



Government of West Bengal  
Office of the District Magistrate  
(Social Welfare Section)  
District- Paschim Bardhaman  
E-mail id: [dswopaschimbdn@gmail.com](mailto:dswopaschimbdn@gmail.com)

Memo No. 116/SW/Paschimbdn

Date: 01.06.2018

**NOTICE**

In pursuance of Memo No.40(Secy)-SW/O/JJA-57/17 Dt. 30.01.2018 of the Secretary, Department of WCD & SW, Govt. Of West Bengal, applications in prescribed format are hereby invited from eligible candidates in order to fill-up different categories of posts on contractual basis in the District Child Protection Unit (DCPU), Paschim Bardhaman for the implementation of Integrated Child Protection Scheme (ICPS). The details of the vacancies, eligibility criteria and other general guidelines are as follows:-

**A. For different posts of District Child Protection Unit(DCPU), Paschim Bardhaman:**

Sl. No	Name of the Post	Age (Yrs.)	Minimum Education Qualification	Other required Qualification	No. of Post with Category	Consolidated Pay (per month)
1	District Child Protection Officer	18-45	Graduate, preferably in Social Work / Psychology/ Sociology/ Law	1.Knowledge in Computer Operation . 2.Knowledge in Counselling. Experience: at least 5 years in the field of Child Welfare.	01 (UR)	Rs. 33,250.00
2	Protection Officer, (Institutional Care)	18-45	Graduate, preferably in Social Work / Psychology/ Sociology	1.Knowledge in Computer Operation. 2.Knowledge in Counselling. Experience: at least 3 years in the field of Child Welfare.	01 (UR)	Rs. 21,000.00
3	Protection Officer, (Non Institutional Care)	18-45	Graduate, preferably in Social Work / Psychology/ Sociology	1.Knowledge in Computer Operation. 2.Knowledge in Counselling. Experience: at least 3 years in the field of Child Welfare.	01 (UR)	Rs. 21,000.00
4	Legal cum Probation Officer	18-45	Graduate in Law	1. Knowledge in Computer Operation. 2. 3 years experience in the field of Child Welfare.	01 (UR)	Rs. 21,000.00
5	Counsellor	18-35	Graduate, preferably in Social Work / Psychology/ Sociology	1.Knowledge in Computer Operation. 2. 2 years experience in the field of Child Welfare / Counselling.	01(UR)	Rs. 14,000.00
6	Social Worker	18-35	Graduate, preferably in Social Work / Psychology/ Sociology	1.Knowledge in Child Psychology is preferable. 2.Experience of at least 2 years in the field of Child Development/Counselling. Basic Knowledge in computer operation is Preferable.	02 (01 SC, Male & 01 UR, Female)	Rs. 14,000.00
7	Accountant	18-35	B. Com.	1.Knowledge in Computer Operation. 2. Experience of at least 2 years in Accounting work and knowledge of Tally package	01(UR)	Rs. 14,000.00

Sl. No	Name of the Post	Age (Yrs.)	Minimum Education Qualification	Other required Qualification	No. of Post with Category	Consolidated Pay (per month)
8	Data Analyst	18-35	Graduate in Computer Application	At least one year's experience in the relevant field.	01(UR)	Rs. 14,000.00
9	Assistant cum Data Entry Operator for DCPS	18-35	HS or equivalent	1. Knowledge in computer operation. 2. Experience of at least 1 year in computer operation.	01(UR)	Rs. 10,000.00
10	Out Reach Worker	18-35	Madhayamik or equivalent	1. Good Communication Skills. 2. Experience: at least 2 years in the relevant field. Basic Knowledge in computer operation is Preferable.	02 (01 SC, & 01 UR)	Rs. 8,000.00

**B. Post for Child Welfare Committee (CWC), Paschim Bardhaman:**

Sl. No	Name of the Post	Age (Yrs.)	Minimum Education Qualification	Other required Qualification	No. of Post with Category	Consolidated Pay (per month)
1	Assistant cum Data Entry Operator for CWC	18-35	HS or equivalent	1. Knowledge in Computer Operation 2. experience of at least 1 year in Computer Operation	01 (UR)	Rs. 9,000.00

**C. Post for Juvenile Justice Board (JJB), Paschim Bardhaman:**

Sl. No	Name of the Post	Age (Yrs.)	Minimum Education Qualification	Other required Qualification	No. of Post with Category	Consolidated Pay (per month)
1	Assistant cum Data Entry Operator for JJB	18-35	HS or equivalent	1. Knowledge in Computer Operation 2. experience of at least 1 year in Computer Operation	01 (UR)	Rs. 9,000.00


**D. Other General Guidelines:-**

- The applicant should be a resident of West Bengal and **can apply for one post only. Multiple applications submitted for more than one post shall lead to the disqualification of the candidate.**
- A written test of 80(Eighty) Marks shall be conducted for each post on General Awareness, Mathematics, English and Specialization Subject.
- There will be a computer test of 10(Ten) Marks for the successful candidates in the written test.
- Candidates who succeed in the computer test will, in the ratio of 1:5 need to appear in viva-voce test carrying 10(Ten) marks.
- Prescribed application form may be downloaded from the website [www.bardhaman.nic.in](http://www.bardhaman.nic.in), <http://www.asansolmunicipalcorporation.org>, <http://www.durgapurmunicipalcorporation.org>, <http://www.addaonline.in> and are available at the notice board of the office of the District Magistrate(Social Welfare Section), Paschim Bardhaman, Civil Defence Building, 1st Floor, Vivekananda Sarani, Asansol-713305.
- The envelope containing application must be superscribed in the following manner:  
"Application for the Post of ....."
- Application will be received from 04.06.2018 to 22.06.2018 from 11 AM to 4 PM on all working days.

