# Govt. of West Bengal

## Office of the District Magistrate, Murshidabad

### District Child Protection Unit

(Social Welfare Section)

**Memo No. 104 /DCPU/Msd** **Date: 23.02.2018**

**Notice of Recruitment for contractual post of District Child Protection Officer, Murshidabad**

In pursuance of Memo No 46/WCD&SW dated 29.09.2015 and 874/CRT Dated 30.06.17 of Department of Child Development and Women Development & Social Welfare, Govt. of West Bengal, application in prescribed format are invited from Indian citizens for the following post on temporary and contractual basis in the District Child Protection Unit, Murshidabad for the implementation of ICPS. Willing candidates shall be required to apply on or before the closing date. The relevant particulars like post, qualification, age limit, category of reservation, gender, monthly remuneration and anticipated vacancy position are stated in the following table. A candidate must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any stage of the 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, Murshidabad.

| Sl No | Name of the Post | Probable vacancy | Reservation Category for the post | Age (Age as on 01.01.2018) | Educational Qualification | Other Required Qualification | Honorarium (Consolidated per month) |
|---|---|---|---|---|---|---|---|
| 1 | District Child Protection Officer | 1 (one) | Unreserved | 18-45 Years | Graduate in Social Work/Psychology/Sociology /Law | **Experience**(need proof of any Govt. recognised institution)<br>**1.**At least 5 years in the field of Child Welfare<br>**2.**Knowledge in computer<br>**3.**knowledge in Counselling. | Rs.33,250/- |

1. Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement and fromrecognised institution. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after date of publication of this advertisement, his / her candidature shall be summarily rejected.
2. All columns of the application form are to be duly filled in with ball point pen in his/herown handwriting or typed. No cursive writing allowed.
3. Mode of selection

   The written examination will have objective and short answer type questions in English medium. The subjects and the distribution of marks are as follows:

   For the post of District Child Protection Officer

   - English : 15 Marks
   - General Studies : 20 Marks
   - Subject with job related issues : 45 Marks

4. The short-listed candidates in the written examination of 80 marks and computer test of 10 marks will be called for appearing at the Viva-Voce test of 10 marks in 1:5 ratios against the total number of vacancies in a particular post.
5. The final merit list will be prepared on the basis of total marks obtained in the Written Examination of 80 Marks, Computer Test of 10 Marks and the Viva-Voce Test of 10 marks.
6. **Syllabus (indicative) :**

   In English, understanding of the fundamentals of the English Language such as corresponding vocabulary, grammar, sentences structure, synonyms, antonyms and its correct usage etc will be tested.

   The questions on general studies will include everyday science, current events and problems with special reference to India, elementary knowledge of Indian History, Indian constitution and Indian Geography, reasoning and Arithmetic.

   The subject specific job related question will match with the nature of post for example posts relating to child protection will attract question on child development, laws protection the rights of children,

23/2/18

counselling skills, child psychology, plan and policies on child protection fundamentals of computer MS Office, Govt. and public administration system relevant to job and general awareness.

In the computer test, candidate's knowledge on fundamentals of computer, MS office will be examined.

7. The selection committee, Murshidabad reserves the right to reject any application not properly filled in or received after due date.

8. Admission to the examination will be purely provisional.Candidature of any candidate shall be rejected straightway if found not eligible at any stageeven after appearance at the examination.

9. Use of mobile phones, calculator and any kind of electronic gadget inside the examination hall is strictly prohibited. Use of the same will lead to cancellation of candidature without giving opportunity of being heard.

10. The short-listed candidates for viva-voce should bring the documents in original and self-attested photocopies (for submission)in respect of identity proof, academic qualification, cast certificate, date of birth, certificate of knowledge in computer and experience certificate for verification.

11. Canvassing in any form is strictly prohibited and may result in cancellation of candidature without any further notice and also liable to legal action.

12. The selection committee reserves the rights in all circumstances for any decision if required in public interest.

13. The panel of candidates in order of merits will remain valid for 2 (two) years from the date of its acceptance.

**14. How to apply :**

- The candidates should apply in prescribed application format which is available in district website – www.murshidabad.gov.in.
- The application should reach in the office of the District Magistrate, Murshidabad, New Administrative Building, P.O - Berhampore, District Murshidabad, Pin-742101 (Room No.218(Addl. District Magistrate Dev. Confidential Section) within the last date of submission of application by hand in the designated drop box or by ordinarypost.
- Twoself-addressedenvelopesbe submitted with the application form together with one self addressed post card.

| | | |
|---|---|---|
| Time for submission of application by hand | : | On any working day between 12.00 noon to 3.00PM |
| Closing date for receiving of application by hand or by ordinary post. | : | **16.03.2018 up to 5:00 pm** |
| Tentative date of Written Examination | : | **08.04.2018** |

Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are advised to check the entries made against each Colum thoroughly before submission of application.

