

Govt. of West Bengal
DISTRICT CHILD PROTECTION UNIT, NADIA
(SOCIAL WELFARE SECTION)

2nd Floor, Room No. - 309

District Administrative Building, Krishnagar, Nadia
Ph. No.: 03472-252114, Email Id: dcps.nadia@gmail.com

Memo No: 497/DCPU-N

Date: 14 / 06 / 2017

Recruitment Notice

At

Children's Home for Girl's (Govt.), Nadia

Applications in prescribed format are invited from Indian Citizens as defined in Part-II of the Constitution of India for recruitment to different post at Children's Home for Girl's (Govt.), Nadia on purely contractual engagement basis. Willing candidates shall be required to submit application on any working day during the period from **16.06.2017 to 03.07.2017**. Relevant particulars like qualification, age limit and pay are stated in the following paragraph. A candidate must go through the instructions thoroughly before submitting application. Any omission/suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed. Selection shall be made through a **walk in Interview** to be conducted by the Selection Committee.

Specific instruction for application of specific posts:

Sl No	Name of the Post	Gender Category for the Post	Age	Educational Qualification	Other performance Qualification	Consolidated pay per month
1	Counsellor	Female	21-40 years as on date of advertisement	Master Degree in Psychology/Social Work/Social Science	Knowledge in Computer operation & Counselling experience at least 2 years in the field of Child Welfare	Rs. 17,500/-
2	Child Welfare Officer/ Case Worker/ Probation Officer	Female	21-40 years as on date of advertisement	Graduate in Psychology/Social Work/Social Science	Knowledge in Computer operation & Child Psychology experience at least 3 years in the field of Child Welfare/Child Development/Child Counselling	Rs. 17,500/-
3	House Mother	Female	21-40 years as on date of advertisement	H.S. or equivalent	At least 3 years experience in Child Care in Child Care Programme/Institutions	Rs. 11,000/-
4	Para Medical Staff	Female	21-40 years as on date of advertisement	H.S. passed & Diploma in Nursing/Pharmacy	At least 3 years experience in relevant field	Rs. 9,000/-
5	Store Keeper cum Accountant	Female	21-40 years as on date of advertisement	Graduate in Commerce/Accountancy (Hons.) will get preference	Knowledge in Computer operation & 3 years experience in relevant field	Rs. 14,000/-
6	House Keeper	Female	21-40 years as on date of advertisement	M.P. or equivalent (relaxed to class VIII passed for Home inmates only)	Experience in relevant field	Rs. 6,000/-

Note:

Period of engagement:

1. Contract for engagement initially for one year and may be terminated by giving one month notice from either side (employer or employee).
2. The appointment to the post would be on full time basis and during engagement period he/she would not be permitted to take up any other assignment.

General instructions for application of all posts

- Mode of application: **Offline only.**
- Applications are to be submitted in prescribed format. (Format attached)
- Applications are to be supported with the following documents:
 - A. Proof of Age (Admit Card of Madhyamik or equivalent examination).
 - B. Caste Certificate from the concerned authority (In Case of SC/ST/OBC A/OBC B), if any.
 - C. Certificate for Disability from the Appropriate Authority, if any.
 - D. Proof of Educational Qualifications
 - E. Proof of Computer Qualification.
 - F. Proof of Working Experience. Experience Certificate clearly mentioning period of service, name or post, name of employer in Government / PSU & Private.
 - G. A self addressed envelope with postage stamp of ₹ 5/-.
- Three Recent Passport Size Colour Photographs, one duly signed by candidate is to be pasted in the space given in Application Format, Another one is to be pasted in the Interview Letter and one is to be enclosed with application for official purpose.
- Photocopy of all supportive documents should be clearly visible & self attested.
- Full signature of the candidate in the application is a must; application without signature will be rejected.
- Applications should be sent in sealed envelopes superscribed with "Application for the post of _____" by hand/speed post/registered post addressed to "District Child Protection Unit, Social Welfare Section, 2nd Floor, Room No. – 309, District Administrative Building, Krishnagar, Nadia, Pin- 741101.
- Last Date of submission of application is **03.07.2017 up to 5 p.m.** Any application received after the specified time will not be considered and shall be rejected forthwith. Delay of the Postal Authority will not be condoned. Therefore, Candidates are advised to submit application well ahead of the deadline.
- No TA & DA will be admissible for attending walk in Interview.
- All communication will be available only at www.nadia.nic.in time to time.

Date of the walk in Interview: -

- Date of Interview will be published later in www.nadia.nic.in.
- Interview Letters will be issued against valid applications and will be sent to candidates by Post. If any candidate fails to receive Interview Letter he/she may collect Duplicate of the same from this office.
- On the day of Interview, the candidate shall have to bring with
 1. Him /her any photo identity document viz, EPIC, PAN Card, Passport, Admit Card of Madhyamik, Driving License, Bank Pass Book containing photograph of the candidate or any other photo identity card issued by competent Govt. authority.
 2. All Educational-Qualification, Computer Knowledge and Experience related documents in original.
- Candidates without Interview Letter and Photo identity Document shall not be allowed for Interview.
- Candidature of any candidate shall be rejected straightway if found not eligible/submission of false documents at any stage.



Additional District Magistrate (Development),
Nadia