

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: 177 /DCPU-N

Date: 14/03/2018

Recruitment Notice
At
District Child Protection unit, 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 **District Child Protection unit, Nadia** on purely contractual engagement basis. Willing candidates shall be required to submit application on any working day during the period from **16th to 29th March'2018**. 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 **Written Exam & Computer test followed by Viva-Voce** to be conducted by the Selection Committee.

Specific instruction for application of specific posts:

| Sl. No. | Name of the Post | No of Post | Age as on 01-03-2018 | Details of Eligibility Criteria | Salary |
|---------|---------------------------------------------|----------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Protection Officer (Non Institutional Care) | 1 (General) | 18-45 years | <ul style="list-style-type: none">▪ Graduate, preferably in Social Work/Psychology/Sociology.▪ Knowledge in computer application & counselling.▪ Minimum 3 years of working experience in the field of Child Welfare. | <ul style="list-style-type: none">▪ On contractual basis, initially for 1 (One) year.▪ Remuneration : Rs. 21,000/- |
| 2 | Social worker | 1 (Reserved for SC Female Candidate only) | 18-35 Years | <ul style="list-style-type: none">▪ Graduate, preferably in Social Work/Psychology/Sociology.▪ Knowledge in child psychology.▪ Minimum 2 years of working experience in the field of Child Development/Counselling. | <ul style="list-style-type: none">▪ On contractual basis, initially for 1 (One) year.▪ Remuneration : Rs. 14,000/- |

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 in drop box/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 **29th March'2018 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 dateline.
- No TA & DA will be admissible for attending Written Exam or Computer test or Viva-Voce.
- All communication will be available only at <http://nadia.gov.in> time to time.



**Additional District Magistrate (Development),
Nadia**

APPLICATION FORMAT

Recent Passport size
colour photograph
duly signed by the candidate

To

The District Magistrate &
Chairman, District Child Protection Unit, Nadia.

Sir,

In reference to your advertisement vide Memo No. _____, dated _____, I beg to offer myself as a candidate to the post of _____ at District Child Protection unit, Nadia. Relevant particulars in respect of me is given below.

Basic Information:-

Name (in capital letters) :
Father's / husband's name :
Address for Communication :
with PIN
Mobile Phone No. :
E-mail ID (If available) :
Date of Birth : Age (as on 01 .03.2018) :
Sex :
Marital Status :
Category (cast) :
Physically Handicapped : Yes / No

Academic Qualification (including Computer qualification):-

| Sl. No. | Name of Examination | Board/University | Year of passing | Total Marks | Marks obtained |
|---------|---------------------|------------------|-----------------|-------------|----------------|
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Details of Working Experience of the Candidate (Attach extra sheet, if necessary): -

| Sl. No. | Name & Contact Number of the Employer | Job Description | Joining Date | Date of release |
|---------|---------------------------------------|-----------------|--------------|-----------------|
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Documents submitted: -

1. In support of Age :
2. In support of Educational Qualification :
3. In support of Computer Qualification, Knowledge / Working Experience :

Declaration of the Applicant: -

I do hereby solemnly declare and affirm that all the information furnished in this application about me and my academic/computer/professional qualifications are true and correct to the best of my knowledge and belief; if anything found false, the Selection Committee shall lead me to rejection of application or candidature at any stage and also take any legal action against me.

Yours faithfully,

Place:

Date:

(Full Signature of Candidate)

N.B. The Selection Committee will summarily reject any application found to be incomplete, defective or lacking requisite documents.
