



Government of West Bengal
Office of the District Magistrate, Jalpaiguri
(District Child Protection Unit)

Phone no: 03561-222116, Email id: dcpujpg01@gmail.com

Memo No. 310

Date: 09-06-2022

To: **The District Information & Cultural Officer**
Jalpaiguri

Sub: - **Request for publication of advertisement for recruitment in DCPU, JJB & CWC.**

Sir,

The undersigned have been directed to request you to issue suitable instruction for publication of the indicative advertisement seeking applications for various positions of staff on contractual basis in the District Child Protection Unit, Child Welfare Committee & Juvenile Justice Board in Jalpaiguri in one Bengali, one Hindi and one English daily.

Copy of the indicative advertisement to be inserted is enclosed for your ready reference.

Thanking you,

- Encl: As stated above.

Yours faithfully,

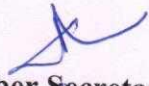

Member Secretary
District Level Selection Committee
&
District Social Welfare Officer
Jalpaiguri

Memo No. 310 ~~(S)~~ / 1(S)

Date: 09-06-2022

Copy forwarded for kind information to:

1. The Director, Child Rights & Trafficking, West Bengal with request to issue suitable instruction for insertion of the advertisement (Copy enclosed) in department's website/Banglarmukh.
2. The Director, Exempted Category Cell, Directorate of Employment, West Bengal with request to share names of eligible candidates to fill up the post of Outreach Worker mentioned in Sl. No. 3 of A.
3. The DIO, NIC, Jalpaiguri with request to issue suitable instruction for insertion of the advertisement in the district website. (Copy enclosed)
4. The Officer-in-Charge, Social Welfare Section, Jalpaiguri.
5. The CA to the District Magistrate, Jalpaiguri.
6. The CA to the Addl. District Magistrate (SW), Jalpaiguri.


Member Secretary
District Level Selection Committee
&
District Social Welfare Officer
Jalpaiguri



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(District Child Protection Unit)

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RECRUITMENT NOTICE

Applications are invited from eligible persons for engagement of the following staff on contractual basis in District Child Protection Unit, Jalpaiguri, Child Welfare Committee, Jalpaiguri & Juvenile Justice Board, Jalpaiguri.

A) District Child Protection Unit, Jalpaiguri

Sl. No.	Name of the Post	No. of Positions	Age (Maximum)	Minimum Educational Qualification	Other required qualification & experience	Consolidated Remuneration (in Rs)	Category of Post
1.	Legal – cum – Probation Officer	01	45 years	Graduate in Law	Knowledge in Computer Operation & 3 years experience in the field of child welfare	23100.00	Unreserved
2.	Counsellor	01	35 years	Graduate, preferably in Social Work / Psychology / Sociology	Knowledge in Computer Operation & 2 years experience in the field of child welfare / Counseling	15400.00	Unreserved
3.	Outreach Worker	01	35 years	Madhyamik or equivalent	Good communication skills, Experience: at least 2 years in the relevant field	12000.00	Unreserved (EC)

B) Child Welfare Committee, Jalpaiguri

Sl. No.	Name of the Post	No. of Positions	Age (Maximum)	Minimum Educational Qualification	Other required qualification & experience	Consolidated Remuneration (in Rs)	Category of Post
1.	Assistant cum Data Entry Operator (CWC)	01	35 years	HS or equivalent	Knowledge in Computer Operation & experience of atleast 1 year in Computer Operation	12000.00	Unreserved

C) Juvenile Justice Board, Jalpaiguri

Sl. No.	Name of the Post	No. of Positions	Age (Maximum)	Minimum Educational Qualification	Other required qualification & experience	Consolidated Remuneration (in Rs)	Category of Post
1.	Assistant cum Data Entry Operator (JJB)	01	35 years	HS or equivalent	Knowledge in Computer Operation & experience of atleast 1 year in Computer Operation	12000.00	Unreserved

GENERAL GUIDELINES

Selection procedure:

- i. Eligible applicants will appear in written test of 80 marks.
- ii. The written examination will have objective type Multiple choice questions and the distribution of marks is as follows:
 - a. Arithmetic : 20 marks
 - b. English : 20 marks
 - c. General Awareness : 20 marks
 - d. Job Specialization oriented: 20 marks
- iii. There will be Computer Test of 10 marks
- iv. Candidates who succeed in the computer test will, in the ratio of 1:5 need to appear in viva – voice test carrying 10 marks.

General Instruction:

- A candidate can opt only for one post. The name and address of the Examination Centre will be mentioned in the Call Letter to be sent to all short listed candidates.
 - No TA & DA is admissible for attending Written / Computer /Viva Examination.
 - If at any stage after issue of Call Letter, a candidate is found to be ineligible for admission to the examination in terms of the advertisement his / her candidature will be cancelled without any further reference to him/her.
 - Candidates who knowingly or wilfully furnish incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
 - Candidates have to produce the Call Letter to the Supervisor / Invigilator, failing which s/he may be debarred from appearing in the Examination.
 - A candidate who has been reported against by the Supervisor / Invigilator of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selection as may be decided by the Society according to the circumstances of the case.
 - Submission of more than one application for a particular post is not allowed.
 - Canvassing in any form will disqualify the candidature.
- v. Prescribed application is attached herewith as Annexure I.
 - vi. The Envelope containing application must be superscribed at the top of the envelope with the name of the post applied for.
 - vii. No application will be received after 30th June, 2022.

- viii. Application to be supported by the self attested copies of the following documents
- a. Age Proof
 - b. Qualification Certificate
 - c. Caste Certificate, if applicable
 - d. Working Experience / Experience Certificate
 - e. Self addressed envelope with requisite postage stamp of Rs. 5/- (2 nos) and 01 (One) self attested passport size photograph attached with the application and other 1 (One) within the envelope
- ix. Application should be sent only by registered / speed post addressed to the District Social Welfare Officer, Social Welfare Section, Collectorate Building, Ground Floor, Jalpaiguri. Application received by any other means will not be entertained.
- x. District Level Selection Committee reserves the right for rejection of any application not duly filled in or received after due date & time etc.

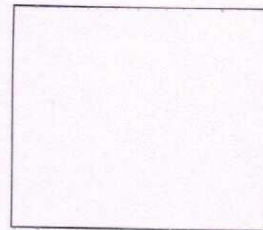


Member Convener
District Level Selection Committee
&
District Social Welfare Officer
Jalpaiguri

APPLICATION FORMAT

Application for the post of

To
The District Magistrate
Jalpaiguri



Madam,

In response to your advertisement that you are going to recruit some contractual staff for **DCPU, JJB & CWC, Jalpaiguri**, I beg most respectfully to apply for the above post. My full particulars with required documents are given below for your kind consideration

1. Name of the applicant (in BLOCK LETTERS).....
2. Mother's / Father's / Husband's / Guardian's Name.....
3. Address for Communication
Vill: Post Office
- Block / Municipality / Corporation
- District State PIN.....
- E-mail ID Mobile No.....
4. Present Address
Vill: Post Office
- Block / Municipality / Corporation
- District State PIN.....
- E-mail ID Mobile No.....
5. Date of Birth..... (dd/mm/yyyy) 6. Caste: 7. Nationality
8. Academic Qualification (From Madhyamik onwards)

Examination Passed	Subjects	Board/University	Year of Passing	Total Marks	Marks Obtained	% of Marks

9. Qualification in Computer:
10. Working Experience / 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 my information being found false my candidature is liable to be cancelled.

Place:

Date:

Full Signature of the Applicant