

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
DISTRICT CHILD PROTECTION UNIT, ALIPURDUAR

Alipurduar Court, Po – Alipurduar Court, Dist – Alipurduar, Pin – 736122
Email Id: - dmapd.dcpu@gmail.com

Memo No. 474/SW/XV11/2016-17

Dated: 22.06.2016

NOTICE

Applications in the prescribed proforma are hereby invited from the eligible candidates for filling up the following contractual posts in the District Child Protection Unit (DCPU), Alipurduar. The details of the vacancies are as follows:

Sl. No.	Name of the Post	No. of Vacancy	Age (in yrs. as on 01 st June, 2016)	Minimum Educational Qualification	Other required qualification	Monthly Consolidated Remuneration
1	Protection Officer, Institutional Care	01	18-45	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	Protection Officer, Non-Institutional Care	01	18-45	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/-
3	Legal cum Probation Officer	01	18-45	Graduate in Law	Knowledge in Computer Operation & 3 years experience in the field of Child Welfare	Rs. 21,000/-
4	Counsellor	01	18-35	Graduate, preferably in Social Work / Psychology / Sociology	Knowledge in Computer Operation & 2 years experience in the field of Child Welfare / Counseling	Rs.14,000/-
5	Social Worker	02 (01 - SC and 01 - UR) One post reserved for Women	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/Counseling	Rs. 14,000/-
6	Accountant	01	18-35	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/-

Sl. No.	Name of the Post	No. of Vacancy	Age (in yrs. as on 01 st June, 2016)	Minimum Educational Qualification	Other required qualification	Monthly Consolidated Remuneration
7	Data Analyst	01	18-35	Graduate in Computer application	At least one year's experience in the relevant field	Rs. 14,000/-
8	Assistant cum Data Entry Operator for DCPU	01	18-35	H.S. or equivalent	Knowledge in Computer Operation and experience of at least 1 year in Computer Operation	Rs. 10,000/-
9	Out Reach Worker	02 (01 - SC and 01 - UR)	18-35	Madhyamik or equivalent	Good Communication Skills, Experience: at least 2 years in the Relevant Field	Rs. 8,000/-

The prescribed application form is available at the Office Notice Board and at the district website www.alipurduar.org. **Application may be submitted in the drop box at the Office of the District Magistrate (Social Welfare Section) or by ordinary post only. The envelope containing application must be super scribed at the top the name of the post applied for. Last date of Submission of Application is 15th July, 2016 (Friday) up-to 05:00PM.** No application will be accepted after the expiry of submission deadline. The application should be addressed to The Additional District Magistrate & Chairperson of District Level Selection Committee, District Child Protection Unit, Alipurduar, Officer of the District Magistrate, (Social Welfare Section), Alipurduar, Pin- 736121.

Application will be supported by these self attested testimonials:

- | | |
|-------------------------------|---|
| (a) Age proof | (b) Caste Certificate (if applicable) |
| (c) Qualification Certificate | (d) Computer Certificate |
| (e) Experience Certificate | (f) Residential proof (EPIC / Aadhaar / Certificate from competent Authority) |

The applicant should submit 2 (two) copies of recent Passport Size Photographs (One pasted at the space provided at the application form) and 2 (two) self-addressed envelopes with requisite postage stamp along with the application.

The Posts will be filled up on the basis of written examination of 80 (eighty) marks, computer test of the 10 (ten) marks and viva-voce test of 10 (ten) marks. **The written examination will be held on 21st August, 2016.** There will be 80 (eighty) nos. of objective multiple choice Questions carrying 01 (no.) marks each.

There will be negative marks, 1/3 marks will be deducted for each wrong answer.
The questions will be on General Knowledge, reasoning, numerical abilities, topics relevant to Child Protection and Development etc.

No application will be received after 5 p.m. on 15.07.2016.

The candidates are advised to closely follow the district website www.alipurduar.org. All the information related to selection process will be uploaded in the district website from time to time.

Em 22/6/16
Chairperson of District Level Selection Committee
&
Additional District Magistrate
Alipurduar

Memo No. *474/1(15)/SH/XY11/2016-17*

Dated: *22.06.2016*

Copy forwarded for information and for giving wide publicity to:

- 1) The Additional District Magistrate and DL & LRO, Alipurduar
- 2) The Additional District Magistrate & AEO, Alipurduar Zilla Parishad
- 3) The Sub-Divisional Officer, Alipurduar Sadar
- 4-9) The Block Development Officer, Kumargram / Kalchini / Alipurduar - I / Alipurduar - II /
Falakata / Madarihat - Birpara
- 10) ^{the} Sub-Divisional Information and Cultural Officer, Alipurduar
- 11) CA to DM, Alipurduar
- 12) PA to ADM, Alipurduar
- 13) Notice Board
- 14) Office Copy
- 15) District Website

Em 22/6/16
Chairperson of District Level Selection Committee
&
Additional District Magistrate
Alipurduar

APPLICATION FORMAT
(USE BLACK/BLUE BALL POINT PEN FOR FILLING UP THE APPLICATION)

To,
The Chairperson of the District Level Selection Committee
&
Additional District Magistrate
Social Welfare Section,
Office of the District Magistrate & Collector,
Alipurduar (W.B.)
PIN-736122

Affix a recent
Passport size
colour
Photograph

FOR OFFICE USE ONLY

Roll No : _____

Application for the post of _____

1. Name in Full (In Block Letters) : _____
2. Name of the Father/ Husband : _____
3. Date of Birth :

D	D	M	M	Y	Y	Y	Y
4. Age as on 01.06.2016 : ____ Years ____ Month(s) ____ Day(s)
5. Sex : Male Female
(Please tick the suitable)
6. Nationality : _____
7. Permanent Address : _____

- P.S. _____ P.O. _____
- District _____
- State _____
- Pin

--	--	--	--	--	--	--

8. Present Postal Address :

P.S. _____ P.O. _____

District _____

State _____

Pin

--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

9. Contact No.

10. Caste :

(please enclose self-attested
Photocopy of caste certificate)

11. Educational Qualification : (Self attested photocopies must be enclosed)

Sl No	Examination passed	Year of Passing	Board/ University	Total marks	Marks obtained	% of marks

12. Computer Qualification :

(Self- attested photocopies must
be enclosed)

17. Details of Work Experience :

(Self-attested photocopy of the
supporting documents to be enclosed)

DECLARATION

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

Place:

Date :

Full Signature of the Applicant