

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
e Mail : dswo.social.northparganas20@gmail.com, Ph 033 25846278

No. : 967/SW(DN)

Date : 25.9.2017

NOTICE

In pursuance of Memo No. 1563(24)-SW/JJA-1/17 dated 17.04.2017 and 3427/SW/O/JJA/25/15 dated 18.8.2016 of the Department of Women and Child Development and Social Welfare, Government of West Bengal, **online applications** in prescribed format are invited from eligible candidates for engagement of different category of posts on temporary and contractual basis in three Government run Homes in North 24 Parganas as per revised ICPS guideline. The contract may be renewed on a yearly basis by the Dept of WCD&SW as per requirement and satisfactory performance of the staff. Willing candidates have to apply online only in the web site www.north24parganas.gov.in, before the closing date i.e. 31.10.2017.

The relevant particulars like name of the post, essential and preferred qualification, age limit, gender, monthly remunerations and vacancy position are stated in the following table:

A. REQUIREMENT

Sl. No.	Name of Post & Minimum no of Posts	Terms & Conditions	Other Preferred Qualification / Experience
1	OFFICER-IN-CHARGE- 1(One)	Essential Qualification:- A Post Graduate in social work/Psychology/Social Sciences or LLB from a recognized University . Compulsory 3 years experience in the field of Child Welfare. Age:- 27-42 Yrs. Consolidated Pay- Rs. 25000/- per month	1. Diploma in computer operation 2. Experience in administrative/Managerial capacity
2	COUNSELOR Total Post- 6 (Six) Reserved for Female- 3 (Three)	Essential Qualification:- A Post Graduate in Psychology/Social Work/ Social Sciences from a recognized university Age:- 24-40 Yrs. Consolidated Pay - 17500/- per month	Knowledge in computer operation & counseling experience at least 2 years in the field of Child Welfare.
3	CHILD WELFARE OFFICER/CASE WORKER Total Post- 6 (Six) Reserved for female 3 (Three)	Essential Qualification:- A Graduate in Psychology/Social Work/ Social Sciences from a recognized university Age:- 21-40 Yrs. Consolidated Pay:- Rs. 17500/- per month	Knowledge in computer operation & Child psychology experience at least 3 years in the field of Child Welfare/Child development/child Counseling
4	HOUSE FATHER (Male)- 7 (Seven) HOUSE MOTHER (Female)- 6 (Six) =Total- 13 Post	Essential Qualification:- H.S. or equivalent Age:- 21-40 Yrs Consolidated Pay:- Rs. 11000/- per month	At least 3 years experience in child care in Child Care Programme/Institutions

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5	PARAMEDICAL STAFF (Nurse) Total 7 (Seven) Reserved for female- 3 (Three)	Essential Qualification:- H.S. Passed & Diploma in Nursing / Pharmacy from a recognized Institute	At least 3 years experience in the relevant field
		Age:- 21-40 Yrs	
		Consolidated Pay - Rs. 9000/- per month	
6	STOREKEEPER CUM ACCOUNTANT Total Post 6 (Six) Reserved for female- 2 (Two)	Essential Qualification:- Graduate in Commerce from Recognized University, Accountancy (Hons) will get weightage	Knowledge of Computer Operation & 3 Years experience in relevant field
		Age:- 21-40 Yrs	
		Consolidated Pay - Rs. 14,000/- per month	
7	COOK Total Post- 1 (One)	Essential Qualification:- Madhyamik or equivalent (Relaxed to Class VIII passed for Home inmates only)	Experience in the relevant field
		Age:- 18-40 Yrs	
		Consolidated Pay - Rs. 7500/- per month	
8	HELPER Total Post- 3 (Three) Reserved for female 2 (Two)	Essential Qualification:- Madhyamik or equivalent (Relaxed to Class VIII passed for Home inmates only)	Experience in the relevant field
		Age:- 18-40 Yrs	
		Consolidated Pay - Rs. 6000/- per month	
9	HOUSE KEEPER Total Post 9 (Nine) Reserved for female 3 (Three)	Essential Qualification:- Madhyamik or equivalent (Relaxed to Class VIII passed for Home inmates only)	Experience in the relevant field
		Age- 18-40 Yrs	
		Consolidated Pay - Rs. 6000/- per month	

Age for all category of above posts will be calculated as on 01.01.2017.

