



Govt. of West Bengal  
OFFICE OF THE DISTRICT MAGISTRATE  
JHARGRAM  
(Social Welfare Section)  
P.O. - Jhargram :: Dist. - Jhargram

Memo No: 139/DSW/JGM

Date: 22/05/18

**NOTICE**

In Order to fill-up different categories of posts on Contractual basis in The District Child Protection Unit (DCPU), Jhargram for implementation of Integrated Child Protection Scheme in pursuance of Memo No.40(Secy)-SW/O/JJA-57/17 Dt. 30.1.2018 from the Secretary Deptt. of WCD & SW, Govt. Of West Bengal, filled in application is hereby invited from eligible candidates. The details of the vacancy are as follows:-

**A. For formation of District Child Protection Unit(DCPU), Jhargram (Age, Qualification etc.):-**

Sl. No	Name of the Post	Age	Minimum Education Qualification	Other required Qualification	No. Of Post with Category	Consolidated Remuneration
1	District Child Protection Officer	18-45	Graduate, preferably in Social Work / Psychology/ Sociology/ Law	Knowledge in Computer Operation & Knowledge in Counselling, Experience: at least 5 years in the field of Child Welfare	01 (UR)	Rs. 33,250.00
2	Protection Officer, (Institutional Care)	18-45	Graduate, preferably in Social Work / Psychology/ Sociology	Knowledge in Computer Operation & Knowledge in Counselling, Experience: at least 3 years in the field of Child Welfare	01 (UR)	Rs. 21,000.00
3	Protection Officer, (Non Institutional Care)	18-45	Graduate, preferably in Social Work / Psychology/ Sociology	Knowledge in Computer Operation & Knowledge in Counselling, Experience: at least 3 years in the field of Child Welfare	01 (UR)	Rs. 21,000.00
4	Legal cum Probation Officer	18-45	Graduate in Law	Knowledge in Computer Operation & 3 years experience in the field of child welfare	01 (UR)	Rs. 21,000.00
5	Counsellor	18-35	Graduate, preferably in Social Work / Psychology/ Sociology	Knowledge in Computer Operation & 2 years experience in the field of child welfare/ Counselling	01(UR)	Rs. 14,000.00
6	Social Worker	18-35	Graduate, preferably in Social Work / Psychology/ Sociology	Knowledge in Child Psychology is preferable, Experience: at least 2 years in the field of Child Development/Counselling	02 (01 SC, Male & 01 UR, Female)	Rs. 14,000.00
7	Accountant	18-35	B. Com	Knowledge in Computer Operation and experience of at least 2 years in Accounting work and also knowledge of Tally package	01(UR)	Rs. 14,000.00
8	Data Analyst	18-35	Graduate in Computer Application	At least one year's experience in the relevant field	01(UR)	Rs. 14,000.00
9	Assistant cum Data Entry Operator for DCPS	18-35	HS or equivalent	Knowledge in Computer Operation and experience of at least 1 year in Computer Operation	01(UR)	Rs. 10,000.00
10	Out Reach Worker	18-35	Madhayamik or equivalent	Good Communication Skills, experience: at least 2 years in the Relevant Field	02 (01 SC, & 01 UR.)	Rs. 8,000.00

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**B. For formation of Child Welfare Committee (CWC), Jhargram (Age, Qualification etc.):-**

Sl. No	Name of the Post	Age	Minimum Education Qualification	Other required Qualification	No. Of Post with Category	Consolidated Remuneration
1	Assistant cum Data Entry Operator for Child Welfare Committee	18-35	HS or equivalent	Knowledge in Computer Operation and experience of at least 1 year in Computer Operation	01 (UR)	Rs. 9,000.00

**C. For formation of Juvenile Justice Board (JJB), Jhargram (Age, Qualification etc.):-**

Sl. No	Name of the Post	Age	Minimum Education Qualification	Other required Qualification	No. Of Post with Category	Consolidated Remuneration
2	Assistant cum Data Entry Operator for JJB	18-35	HS or equivalent	Knowledge in Computer Operation and experience of at least 1 year in Computer Operation	01 (UR)	Rs. 9,000.00

