

Government 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

Notification No.....01...../DCPU-N

Dated : 04 / 10/2018

**Engagement to contractual Posts under District Child Protection Unit,
Nadia District.**

In compliance to Memo No 01/CD&WDSW/15 dated 03.02.2015 of Department of Women & Child Development and Social Welfare, Government of West Bengal and subsequent creation of vacancies applications in sealed envelope in prescribed format are invited from Indian Citizens as defined in Part-II of the Constitution of India for engagement to following contractual posts under **District Child Protection Unit, Nadia District**. Willing candidates shall be required to submit application on any working day during the period from **04.10.2018 to 31.10.2018**. 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 (GO No. 40(Secy)-SW/O/JJA-57/17 dated 30.01.2018) of Nadia.

Specific instruction for application of specific posts:

SL NO	NAME OF POST	AGE AS ON 01-10-2018	DETAILS OF ELIGIBILITY CRITERIA	JOB DESCRIPTION
1	Assistant cum Data Entry Operator for DCPU, Nadia	18-35	<ul style="list-style-type: none">H.S. or equivalentKnowledge in computer operation and experience of at least 1 year in computer operation.	<ul style="list-style-type: none">On Contractual basis, initially for 1 (one) year.Remuneration : Rs.10000/- p.m
2	Assistant cum Data Entry Operator for CWC, Nadia	18-35	<ul style="list-style-type: none">H.S. or equivalentKnowledge in computer operation and experience of at least 1 year in computer operation.	<ul style="list-style-type: none">On Contractual basis, initially for 1 (one) year.Remuneration : Rs.9000/- p.m

Note:

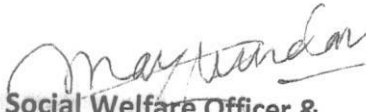
Period of engagement:

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/OBCA/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 superscripted 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 **31.10.2018 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 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.




District Social Welfare Officer & ,
Member Secretary, District Child Protection Unit, 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 .10.2018) :
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

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

Documents submitted: -

1. In support of Age :
2. In support of Educational Qualification :
3. In support of Computer Knowledge :

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.