The accepted applications after scrutiny, the recruitment list details with roll no etc will be displayed in DM's website www.murshidabad.gov.in. It has to be followed.

For further details and assistance the candidates may contact the following numbers on any working day from 12:00 noon to 5:00 pm 03482-250023 or follow www.murshidabad.gov.in for updated information regularly.

**Last date of receiving application is 16.03.2018**

23/2/18

**Member Secretary, Selection Committee**
**&**
**District Social Welfare Officer**
**Murshidabad**

**Memo No. 104/1(17)/DCPU/Msd** **Date: 23/02/2018**

*Copy forwarded for information and wide circulation to :-*

1. The Chairperson, WBCPCR, West Bengal.
2. The Secretary to the Govt. of West Bengal, WCD&SW, Bikash Bhawan, Kolkata – 700 091.
3. The Director of Child Rights and Trafficking, Govt. of West Bengal, Saishali, Kolkata-64.
4. The Joint Secretary to the Govt. of West Bengal, WCD&SW, Bikash Bhawan, Kolkata – 91 with the request to insert the notification in Department website/ Banglarmukh.
5. The Secretary, Murshidabad Zilla Parishad, Panchanantala, Murshidabad.

6-10. The Sub-Divisional Officer (All), Murshidabad with a request to publish it in his office notice board.

11. The Principal Magistrate, JJB, Murshidabad
12. The Chairperson, CWC, Murshidabad
13. The Nezarat Deputy Collector with a request to publish the notice in his office notice board.
14. The District Social Welfare Officer, Murshidabad
15. The DPO (ICDS), Murshidabad
16. The DIO, NIC, Murshidabad with a request to publish the notice at the website of Murshidabad District i.e. www.murshidabad.gov.in and take necessary action for giving link in Banglarmukh.
17. The DICO, Murshidabad with a request to publish the notice in his office notice board.
18. CA to DistrictMagistrate, Murshidabad with a request to bring the matter to the kind notice of the District Magistrate.

23/2/18

**Member Secretary, Selection Committee**
**&**
**District Social Welfare Officer**
**Murshidabad**

# APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF DCPO, MURSHIDABAD

**(Form should be filled in with ball pointed pen in own hand writing or typed. Incomplete form without attached documentsand form not delivered in due mandate time and means are liable to rejection. The application will be received up to 16.03.2018 by hand in the designated Place or by ordinary post)**

Recent coloured passport size Photograph (3.5 cmx3.0 cm) to be pasted and duly Signed by the Applicant

**To**
**The District Magistrate, Murshidabad**

In reference to the Notice vide Memo No.104/DCPU/Msd dated 23/02/2018, I am willingly to apply for the same and my details particulars are given below.

1. **Applicant's Name**_____
**(In Block Letters)**

2. **Date of Birth:**_____/_____/_____ **Age as on 01/01/2018:** (D)_____(M)_____(Y)_____
**(Must be born after 01/01/1973 and before 31.12.1999 for eligible candidate)**

3. **EPIC/PAN/ADHAR/Passport/ Driving License no. (any one with no.)** _____

4. **Nationality :** _____ **Gender :** _____ **Marital Status :** _____

5. **Father's / Husband's Name :** _____

6. **Address for Correspondence:**Village / Street _____
P.O. _____ P.S. _____
Dist. _____ Pin _____

7. **Permanent Address :** Village / Street _____
P.O. _____ P.S. _____
Dist. _____ Pin _____

Mobile_____( Mandatory) Email ID _____( Mandatory)

8. **Educational Qualifications:(Must be graduate in Social Work/Psychology/Sociology/Law from recognised University)**

| Exams Passed | Board/University | Subjects | Year of Passing | Marks obtained | Results/Division | % of Marks |
|---|---|---|---|---|---|---|
| Secondary | | | | | | |
| Higher Secondary | | | | | | |
| Graduation | | | | | | |
| PG/Professional | | | | | | |

9. **Details of Work Experiences: (Working certificate of at least five year in the field of Child Welfare from Head of the office/organisation should be enclosed)**

| Sl No | Name of the Organization/Institution | Key tasks assigned | Period (From – To) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

10. **Details of computer Knowledge and counselling experience: (3 years certificate from Govt. recognised Institution)**

| Subject | Institution | Certificate Name | Period (From – To) |
|---|---|---|---|
| Computer Skill | | | |
| Counselling Experience | | | |

**Enclose attested photocopies of all proofs in respect of Sl. No. 01 to 10 must be attached.**

"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declared that in case of my statement is found false or incorrect during any stage of recruitment and thereafter,I shall abide by the decision of the Authority including cancellation of my candidature or appointment under the extant of rules. I shall not canvass directly or indirectly."

**Date :**

**Place**

_____
**Full signature of the applicant**

23/2/18