



**Government of West Bengal
Office of the District Magistrate, Purba Bardhaman
District Social Welfare Section**

E-mail ID : dswo.bwn@gmail.com

Ph No. 7797110455

NOTICE

In pursuance of Memo No. 40(Secy)-SW/O/JJA-57/17 dated 30.01.2018 and No. 3427-SW/O/JJA-25/15 dated 18.08.2016 of Department of Women and Child Development and Social Welfare, Government of West Bengal, **offline applications** in prescribed form are invited from eligible candidates for engagement to different categories of staff on purely temporary and contractual basis under Integrated Child Protection Scheme (ICPS) and for preparation of panel for the concerned post. The engagement will be made for District Child Protection Unit and Government run Children Home for Girls in Purba Bardhaman. The contract may be renewed on yearly basis by the Department of Women & Child Development and Social Welfare, West Bengal on the basis of requirement of contractual staff for the post and upon satisfactory performance of the incumbent. Applications will be received offline, that is, either **by post or by drop box** which will be put up at Social Welfare Section, Purba Bardhaman before the closing date i.e. **15.06.2022**.

The relevant particulars like name of the post, essential and preferred qualifications, age limit, monthly remunerations and vacancy position follows :

1. A. RECRUITMENT OF CONTRACTUAL STAFF UNDER ICPS FOR CHILDREN HOME FOR GIRLS, PURBA BARDHAMAN

Sl. No.	Name of Post	No. of Post	Category	Terms & Conditions	Other preferred qualification
1	PARAMEDICAL STAFF (only female)	1	UNRESERVED	Essential Qualification:- i. H.S. Passed & Diploma in Nursing / Pharmacy Age:- 21-40 Yrs. Consolidated pay- 12,000/- per month	At least 3 years experience in the relevant filed.

B. RECRUITMENT OF CONTRACTUAL STAFF UNDER ICPS FOR DISTRICT CHILD PROTECTION UNIT, PURBA BARDHAMAN

Sl. No.	Name of Post	No. of Post	Category	Terms & Conditions	Required Experience	Other required qualification
1	LEGAL-CUM-PROBATION OFFICER	1	UNRESERVED	Essential Qualification:- i. Graduate in Law. Age:- 18-45 Yrs. Consolidated Pay- 23,100/- per month	3 years experience in the field of child welfare	Knowledge in Computer Operation
2	OUT REACH WORKER	1	UNRESERVED (EC)	Essential Qualification:- i. Madhyamik or equivalent Age:- 18-35 Yrs. Consolidated Pay :- 12,000/- per month	Experience at least 2 years in the relevant field	Good Communication Skills

Age for all category of above posts will be calculated as on 01.01.2022.

As the engagement of contractual staff as mentioned above is for Govt. run Home "Children Home for Girls", Purba Bardhaman selected candidate will have to perform duty in any shift of any-day including night-shift. As the duty to be performed by selected candidates is for Institutional Care of children, they will have to render service in holidays. Selected candidate may have to arrange to reside near Govt. run Home "Children Home for Girls", Purba Bardhaman at Bamchandaipur, Joteram under Burdwan-II Development Block for rendering duty properly.

A. PROCEDURE OF APPLICATION :

OFFLINE SUBMISSION OF APPLICATIONS :

Application is to be submitted in sealed envelope and name of the post should be clearly mentioned on the envelope.

Eligible and intending candidates for the above posts may send application with relevant *self-attested* documents as prescribed below :

1. *Duly filled up prescribed application form.*
2. *One passport size colour photograph (to be pasted on application form)*
3. *Self attested Photo copy of EPIC Card / AADHAAR Card / Ration Card.*
4. *Self attested Photo copy of Age Proof Certificate (Admit Card/certificate of Madhyamik or equivalent examination).*
5. *Self attested Photo copy of educational qualification passed certificate.*
6. *Self attested Photo copy of EC certificate issued by appropriate authority for the post of Out Reach Worker.*
7. *Self attested Photo copy of experience certificate issued by competent authority.*

Applications should be submitted at Social Welfare Section under the office of District Magistrate, Purba Bardhaman at Sub Station Building, 1st Floor, beside Hawkers' Market, Opposite Lok Sanskrit Mancha, Purba Bardhaman-713101 only on office-days (excepting Saturdays, Sundays and holidays). Applications will be received in drop Box kept at the above address, or, from postal system upto 5.30 PM on 15.06.2022.