B. PROCEDURE OF APPLICATION: Applications must be submitted through online only.

1 : Online Registration

- All applicants must register himself or herself in the web site www.north24parganas.gov.in (Recruitment – Apply online) to apply for the posts.
- While filling online application the applicant will have to upload his / her colour Passport size photograph (30KB – 50 KB) and self full signature (10KB – 20KB)
- After successful registration an acknowledgement slip mentioning name, registration no. and post applied for will be generated
- Candidates have to keep this acknowledgement slip for future reference.
- Date of commencement of submission of online application : 25.09.2017
- Closing date for submission of online application : 31.10.2017

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2 : Generation of Admit Card

- Applicants will get their Admit Card from the website www.north24parganas.gov.in by entering their registration no. and date of birth in the prescribed place from 06.11.2017 to 10.11.2017.
- Candidates will have to take print out of this Admit Card
- Candidates should not sign in advance in the lower portion of the Admit Card, this has to be done at the time of Written Examination before the Invigilator only.

C : INSTRUCTION

1. A candidate must go through the instructions thoroughly and carefully before and at the time of submitting online application. Any omission / wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The condition prescribed cannot be relaxed.
2. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of the application.
3. In any stage, if any statements made in the application be subsequently found to be false, his / her candidature will liable to be cancelled, even if appointed to the posts on the results of this examination his / her service will to be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
4. Application not duly filled in or found incomplete or defective in any respect will be liable for rejection.
5. Submission for more than one application is strictly forbidden. Submission of more than one application for a single post is strictly forbidden. The candidature of the candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even if he / she is eligible for the same.
6. Age as recorded only in the Madhyamik or equivalent will be accepted, and for VIII pass candidate (Inmate of Home) certificate from the School authorities is required.
7. The District Level Selection Committee, North 24 Parganas may require such further proof or particulars from the candidates as it may consider necessary and may cause enquires about their character and other particulars regarding their suitability and eligibility at any stage.
8. Original certificates and self attested photocopies of certificates relating to identity, residence, age, qualifications and experience will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his / her candidature with the specified time, his / her claim for appointment may be passed over without further reference to him / her.

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9. A candidate should note that his / her admission for appearing at the Examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this examination, his / her candidature will be cancelled without further reference to him / her.

D. DETAILS OF EXAMINATION :

Sl. No	Name of the Post	Sanctioned Post	Written Marks	Computer Test	Viva Voce	Total Marks	Syllabus & distribution of Marks in Written Exam
1	Officer in Charge	1	80	10	10	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
2	Counselor	6	80	10	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
3	Child Welfare Officer / Case Worker	6	80	10	10	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
4	House Father / Mother	13	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
5	Para Medical Staff / Nurse	7	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
6	Storekeeper cum Accountant	6	70	20	10	100	English, Bengali, GK & Current Affairs, Commerce, Accountancy and Arithmetic
7	Cook	1	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic

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8	Helper	3	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
9	House keeper	9	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic

__ the distribution of Marks for different category of Posts will be :

For Officer in Charge, Counselor, Child Welfare Officer / Case Worker, House Father / Mother, Para Medical Staff/ Nurse, Cook, Helper & House Keeper		
Sl No.	Subject	Distribution of Marks
1	English	20
2	Bengali	20
3	GK & Current Affairs	15
4	Child Development & Welfare	10
5	Arithmetic	15
Total		80

For Storekeeper cum Accountant		
Sl No.	Subject	Distribution of Marks
1	English	15
2	Bengali	15
3	GK & Current Affairs	15
4	Commerce Accountancy & Arithmetic	25
Total		70

There will be different set of question paper for different category of posts considering Essential Educational Qualification for each category.