**D. Other General Guidelines:-**

1. A written test will be taken, for each post, of 80 Marks.
2. Syllabus : Arithmetic – 20 Marks , English – 20 Marks, General Awareness – 20 Marks, & Job Specialization Oriented – 20 Marks
3. There will be a computer test of 10 Marks.
4. Candidates who succeed in the computer test will, in the ratio of 1:5 need to appear in viva-voce test carrying 10(Ten) marks.
5. Prescribed application form to be downloaded from the website(i.e:- [www.jhargram.org](http://www.jhargram.org) )
6. The envelope containing application must be superscribed at the top of the envelope with the name of the post applied for.
7. Application will be received from 24.05.2018 to 15.06.2018 from 11 AM to 4 PM at all working day.
8. Age will be calculated on the basis of 01.05.2018
9. The application will be supported by the self attested following documents:-
  - a) Age Proof.
  - b) Residential Proof.
  - c) Qualification Certificate as per preferable post.
  - d) Computer Qualification Certificate.
  - e) Mobile. No:-
  - f) Email-ID:-
  - g) Experience Certificate
  - h) Self addressed envelope with requisite postage stamp of Rs. 5/- (2 nos.) and one self attested passport size photograph attached with application and other within the envelope.
10. The applicant will be a resident of West Bengal and can apply for one post only.
11. A merit list will be prepared in the ratio of 1:4 by the District Level Selection Committee which will be valid for 2(Two) years.
12. Application will be submitted at Drop-Box, kept at the Social Welfare Section, Jhargram District addressed to The District Magistrate, Jhargram (Social Welfare Cell) or by post at same address. District Level Selection Committee reserves the right for rejection of any application, not duly filled in or received after due date etc.

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District Magistrate  
Jhargram  
22-05-2018



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Memo No: 139/1 (23) /DSW/JGM

Date: 22/05/18

Copy forwarded for information and necessary action to :-

1. The Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal.
2. The Director of Social Welfare , Govt. of West Bengal.
3. The Director of Child Rights and Trafficking, Govt. of West Bengal.
4. The State Informatics Officer, NIC, Govt. of West Bengal.
5. The Addl. District Magistrate(G), Jhargram.
6. The Sub Divisional Officer, Jhargram Sadar.
7. The Block Dev. Officer (All), Jhargram District.
8. The District Information and Cultural Affairs Officer Jhargram. He is requested to arrange to publish the notice at "Banglar Mukh" website , Govt. of West Bengal.
9. The Child Dev. Project Officer (All), Jhargram.

22/5/18

  
District Magistrate  
Jhargram

# APPLICATION FORMAT

Application for the post of \_\_\_\_\_

Attach One self  
Attested recent  
Passport size  
photograph

To  
The District Magistrate, Jhargram

Sir,

In response to your advertisement \_\_\_\_\_ that you are going to recruit some contractual staffs for DCPU, JJB & CWC, Jhargram. I beg most respectfully to apply for the above post. My full particulars with required documents are given below for your kind consideration.

1. Name of the Applicant(In block letters): \_\_\_\_\_
2. Father's/Husband's/ Guardian's Name : \_\_\_\_\_
3. Address for communication : \_\_\_\_\_ Vill: \_\_\_\_\_  
Post Office: \_\_\_\_\_, Block/Municipality/Corporation: \_\_\_\_\_  
District: \_\_\_\_\_, PIN: \_\_\_\_\_, Mobile No: \_\_\_\_\_  
Email- Id- \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_ Vill: \_\_\_\_\_  
Post Office: \_\_\_\_\_, Block/Municipality/Corporation: \_\_\_\_\_  
District: \_\_\_\_\_, PIN: \_\_\_\_\_, Mobile No: \_\_\_\_\_
5. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_, 6. Age as on(01/05/2018): \_\_\_\_\_
7. Sex(Male/ Female): \_\_\_\_\_, 8. Category: \_\_\_\_\_,
9. Nationality: \_\_\_\_\_,
10. Academic Qualification(From Madhyamik onwards):-

Sl. No	Exam Passed	Board/University	Year of Passing	Total Marks	Marks Obtain	% of marks

11. Qualification in Computer: \_\_\_\_\_
12. Work experience: \_\_\_\_\_
13. Residential Proof (Voter Card, Ration Card & Aadhar Card) \_\_\_\_\_

## DECLARATION

14. " I hereby declare that all statements made in this application are correct to the best of my knowledge and belief. In the event of my information being found false my candidature is liable to be cancelled"

Place:

Date:

Full Signature of the applicant