This Authority will not be responsible for postal delay.

All the applications need to be addressed to:

**District Social Welfare Officer
Office of the District Magistrate
Social Welfare Section
Sub Station Building, near Hawkers' Market,
Purba Bardhaman – 713 101**

(Applications received by any section other than Social Welfare Section would be summarily rejected)

All the applications received will then be verified and applications would be short-listed. Candidates selected on the basis of above criteria will be called for appearing in written examination. Top 10 candidates on the basis of marks obtained in written examination will be called for Computer Ability Test. Top 5 candidates on the basis of total marks obtained in written and Computer Ability Test will be called for viva-voce. Final merit list will be prepared on the basis of total marks obtained in written examination, computer ability test and VIVA-VOCE. Panel will be valid for two years. No canvassing in any form would be entertained.

B. GENERATION OF ADMIT CARD :

- Applicants will have to get their Admit Card downloaded from their own email ID or collect from the office of the Social Welfare Section under the office of District Magistrate, Purba Bardhaman at Sub Station Building, 1st Floor, beside Hawkers' Market, Opposite Lok Sanskrit Mancha, Purba Bardhaman-713101 only on office-days (excepting Saturdays, Sundays and holidays) .
- Date of issuing of Admit Card will be notified in website in this district i.e. <https://purbabardhaman.nic.in/>

C. INSTRUCTION

1. A candidate must go through the instructions thoroughly and carefully before and at the time of submitting offline application. Any omission / wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The condition prescribed cannot be relaxed.
2. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of the application
3. In any stage, if any statements made in the application be subsequently found to be false, his / her candidature will liable to be cancelled, even if appointed to the posts on the basis of the examination his / her service will be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
4. Application not duly filled in or found incomplete or defective or without required attachments by any respect will be liable for rejection.
5. Age as recorded only in the Madhyamik or equivalent will be accepted.
6. The District Level Selection Committee, Purba Bardhaman may require such further proof or particulars from the candidates as it may consider necessary and may cause enquires about their character and other particulars regarding their suitability and eligibility at any stage.
7. Original certificates and self attested photocopies of certificates relating to identity, residence, age, qualifications and experience will have to be submitted when the District Level Selection Committee will ask for that afterwards. If any candidate fails to furnish any original certificate or other relevant document or information relating to his / her candidature within the specified time, his / her claim for appointment may be passed over without further reference to him / her.
8. A candidate should note that his / her admission for appearing at the written examination / viva-voce / computer ability test will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for this selection process, his / her candidature will be cancelled without further reference to him / her.
9. **ONE CANDIDATE IS ALLOWED TO APPLY FOR ONE POST ONLY AND IF IT IS FOUND ANY ONE APPLYING FOR MORE THAN ONE POST HER / HIS CANDIDATURE WILL BE CANCELLED.**

D. SPECIAL INSTRUCTION FOR WRITTEN EXAMINATION :

1. No candidates shall be allowed to enter venue of examination without face-mask. Every candidate has to strictly follow Guidelines and Advisories issued by Government in relation to COVID-19 during his/her presence in the selection process.

2. The candidate must abide by the instructions as may be given by Supervisors / Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he / she will render himself / herself liable to expulsion from Examination Hall and / or such other punishment as the Selection Committee may deem fit to impose.
3. A candidate who has been reported against by the supervisor of the Examination centre for violation of any of the instructions, his / her candidature will be cancelled and also debar from future examinations and selection as may be decided by Selection Committee according to the circumstances of the case.
4. No candidate shall be allowed to enter the examination hall unless he / she hold the Admit Card for the examination.
5. Candidates shall have to bring one original photo Identity Card, such as EPIC/Aadhaar / Madhyamik Admit Card / Driving license / Passport etc. along with the admit card. Candidate, who do not follow the above instructions will not be permitted to appear in the written examination.
6. Any attempt on the part of candidate to enlist support for his/her application through persons, officials of Government or agencies will disqualify him/her for appointment.
7. No candidate shall be allowed to enter the examination Hall with mobile and/or any electronic gadgets, bag, water Bottle etc. If anybody still brings the same then the arrangement of keeping of those items outside the examination hall has to be made by themselves.
8. No TA/DA will be applicable for the candidate who will appear the written test, Computer Ability Test and Viva-Voce.

