

Government of West Bengal
Office of the District Magistrate, Malda
(Social Welfare Section)

Memo No:641 /DSW (MLD)

Dated: 16.10.2017.

NOTICE

Online application in prescribed format are hereby invited from Indian citizens(Female) for the following posts on temporary & contractual basis in Government run Children Home for Girls (CNCP & JCL), Malda as per ICPS guideline (revised). Willing candidates shall be required to apply online in the District (official) website: www.malda.gov.in on or before 01.11.2017. No application will be received after 5p.m.on 01.11.2017.Only online application will be accepted. Any omission /suppression of information shall be liable to rejection of application or candidature at any stage of process without showing any reason. Reservation of post will be as per Govt. Rule .Details of the posts are as follows –

Sl	Name of post	Probable vacancy	Category	Gender Category	Age as on 01.10.17.	Educational qualification	Other preferred Qualification	Honorarium (consolidated) per month
01	Officer-in-charge	02	SC:01 Gen.:01	Female	27– 42 years	LLB or Masters Degree in Psychology/Social Work/Social Sciences. Compulsory 3 years experience in the field of Child Welfare	1.Diploma in Computer 2.Experience in administrative /Managerial capacity	Rs 25, 000/-
02	Counselor	02	SC:01 Gen.:01	Female	24-40 years	Masters Degree in Psychology /Social Science /Social Work	Knowledge in computer operation & counseling experience at least 2 years in the field of Child Welfare	Rs 17,500/-
03	Child Welfare Officer (CWO)/Case Worker /Probation Officer	02	SC:01 Gen.:01	Female	21-40 years	Graduate with Social Work /Psychology /Social Science	Knowledge in computer operation & child psychology experience at least 3 years in the field of Child Welfare/Child Development /Child Counseling	Rs 17,500/-
04	House Mother	04	SC :01 Gen.: 02 ST: 01	Female	21-40 years	H.S or equivalent	At least 3 years experience in child care in child care programme/institutions.	Rs 11,000/-
05	Para Medical Staff	02	SC:01 Gen.:01	Female	21-40 years	H.S passed & Diploma n Nursing/Pharmacy.	At least three years experience in the relevant field.	Rs. 9,000/-
06	Storekeeper cum Accountant	02	SC:01 Gen.:01	Female	21-40 years	Graduate in Commerce/ Accountancy(Hons) will get weightage.	Knowledge of Computer Operation & 3 years experience in relevant field.	Rs.14,000/-
07	House Keeper	02	SC:01 Gen.:01	Female	18-40 years	M.P. or equivalent(relaxed to class VIII passed for Home inmates only)	Experience in the relevant field.	Rs. 6000/-

- 1.Candidates belongs to SC, ST& OBC (Category A & B)community will get relaxation of age as per existing Govt rule.
2. Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement.
3. All columns of the application form are to be duly filled up.

METHOD OF SELECTION: -

A. Written Examination:

The written examination consist of objective type multiple choice questions. The subjects & distribution of marks are as follows-

English	:	15 marks
General Knowledge & Arithmetic	:	20 marks
Subject specific	:	45 marks.

(N.B.: No written test will be held for the post of House Keeper (SI 07). Candidates shall only be appeared at the Viva Voice Test.

B.Computer knowledge Test:

- Computer Knowledge Test in addition to the written test will be held for Officer in charge(SI 01) Counselor (SI 02), Child Welfare Officer)/Case Worker /Probation Officer (SI 03) & Storkeeper cum Accountant (06) : 10 marks

C. Viva Voice Test:

- Officer in charge (SI-01), Counselor (SI 02), Child Welfare Officer)/Case Worker /Probation Officer (SI 03) & Storekeeper cum Accountant (06) : 10 marks.
- House Mother(SI 04) , House Keeper (SI 07) & Para Medical Staff (SI 05) : 20 marks.

SYLLABUS: -

In English, understanding of the fundamentals of English Language such as vocabulary, grammar, sentence construction, synonyms, antonyms & its correct uses etc. will be tested.

Question on general knowledge will include everyday science, current events & problems with special reference to India, elementary knowledge of Indian History & Geography, Reasoning & Arithmetic etc.

