATION	
Highest Qualification (Passed):	
10th Standard (or equivalent) Certificate Number:	
Whether Passed the 10th Standard (or equivalent) or not (Passed/Not Passed):	
Name of the Council/Board:	
Year of Passing:	
Marks obtained (in %):	
Highest Qualification possessed	
The Years of acquiring the Graduation as well as the highest Qualification stated above	

CASTE DETAILS	
Caste Category claimed: (Unreserved / SC / ST)	
Caste Certificate No:	
Date of Issue:	
Issuing state:	
Issuing District:	
Issuing Authority:	

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 in reference to the promotion for the AWW post (voluntary position) notified by the CDPO by the way of promotions. I am aware of the fact that my absence during the time of selection process/ or lack of exercising option at the time of counselling is treated as withdrawal of my claim. I have consulted the CDPO office and am aware of the category wise vacancy position meant for the promotions.

Place:

Date :

Full signature of the AWH

*Avoid making overwriting or corrections, especially after striking out any text. Ensure that all your writing is legible. Please refer to the Notice 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 PROMOTION TO THE POST OF
ANGANWADI WORKER FROM ANGANWADI HELPER**

TO BE FILLED UP BY THE AWH-

Name of the AWH :
Father/Husband's Name :
Contact No. :
AWC name & 11 digit code :
Address :

Affix a
passport size
photo here

The AWH is hereby requested to appear at the written test for promotion to the post of Anganwadi Worker.
Exam Venue is given below:

For Office use only-

Roll No.

Venue Name:

Venue Address:

Exam date & Time:

Reporting Date & Time:

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**ADMIT CARD FOR VIVA VOCE FOR THE PROMOTION TO THE POST OF ANGANWADI
WORKER FROM ANGANWADI HELPER**

TO BE FILLED UP BY THE AWH-

Name of the AWH	:
Father/Husband's Name	:
Contact No.	:
AWC name & 11 digit code	:
Address	:

Affix a
passport size
photo here

The AWH is hereby requested to appear before District Level Selection & Monitoring Committee constituted for the purpose of viva voce to the post of Anganwadi Worker 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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