

Govt. of West Bengal
Office of the District Magistrate, Murshidabad,
District Child Protection Unit
(Social Welfare Section)

Memo No. 486DCPU/Msd

Date : 27/06/2024

NOTIFICATION

In pursuance of Memo No. 133/CRT dated 22/01/2024 and Memo no.4430-SW/O/JJA-35/18 dated 16/08/2018 and 3819-WCD-17025/2/2020 dated 03/11/2020 of Director of CRT and Department of WCD&SWD, Govt. of West Bengal, online applications in prescribed format are invited from Indian citizens for the following vacant posts on temporary and contractual basis in the Govt. run Specialised Adoption Agency (G-SAA) at Shilayan Home for Girls, Murshidabad for implementation of Mission Vatsalya in this district. Willing and eligible candidates shall be required to apply on or before the closing date i.e., **15/07/2024 up to 05:00 pm through online**. The relevant particulars like post, qualification, age limit, gender, monthly remuneration and anticipated vacancy position is stated in the following table. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission / suppression of information shall lead to rejection of application or candidature at any point of time during the recruitment process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by District Level Selection Committee, DCPU for implementation of Mission Vatsalya, Murshidabad.

TABLE

| S N | Name of the post | No of Post | Age | Educational Qualification | Experience (Minimum) | Other preferred qualification | Consolidated pay per month |
|-----|---|---|---|---|--|--|----------------------------|
| 1 | Manager / Coordinator | 1 (Female-UR) | 23-40 yrs. as on date of advertisement. | PG in Psychology/Social Work with Diploma in Computer Operation by any Govt. recognized agency/Institution. | At least 1-year experience in Child welfare and counselling. | Nil | Rs.23,170/- |
| 2 | Social Worker cum early Childhood Educator | 1 (Female-UR) | 21-40 yrs. as on date of advertisement | Graduate in Psychology / Social Work. | Nil | Master's Degree in Psychology/Social work Knowledge of English language and basic computer operations Knowledge in Early Childhood Care and Education (ECCE) may be added advantage. | Rs.18,536/- |
| 3 | Nurse | 1 (Female-UR) | 23-40 yrs. as on date of advertisement | Madhyamik or Equivalent and successfully completed the course titled General Duty Assistant (Code HSSQ 5101) or Course listed in Home Health Aids (Code Q 5102) approved by Health Sector skill council with minimum 360 Hours of duration. The candidate applying with the Diploma in Nursing /GNM will be given preference. | At least 2 years' experience in the relevant field. | Nil | Rs.12,000/- |
| 4 | Doctor (weekly twice visiting & checking the inmates + on call) | 1 (Male/Female-UR) | 24-40 yrs. as on date of advertisement | MBBS | Nil | DNB in Paediatrics / MD in paediatrics | Rs.12,000/- |
| 5 | Ayah | 5 (Female) [SC-1, UR-2, EWS(EC)-1, ST-1] | 21-50 yrs. as on date of advertisement | Passed in Madhyamik or equivalent examination. For Home inmates' qualification is relaxed up to Class-VIII pass. | Experience in the relative field | Nil | Rs.12,000/- |

- Candidates from Scheduled Castes/Scheduled Tribes and Other Backward Classes will get relaxation of age 5(Five) years and 3(Three) years as applicable over the prescribed age limit, respectively. Physically challenged persons having requisite certificate issued from competent authority of West Bengal shall also get relaxation in age up to 5 (five) years.
- Qualification as stated in the table must be possessed by the candidate on or before the date of publication of advertisement. If it is found during verification of testimonials at any later stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.
- All required columns of the online application form are to be duly filled in.

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4. In case of regular/contractual employee, NOC from current employer is required.

5. **Mode of selection:** The written examination will have objective type multiple choice questions for Sl no. A, B and C. The subjects and the distribution of marks are as follows:

| Sl No | Name of Post | Subject for Written Exam | Written Examination | Computer Test | Viva-voce |
|-------|--|----------------------------------|---------------------|---------------|-----------|
| A | Manager / Coordinator | Math, Subjective, English and GK | 80 | 10 | 10 |
| B | Social Worker cum early Childhood Educator | Math, Subjective, English and GK | 80 | 10 | 10 |
| C | Nurse | Math, Subjective, English and GK | 80 | 10 | 10 |
| D | Doctor | - | - | - | 20 |
| E | Ayah | - | - | - | 20 |

6. The short-listed candidates in the written examination will be called for appearing in computer test. Further short-listed candidates will be called for Viva Voce on the same day for the post as mentioned in table above in serial no. A, B and C.

7. Only Viva Voce test will be conducted for the post as mentioned in table above in serial no. -D and E.

8. The final merit list & panel of wait listed candidates will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Viva-Voce test.

9. The District Level Selection committee, DCPU, Murshidabad reserves the right to reject any application not properly submitted after due date. No offline application will be accepted.

10. Admission to the examination will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if he/she is found not eligible at any stage even after appearing in the examination. Request to change the schedule of any examination at any stage will not be entertained.

11. The short-listed candidates for viva-voce shall bring the documents in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, required qualification, caste certificate (if any), date of birth, certificate of knowledge in computer, experience certificate, etc. for verification.

12. No TA/DA will be provided to attend this examination.

13. The authority reserves the right to change the procedure of any examination on the vacancy mentioned in this notice at any stage prior to selection.

14. How to apply:

a) The candidate shall apply through online mode. Hard copy of application by hand or in ordinary post / registered post will not be entertained / accepted. Candidates shall apply / submit their application in the following website

<https://dcpu.recruitmentmurshidabad.in>

Date of opening of online application from on 01/07/2024 from 10:30 am

Closing Date for submission of application on 15/07/2024 up to 05:00 pm

Date of written examination: 28/07/2024.

b) Candidate should provide his / her own mobile number during submission of online application. The said mobile is required to be kept active during the entire process of recruitment as information of recruitment may be communicated there from time to time.

c) **Scanned copies of Original Documents to be uploaded during application:**

1. Age proof: Admit Card/Registration Certificate/Pass Certificate of Madhyamik Pariksha or recognized equivalent examination
2. Proof of Residence: Voter Card (EPIC)/Aadhar card/Ration Card.
3. Academic Qualification, other preferred qualification & Qualification in computer course: as specified in Table.
4. Caste Certificate (If applicable): caste certificate received from an appropriate authority is required to be uploaded (certificate issued outside of West Bengal will not be considered and candidate having such certificate shall be considered as general candidate. Disability certificate received from an appropriate authority is to be uploaded for Age relaxation at the time of Online application. (certificate issued outside of West Bengal will not be considered).
5. Experience Certificate: Experience certificate from appropriate authority as mentioned in the Table above is required to be uploaded.