

**Government of West Bengal**  
**Office of the District Magistrate & Collector, Hooghly**  
**PO - Chinsurah, Dist. - Hooghly**  
**(Social Welfare Section)**

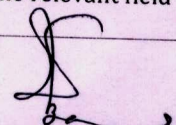
No. 301 /SW-Hug

Dated: 17/05/17

**Notice**

Applications are invited for engagement of staff in Children Home for Girl's, (Govt. run J.J. Home) Uttarpara, Hooghly as given in the table, purely in contractual basis under Integrated Child Protection Scheme (ICPS)

Sl.no.	Name of the post	No. of vacancy	Gender category for the post	Age	Educational qualification	Other preferred qualification	Consolidated pay per month
1	Counsellor	3	Female	24 - 40 years as on date of advertisement	Master degree in Psychology/social Work / Social Science	Knowledge in computer operation & counseling experience at least 2 years in the field of Child Welfare	Rs.17,500/-
2	Child Welfare Officer (CWO)/ Case Worker	3	Female	21- 40 years as on date of advertisement	Graduate with social work / Psychology / Social Science	Knowledge in computer operation & Child Psychology experience at least 3 years in the field on Child Welfare/ Child Development / Child Counseling	Rs.17,500/-
3	House Mother	6	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	2	Female	21 - 40 years as on date of advertisement	H.S. Passed & Diploma in Nursing / Pharmacy	At least 3 years' experience in the relevant field	Rs.9,000/-
5	Store keeper cum Accountant	2	Female	21 - 40 years as on date of advertisement	Graduate in commerce / accountancy (Hons.) will get weightage	Knowledge of computer operation and 3 years' experience in relevant field.	Rs.14,000/-
6	Cook	1	Female	18 - 40 years as on date of advertisement	M.P or equivalent (relaxed to class VIII passed for Home inmates only)	Experience in the relevant field.	Rs.7,500/-
7	House keeper	3	Female	18 - 40 years as on date of advertisement	M.P or equivalent (relaxed to class VIII passed for Home inmates only)	Experience in the relevant field	Rs.6,000/-

  
**District Magistrate,**  
**Hooghly**

## **Grounds of Rejection of Application Form :-**

- No application shall be received after 5:30 p.m. of the last date (**12.06.2017**)
- Application form without the signature of the applicant in the application form as well as in the photograph shall be rejected.
- Incomplete application, if any respect shall also be rejected.
- Application submitted by male candidates shall be rejected.
- Application of the resident of other district, except Hooghly shall be rejected.
- If it is found that during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, her candidature shall summarily be rejected.

## **General Guidelines**

- The candidate can apply for one post only.
- Only shortlisted candidate will be asked to produce all relevant original certificates along with the self-attested photocopies for verification at the time of viva-voce ,failing which their candidature shall be rejected without any further communication.
- The final panel will be prepared on the basis of total marks obtained in written examination , computer test (wherever applicable) and viva-voce.
- The panel will be valid for **1 (One)** year from date of publication of the same.
- The application form will be available from the District Child Protection Unit , Social Welfare Section , Office of the District Magistrate , Chinsurah , Hooghly , All Offices of Sub-Divisional Officers and Block Development Officers , Hooghly and Children Home for Girls , 7 , Rajamohon Road , Uttarpara , Hooghly, **as well as in website of Hooghly district (www.hooghly.gov.in)**
- Application to be submitted to ***Social Welfare Section, Office of the District Magistrate, Chinsurah, Hooghly*** in **Drop Box from 10.30 a.m. to 5.30 p.m. up to 12.06.2017**
- The Admit Card will be sent to the candidate from this end.



**District Magistrate,  
Hooghly**

**Application for the posts of Child Welfare Officer , Counselor, House Mother , Para Medical Staff , Store Keeper on contractual basis in Children Home for Girls , 7 , Rajamohon Road , Uttarpara , Hooghly**

To,  
**The District Magistrate**  
**Hooghly**

Affix self-attested  
 recent passport  
 size color  
 photograph

**Name of the post applied for** .....

1. Name of the Applicant (in Block Letter): .....  
 [Note: Name as recorded in the Matriculation/Secondary Certificate]
2. Father's/Husband's Name: .....
3. Category: .....
4. Date of Birth (dd/mm/yy): .....  
 [As on date of publication of advertisement]
5. Address: Vill./Street .....  
 Post Office .....  
 Block/Municipality ..... P.S .....  
 District ..... PIN Code .....  
 State ..... Mobile No .....
6. E-Mail: .....
7. Sex : (V) Male / Female
8. Religion: ..... 9. Nationality .....
10. Educational Qualification : ( **Mention from Graduation & Upwards**), if required extra row may be added :

Sl. No.	Examination Passed	Board/ University/	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks

(Attach photocopies of Result Sheet)

11. Computer Knowledge : (Fill up only where applicable)

Sl. No.	Examination Passed	Board/ University/	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks

(Attach photocopies of Result Sheet)

12. **Experience, Pl enclose Separate Sheet:** (With Certificate No. & Date & Name of issuing Authority): .....

13. **Details of other Experience**\_(if any), please enclose Separate Sheet: .....

14. Declaration: I do hereby declare that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found **ineligible** at any stage and (d) I am submitting this application only for the post mentioned above.

Date:

Place:

Signature of the Candidate in full

**District Child Protection Society,  
Office of the District Magistrate  
(Social Welfare Section, Hooghly)**

**CALL LETTER**

(To be produced at the time of written / computer test)

**Part A: (to be filled by the applicant)**

Post applied for: \_\_\_\_\_ in *Children Home for Girl's, Uttarpara*

Name of the post: \_\_\_\_\_ (*Strike out inapplicable*)

Name of the applicant (In block letter): \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

Recent colored  
passport size  
photograph (3.5 cm x  
3.5 cm) to be pasted  
and duly attested by  
the applicant.

\_\_\_\_\_  
Signature of the Candidate

\_\_\_\_\_  
Signature and seal of the attesting authority

**Part B: (To be filled in by office)**

Roll number: \_\_\_\_\_

Venue of examination: \_\_\_\_\_

Date & time of written test / computer test: \_\_\_\_\_

Reporting time at the examination hall: \_\_\_\_\_

Duration of written test / computer: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of District Social Welfare Officer,  
&  
Member Secretary, District Child Protection Society,  
Hooghly**

**Please note :**

1. Candidates are requested to bring their own black ball pen.
2. Mobile phones are strictly prohibited within examination premises.
3. Any unfair means during the course of examination may result in cancellation of candidature.
4. Candidates are requested to appear before the examination along with **Call Letter**.