



Government of West Bengal
Office of the District Magistrate & Collector
Paschim Medinipur District, Midnapore-721101
District Child Protection Unit (SW Section)

E-mail: dcpspd@gmail.com

MEMO No.: 07 /DCPU/SW

DATE: 04/01/2024

NOTICE INVITING APPLICATIONS

Applications are invited in prescribed format attached herewith (Annexure-A) from the eligible candidates for engagement to the post of Manager/Coordinator of Govt. run Specialised Adoption Agency on purely contractual basis situated at Vidyasagar Balika Bhawan, Vill.- Gope, P.O.- Vidyasagar University, P.S.- Kotwali, Dist.- Paschim Medinipur which is 2.5 k.m away from Medinipur Railway Station, Bus Terminus and Medinipur Collectorate.

Sl. No.	Name of the Post	Sex	Post	Age as on date of advertisement	Educational qualification (Minimum)	Experience (Minimum)	Other preferred qualification	Job description	Consolidated remuneration per month as per Mission Vatsalya
1.	Manager/Coordinator (Mandatorily residential at SAA Campus)	F	01 (Unreserved)	23-40 yrs.	Post Graduate in Psychology/Social Work with Diploma in Computer operation by any Govt. recognised agency/Inst.	At least 1 year in Child Welfare & Counselling	Nil	a) Upload the status of every orphan, abandoned & surrendered child on the CARINGS. b) Report all cases of admission restoration, transfers, death & adoption of children to the CWC, DCPU, SARA c) Assist CWC in enquiry as & when required. d) Prepare CSR, MER & HSR. e) Submit quarterly progress report to DCPU & SARA on rehabilitation. f) Plan for each child admitted in the SAA. g) Facilitate referral process of the child to PAPs & the legal procedure related to Adoption. h) Pre & Post adoption counselling to children. i) Legal process for adoption or placement of the child. j) Carrying out post adoption follow-up.	Rs. 23,170/-

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								k) Any other works as assigned as per Adoption Regulations 2022.	

- The selected candidate for the post of Manager/Coordinator will have to stay compulsorily at the premises of the Specialised Adoption Agency (SAA).
- **Examination procedure:** Written Test, Computer Test and Interview/personality test.
- **Details of compositions of examination (Syllabus):**
Written Test (multiple choices): **80 marks** (English, GK & Current Affairs, Arithmetic and Child Dev. & Welfare), Computer Test: **10 marks** and Viva-voce/Personality Test: **10 marks**.
- **Documents required:**
 - i) Filled up application form as per prescribed format.
 - ii) Self-attested photocopy of Admit Card of Madhyamik or equivalent examination (Age proof), mark sheet of MP, HS, Degree course and Master Degree as per post criteria.
 - iii) Self-Attested Computer course certificate (if any as per post criteria).
 - iv) Experience Certificates must consist of name of the post, employers name, employee's name, date of joining and date of leaving otherwise experience certificate will be treated as invalid.
 - v) Candidature will be cancelled if candidate fails to submit any requisite document(s).
- **Last date of receiving Application: 30th January 2024 up to 5:30 P.M.**
- The filled in application form with self-attested copies of testimonials super scribing the envelope as "Application for the post of Manager/Coordinator for Govt. run SAA, Paschim Medinipur" shall have to be dropped at the drop box at **District Child Protection Unit (Social Welfare Section), Office of the District Magistrate, Collectorate, Paschim Medinipur** or through Speed Post within stipulated date and time.

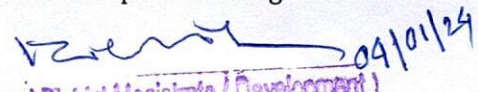

 Additional District Magistrate (Development)
 Paschim Medinipur
 Additional District Magistrate (Dev)
 Paschim Medinipur

MEMO No.: 07/1 (30) /DCPU/SW

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Copy forwarded for information and publication on Notice Board to the: -

- 1) The Director of Child Rights & Trafficking, Govt. of West Bengal, 3rd Floor, Shaishali Building, DF Block, Sector-I, Salt Lake City, Kolkata - 700 064.
- 2) The Deputy Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10th Floor, Salt Lake, Kolkata-700 091.
- 3-5) The Sub-divisional Officer, Medinipur Sadar/Kharagpur/Ghatal, Paschim Medinipur.
- 6-26) The Block Development Officer (all), Paschim Medinipur.
- 27) The DIO (NIC), Paschim Medinipur is requested for publishing in the District Website.
- 28) The DICO, Paschim Medinipur is requested for publishing in 2 daily news papers.
- 29) The Superintendent of Vidyasagar Balika Bhavan, Gope, Paschim Medinipur.
- 30) CA to the District Magistrate & Collector, Paschim Medinipur with a request to bring it to the notice of District Magistrate & Collector, Paschim Medinipur.


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