The date, time and venue of the Written Examination will be informed in the Admit Card which will be available online on and from 06.11.2017 to 10.11.2017. The Computer test and Viva Voce of the Selected Candidates will be held on the basis of marks obtained in Written Examination. The list of successful candidates of written examination, who will be selected for Computer test (where applicable) and Viva Voce will be notified in the above mentioned **Web Site**. No separate Admit Card or Communication in any other mode shall be given to the successful candidates of Written Examination for Computer Test (where Applicable) and Viva Voce.

If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the Notice of the candidates through web site only.

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The final merit list will be prepared on the basis of marks obtained in Written Examination, Computer test (where Applicable) and Viva Voce and will be valid for one year from the date of publication.

E. SPECIAL INSTRUCTION FOR WRITTEN EXAMINATION :

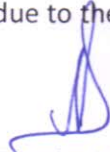
1. The candidate must abide by the instructions as may be given by Supervisors / Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he / she will render himself / herself liable to expulsion from Examination Hall and / or such other punishment as the District Level Selection Committee may deem fit to impose.
2. A candidate who has been reported against by the supervisor of the Examination centre for violation of any of the instructions, his / her candidature will be cancelled and also debar from future examinations and selection as may be decided by the District Level Selection Committee according to the circumstances of the case.
3. No candidate shall be allowed to enter the examination hall unless he / she hold the Admit Card for the examination.
4. Candidates shall have to bring one photo Identity Card, such as EPIC/Aadhaar and Madhyamik Admit Card / Driving license / Passport etc. along with the admit card. Candidate, who do not follow the above instruction, will not be permitted to appear in the written examination.
5. Any attempt on the part of candidate to enlist support for his/her application through persons, officials of Government or agencies will disqualify him/her for appointment. Specific recommendation from person interested in the candidate, or otherwise known to them will be disregarded and will render the candidates ineligible.
6. No candidate shall be allowed to enter the examination Hall with mobile and/or any electronic gadgets, bag, water Bottle etc. If anybody still brings the same then the arrangement of keeping of those items outside the examination hall has to be made by themselves.
7. No TA/DA will be applicable for the candidate who will appear the written test.

F. SCHEDULE OF EXAMINATION:

1. Date of commencement of submission online application: 25.09.2017
2. Closing date for submission of online application: 31.10.2017
3. Generation of online Admit Card: 06.11.2017 to 10.11.2017
4. Date & Details of written examination, such as venue, time will be mentioned in the admit card. The date, venue and time for written examination may change afterwards due to administrative reasons and if so happens, will be notified duly and final date, time and venue will be printed on the admit card.
5. Any subsequent changes in the above mentioned schedule shall be notified to candidates through web site only. Hence, candidates are advised to check the web site

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for any updates regularly. District Level Selection Committee shall not take any responsibility for sending these communications in hard copy/letters and may not be held liable if candidates fail to get information on time due to their fault.



District Magistrate
North 24 Parganas, Barasat
&
Chairperson,
District Level Selection Committee
North 24 Parganas, Barasat

Memo No. 967/7/SW(DN)

Date 25.9.2017

Copy forwarded for information and wide publicity to :-

1. The Director, CRT, Saishali Buliding, Salt Lake, Kolkata – 700064
2. The Sub Divisional Officers (All), North 24 Parganas
3. The Block Development Officer (All) North 24 Parganas
4. The DIO, NIC, North 24 Parganas, with a request to publish the Notice in District Web Site.
5. The DICO, North 24 Parganas for wide publication.
6. The Superintendents, Dhruvashram, Kishlaya, Sukanya
7. CA to the Addl District Magistrate (T)


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Chairperson,
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