The subject specific questions will match with the nature of posts, for example posts relating to child Protection (Officer in charge & counselor & Child Welfare Officer (CWO)/Case Worker /Probation Officer) will invite questions on child development, laws protect the rights of children , counseling skills , child psychology , plan & policies on child protection etc .

For Para Medical Staff, knowledge on Nursing & Pharmacy will be tested. For Store Keeper cum accountant account system , cash maintenance & balance sheet etc will be tested.

In the computer test, a Candidate should have sufficient knowledge on word, excel, Bengali and other official related work , internet use & power point.

DOCUMENTS TO BE ATTACHED: -

A candidate shall have to submit the following documents along with the online application –1.Age proof, 2.educational qualification , 3.experience if any , 4.residential proof(issued by competent authority i.e. Proddhan/ Sabhapati / Panchayet Samity/ Member of Zilla Parisad/ MLA/MP/BDO, SDO) 5.Voter Card/Aadhar Card, 6.Computer Diploma Certificate (SL 01), 7. Same coloured passport size photograph to be pasted on the application & admit card. 8.Caste certificate if any .

HOW TO APPLY: -

- Only online application will be accepted submitted through the link from the website :www.malda.gov.in
- Click on the link" Recruitment for Government CCI , Malda 2017"
- Maximum size of documents in a single PDF file should be 2MB for Education and Experience. Maximum size of others documents in PDF file should be 1MB, size of photograph should be 10-20 KB (Height :128px & width: 99px). Size of signature is 10-20 KB (Height : 50px & width: 200px)
- Fill up Application form & upload the required documents & recent coloured photograph .
- After successful submission please note down the registration ID and print the application with registration ID.

GENERATION OF ADMIT CARD: -

- Probable due date of issue of Admit Card: 02.11.17. to 04.11.17.(To be downloaded from website : www.malda.gov.in). Candidates are requested to check the site for final examination schedule for written test.
- Candidate without Admit Card & any photo identity document like EPIC/PAN Card/Aadhaar Card/Passport //Admit Card/Driving Licence/Bank passbook containing photograph /any other photo identity card issued by competent Govt. Authority shall not be allowed to enter the Examination Hall.

PROGRAMME SCHEDULE OF EXAMINATION:-

- Commencement of submission of online application : 16.10.2017.
- Closing date of submission of online application : 01.11.2017. at 05:00 PM.
- Tentative date of written examination : 05.11.2017. at 11:30 AM.
- Date of Computer Test : 07.11.2017 at 10: 30 AM
- Date of Viva Voice Test : 08.11.2017. at 11.00 AM

Candidates are advised to follow & check the instructions & notice published time to time through website:
www.malda.gov.in

Application once submitted shall be treated as final .The candidates are advised to check the entries made against each column thoroughly before submission of application.

The selection committee deserves the right to accept or reject any application without showing any reason.

The selection committee reserves the right in all circumstances for any modification if required.

R. Singh
16/10/17
Addl. District Magistrate(G)
Malda

Memo No: 641 /1(43) / DSW/ (MLD)

Date: 16.10.2017.

Copy forwarded for information to:-

- 1.The Secretary ,Department of WCD& SW ,Government of WB, Bikash Bhavan, Salt Lake Kolkata 700091.
2. The Additional Secretary, Department of WCD&SW, Government of WB, Bikash Bhavan, Kolkata 700091.
- 3.The Director of CRT, WB, Salt Lake, Sector IV, Kol 64
- 4.The Principal Magistrate, JJB, Malda for his kind information and taking necessary action.
5. The Chairperson , CWC, Malda.
- 6.The Subdivisional Officer, Sadar/Chanchal.
- 7.The Senior DC, Malda.
- 8.The DIO, NIC Malda is requested to take necessary action for wide publicity through district website www.malda.gov.in
9. The District Information & Cultural Officer, Malda.
- 10-24.The Block Dev. Officer, all Block.
- 25-40.The CDPO, All Block, Malda
41. The District Child Protection Officer, Malda.
- 42.CA to District Magistrate, Malda for appraisal.
- 43.Office Notice Board of DSWO, Malda

R. Singh
16/10/17
Addl. District Magistrate(G)
Malda