

Government of West Bengal
Office of the District Magistrate, Malda
(Social Welfare Section)

Memo No: 345/DSW /MLD

Dated: 23/12/2016

NOTICE

In pursuance of Memo No.1471/WCD & SW/2015 dt.03.02.2015 of the Child Development Department and Women Development & Social Welfare Department to the Govt. of West Bengal, filled in application in prescribed format is hereby invited from the eligible candidates for filling up of the following contractual posts in the District Child Protection Unit, Malda . The details of the vacancies are as follows:

Sl No	Name of Post	No of Vacancy	Age as on	Educational Qualification	Other required qualification	Remarks
1	Protection Officer, Institutional Care	01	18-45Years	Graduate, preferably in Social Work/Psychology/ Sociology	Knowledge in Computer Operation & Knowledge in Counseling, Experience: at least 3 years in the field of Child Welfare	Rs.21,000/-
2	Social Worker (Reserve for SC)	01	18-35Years	Graduate, preferably in Social Work/Psychology/ Sociology	Knowledge in Child Psychology is preferable, Experience: at least 2 years in the field of Child Development/Counseling	Rs.14,000/-
3	Data Analyst	01	18-35Years	Graduate in - Computer application	At least one year's experience in the relevant field	Rs.14,000/-
4	Accountant	01	18-35Years	B. Com	Knowledge in Computer Operation and experience of at least 2 years in Accounting Work and also knowledge of Tally package	Rs.14,000/-
5	Assistant cum Data Entry Operator, DCPU	01	18-35Years	H.S. or equivalent	Knowledge in Computer Opefation and experience of at least 1 year in Computer Operation	Rs.10,000/-
6	Assistant cum Data Entry Operator, CWC	01	18-35Years	H.S. or equivalent	Knowledge in Computer Opefation and experience of at least 1 year in Computer Operation	Rs.9,000/-

1. The prescribed application form may be downloaded from the website www.malda.gov.in.
2. The envelope containing application must be superscribed at the top by name of the post applied for.
3. Application will be received from 23/12/2016 to 06/01/2017 both by post or by hand in the drop box kept at the office of the District Magistrate (Social Welfare Section), 2nd floor , 213B , Malda Collectorate Building, Malda Pin-732101.
4. Age will be calculated on the basis of 01.01. 2017.
5. Application will be supported by self attested (a) Two Photographs (b) Age proof (c) Qualification Certificate (d) Experience Certificate (e) Residential proof (f) Caste Certificate (if applicable) (g) Certificate on computer knowledge (if applicable) (h) Mobile No. (i) 2 Self addressed envelope with requisite postage stamp.
6. A resident of West Bengal, if otherwise eligible, can apply for the post.
7. The posts (except for the ADEOs) will be filled up on the basis of written examination of 80 (eighty) marks followed by computer test of the 10 (ten) marks and viva-voce test of 10 (ten) marks of successful candidates in the ratio of 1:5. For the post of ADEOs Computer test of 10(Ten) Marks will be held first and candidates scoring at least 30 words per minute will be allowed for written examination of 80(eighty) marks to be followed by Viva-Voce of 10(Ten) marks for successful candidates in ratio of 1:5.
8. The merit list of successful candidates in the ratio of 1:4 will be prepared for a period of 2 years.
9. The District Level Selection Committee, Malda reserves the right to reject any application not properly filled in or received after due date.
11. The written examination will be held on 22/01/2017.
12. The questions will be on General Knowledge, reasoning, numerical abilities, and topics relevant to Child Protection and Development etc.
13. No application will be received after 5 P.M. on 06/01/2017
14. The candidates are advised to closely follow the district website www.malda.gov.in All the information related to selection process will be uploaded in the district website from time to time.

sd/-
Secretary, District Level Selection Committee
&
District Social Welfare Officer, Malda.

APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF STAFF IN DISTRICT CHILD PROTECTION UNIT / CHILD WELFARE COMMITTEE, MALDA

(To be filled up in English Block Letter only)

Application No:

(Office use only)

Post applied for: _____ in DCPU/CWC

(Name of Post)

(Strike out inapplicable)

Applicant's Name: _____

Address for Correspondence: _____

_____ Pin _____

Permanent Address: _____

_____ Pin _____

Tel No.(with STD Code): _____ Mobile _____

Email ID (if any): _____

Father's/ Husband's Name: _____

Gender: Male: _____ Female: _____

Date of Birth: _____ Age as on 01-012017: (DD) _____ (MM) _____ (YY) _____

Caste: Gen _____ SC _____ ST _____ OBC _____

Educational Qualifications

Exams Passed	Board / University	Subjects	Year of Passing	Results	Marks obtained

Recent coloured passport size Photograph to be pasted and duly attested on photo by the applicant

Languages Known (Please Tick)

Language	Read	Write	Speak
English			
Bengali			
Hindi			

Details of Work Experiences: (Supporting Certificates to be submitted)

Sl No	Name of the Organization/Institution	Key tasks assigned	Period(From-To)

Details of Computer Knowledge/Qualifications:

Exams Passed	Board / Institute/University	Subject	Year of Passing	Remarks	Marks obtained

“ I hereby declare that all the statements made by me above in the application are true and correct to the best of my knowledge and belief. I also understand that in case any of my statements is found false or incorrect during any stage of recruitment, it shall disqualify me for the post applied for and/or I shall be liable for any other action that may be taken under the extent rules.”

Date:

Place:

Signature of the Applicant

Govt. of West Bengal
Office of the District Magistrate
(Social Welfare Section, Malda)

CALL LETTER

(To be produced at the time of Written / Computer Test)

Part A :(To be filled in by the Applicant)

Post applied for: _____ in DCPU/CWC

(Name of Post)

(Strike out inapplicable)

Applicant's Name: _____

Address for Correshpondence: _____

_____ Pin _____

Recent coloured
passport size
Photograph to
be pasted and
duly attested on
photo by the
applicant

Signature of the Candidate

Signature of the Chairman of DCPU, Malda

Part B : (To be filled in by Office)

Roll Number _____

Center of Examination:

Date and Time of Written Test / Computer Test:

Reporting time at examination Hall:

Duration of Written Test / Computer:

Date:

Place:

Signature of the Chairman of DCPU, Malda

Please Note

1. Candidates are to bring their own Black dot Pen.
2. Mobile Phones are strictly Prohibited within examination premises.
3. Adoption of unfair means during the course of examination may result in cancellation of candidature.