**The last date for submission of application in person or by post: 22.06.2018 up to 5 PM. Postal delay if any will not be considered.**

- Age will be calculated as on 01.06.2018.
- Following self attested documents should be enclosed with the application:-
  - Age Proof (Admit Card or Certificate of Secondary Examination).
  - Residential Proof (Aadhaar Card, Voter Card, Residential Certificate MLA/ MP/ BDO/ SDO/ Pradhan/Councillor)

- c) Educational Qualification Certificate as per post applied.
  - d) Computer Qualification Certificate wherever applicable.
  - e) Experience Certificate as per post applied.
  - f) Caste certificate wherever applicable.
  - g) Mobile no. and valid e-mail id.
  - h) 2 (Two) self addressed envelopes (size 10" X 4") with postage stamp of Rs. 25/-<sup>each</sup> for sending admit cards through registered post/speed post.
  - i) Two self attested passport size photographs, one affixed with the application and other stapled to it.
10. Applications addressed to The District Magistrate, Paschim Bardhaman (Social Welfare Section), should be submitted in the Drop-Box, kept at the office of the District Magistrate, Paschim Bardhaman (Social Welfare Section), Civil Defence Building, 1st Floor, Vivekananda Sarani, Asansol-713305 or by post to the address "District Magistrate, Paschim Bardhaman (Social Welfare Section), Civil Defence Building, 1st Floor, Vivekananda Sarani, Asansol-713305."
11. District Level Selection Committee reserves the right for rejection of any application, not duly filled in or received after due date etc. It also reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.
12. Admission to the examination is purely provisional. Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examination.


  
District Magistrate  
Paschim Bardhaman

Memo No: 116/1(21)/SW/Paschimbdm

Date: 01.06.2018

Copy forwarded for information and necessary action to:-

1. The Secretary, Deptt. of Women and Child Dev. & Social Welfare, Govt. of West Bengal, 10<sup>th</sup> floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
2. The Director of Social Welfare, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
3. The Director of Child Rights and Trafficking, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
4. The Director of Information & Cultural Affairs, Govt. of West Bengal, Nabanna, 9th Floor with request to arrange for the insertion of notice with application format in "Banglar Mukh" website, Govt. of West Bengal.
5. The CEO, Asansol Durgapur Development Authority with request to arrange for the insertion of notice with application format in <http://www.addaonline.in> .
6. The Addl. District Magistrate (Dev.), Paschim Bardhaman.
7. The DIO (NIC), Purba Bardhaman with request to arrange for the insertion of notice with application format in [www.bardhaman.nic.in](http://www.bardhaman.nic.in) .
8. The Commissioner, Asansol Municipal Corporation with request to arrange for the insertion of notice with application format in <http://www.asansolmunicipalcorporation.org> .
9. The Commissioner, Durgapur Municipal Corporation with request to arrange for the insertion of notice with application format in <http://www.durgapurmunicipalcorporation.org> .
- 10-11. The Sub Divisional Officer, Asansol Sadar/Durgapur.
12. The DICO, Paschim Bardhaman
- 13-20. The Block Dev. Officer (All), Paschim Bardhaman District.
21. Office Copy.

  
District Magistrate  
Paschim Bardhaman

# APPLICATION FORMAT

Attach One Self  
Attested recent  
Passport size  
photograph

Application for the post of \_\_\_\_\_

To

The District Magistrate, Paschim Bardhaman.

Sir.

In response to your advertisement vide memo no. 116/SW/Paschimbdn dt. 01.06.2018 regarding recruitment of contractual staff for DCPU, JJB & CWC, Paschim Bardhaman, I am submitting my application for the post of \_\_\_\_\_. My full particulars with required documents are given below for your kind consideration.

1. Name of the Applicant(In block letters): \_\_\_\_\_

2. Father/Husband/ Guardian's Name : \_\_\_\_\_

3. Address for communication: \_\_\_\_\_

Block/Municipality/Corporation: \_\_\_\_\_ Post Office: \_\_\_\_\_

District: \_\_\_\_\_ Pin: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email id: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

Block/Municipality/Corporation: \_\_\_\_\_ Post Office: \_\_\_\_\_

District: \_\_\_\_\_ Pin: \_\_\_\_\_

5. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ 6. Age as on (01/06/2018): \_\_\_\_\_

7. Sex (Male/ Female): \_\_\_\_\_ 8. Category: \_\_\_\_\_

9. Nationality: \_\_\_\_\_

10. Academic Qualification (From Madhyamik onward):-

Sl. No.	Exam Passed	Board/University	Year of Passing	Total Marks	Marks Obtained	% of marks

11. Qualification in Computer: \_\_\_\_\_

12. Work experience: \_\_\_\_\_

## DECLARATION

"I hereby declare that all statements made in this application are correct to the best of my knowledge and belief. In the event of any information being found false, my candidature is liable to be cancelled."

Place:

Date:

Full Signature of the applicant