E. PROCEDURE FOR SELECTION :

1. For the contractual post of **Paramedical Staff for Children Home for Girls, Purba Bardhaman**

Sl. No.	Name of the Post	Sanctioned post	Written marks	Computer test	Viva Voce	Total marks	Syllabus for Written Exam
1.	Paramedical Staff (only female)	1	80	10	10	100	Basic Mathematic, Basic English, Basic Bengali, Current affairs, Nursing related questions

2. For the contractual post of **Legal-cum-Probation Officer for District Child Protection Unit, Purba Bardhaman**

Sl. No.	Name of the Post	Sanctioned post	Written marks	Computer test	Viva Voce	Total marks	Syllabus for Written Exam
2.	Legal-cum-Probation Officer	1	80	10	10	100	General Awareness, Law related knowledge, Case study based

3. For the contractual post of **Out Reach Worker for District Child Protection Unit, Purba Bardhaman**

Sl. No.	Name of the Post	Sanctioned post	Written marks	Computer test	Viva Voce	Total marks	Syllabus for Written Exam
3.	Out Reach Worker	1	80	10	10	100	Basic Mathematic, Basic English, Basic Bengali, Current affairs, General issues related to different child related issues, Case study based

F. SCHEDULE OF EXAMINATION:

1. Date of commencement for submission of application: 26.5.2022
2. Closing date for submission of application: 15.6.2022
3. Date & Details of written examination /viva-voce/computer ability test, such as venue, time will be notified Website and will be mentioned on admit cards.
4. No TA or DA will be provided to candidates for attending viva-voce / computer ability test.
5. Candidates are requested to be in touch in website for future announcements.


District Magistrate
Purba Bardhaman
&

Chairperson,
District Level Selection Committee,
Purba Bardhaman

Memo No 955(36) /SW/BWN

Date 25 / 5 /2022

Copy forwarded for information and wide publicity to :-

1. The Director, CRT, "Saishali", Building, Salt Lake, Kolkata – 700064
2. The Addl. District Magistrate (D), Purba Bardhaman
3. The Secretary, DLSA, Purba Bardhaman
4. The Chairperson, Child Welfare Committee, Purba Bardhaman.
5. The CMOH, Burdwan Medical Collage and Hospital, Purba Bardhaman.
- 6-9. The Sub Divisional Officers (All), Purba Bardhaman
- 10-33. The Block Development Officer (All) Purba Bardhaman
34. The DIO, NIC, Purba Bardhaman, with a request to publish the Notice in District Web Site.
35. The DICO, Purba Bardhaman for wide publication.
36. The Superintendent, Children Home for Girls, Purba Bardhaman


District Magistrate
Purba Bardhaman
&

Chairperson,
District Level Selection Committee,
Purba Bardhaman

Application Form for the Contractual Post of**, Purba Bardhaman**

To

The District Magistrate
(Social Welfare Section)
Purba Bardhaman – 713101.

Please paste
recent colour
photograph

Sub – Application for engagement to Contractual Post of

Sir,

In terms Notice No. 955(36)/SW/BWN dated 25.05.2022 of your office, I am to furnish below my particulars for kind consideration of my candidature for the temporary & contractual post as mentioned above.

1. Application for the post :
2. Name (In Block Capitals) :
3. Father's /Husband's name :
4. Date of Birth :
5. Age (as on 01.01.2022) :
6. Address (Present & Permanent) :
7. E-mail ID :
8. Contact No. (Mobile) :
9. Educational Qualifications :

Examinations Passed	Name of Board / University	Division / Grade
Details of experience	Certificate issued by	Period of experience (year and month)

All the particulars furnished above are true to the best of my knowledge and belief and if any of the above is proved to be wrong my candidature will be liable for cancellation at any time, even after selection.

Date:

Place:

Full Signature of the applicant**List of documents attached :**

- 1.
- 2.
- 3.
- 4.