

Government of West Bengal
Office of the District Magistrate, Purulia
Social Welfare Section, Purulia

Memo No : 223/SW/Purulia.

Date: 20/06/2017.

NOTICE

Applications are being invited from **eligible Female candidates only** for engagement to the following contractual posts of Anandamath Juvenile Home for Girls, Simulia, Purulia. Minimum Contractual period is 1(one) year which may subsequently be revised as per the Order of Competent Authority.

Eligibility criteria and other terms and conditions are as follows:

Sl. No.	Name of post	No. of vacancies With Category	Age	Educational Qualification	Other Preferred Qualification	Consolidated Pay per month
01	Office in Charge	SC-01 GEN-01 Total -02	27-42 years as on date of advertisement	LLB or Masters Degree in Psychology/Social work/Social Sciences. Compulsory 3 years experience in the field of Child Welfare	1. Diploma in computer operation. 2. Experience in administrative/Managerial capacity	Rs. 25,000/-
02	Counsellor	SC-01 GEN-02 Total -03	24-40 years as on date of advertisement	Masters Degree in Psychology/Social work/Social Sciences	Knowledge in computer operation & counselling experience at least 2 years in the field of Child Welfare	Rs. 17,500/-
03	Child Welfare Officer (CWO)/Case Worker/Probation Officer	SC-01 GEN-01 Total -02	21-40 years as on date of advertisement	Graduate with Psychology/Social work/Social Sciences	Knowledge in computer operation & Child psychology experience at least 3 years in the field of Child Welfare/Child development/Child counselling	Rs. 17,500/-
04	House Mother	SC-02 GEN-04 ST-01 OBC(A)-01 Total -08	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/-

05	Para Medical Staff	SC-01 GEN-02 Total -03	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/-
06	Store keeper cum Accountant	SC-01 GEN-01 Total -02	21-40 years as on date of advertisement	Graduate in Commerce/Accountancy (Hons.) will get weightage	Knowledge in computer operation & 3 years experience in the relevant field	Rs. 14,000/-
07	House Keeper	SC-01 GEN-01 Total -02	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/-

Examination procedure:

Along with written examination there shall be Computer Test for the post of i) Office-in-Charge, ii) Counsellor, iii) Probation Officer, iv) Store Keeper cum Accountant, For these categories of posts distribution of marks shall be **80 (Eighty)** in written exam, **10 (Ten)** in Computer Test and 10(ten) in Viva-Voce. Candidates will be called for viva-voce, on basis of Combined marks obtained in Written Examination & Computer Test in the ratio of 1:5.

Break up of marks for written examination will be as follows:

- (a) English : 20 Marks
(b) General Studies : 20 Marks
(c) Subject Specific issues : 20 Marks.
(d) Mathematics : 20 Marks.

The Written Examination will have Multiple Choice Objective Type Questions on the above mentioned guidelines and it is of one and a Half an Hour (i.e. 90 Minutes) Duration commencing at 11.00 a.m. and continuing up to 12.30p.m.

For remaining 03 (Three) categories of posts viz i) House Mother, ii) Paramedical staff and iii) House Keeper, there shall be only Written Examination of **85 (Eighty five)** marks and Viva- voce of 15 (fifteen) marks. Candidates will be called for vive-voce, on basis of marks obtained in written examination in the ratio of 1:5.

Break up of marks for written examination will be as follows:

(a) English	: 20 Marks
(b) General Studies	: 25 Marks
(c) Subject Specific issues	: 20 Marks.
(d) Mathematics	: 20 Marks.

The Date, Time and Venue of Written Examination will be communicated through Online Admit Card.

Procedure for submitting applications:

1. Willing candidates are requested to visit the official website of D.M. Purulia

(i.e. <http://www.purulia.nic.in> or <http://www.purulia.gov.in>)

2. Candidates are requested to fill up form from the specified link given in the above website, from 23.06.2017 to 17.07.2017 up to 5:00 P.M.

3. While filling up the form, candidates are requested to upload scan copy of their recent passport size colour photograph (taken within 6 months) of size not exceeding 500 kb & scan resolution of minimum 100 dpi.

4. After successful submission of form, candidates are requested to print the filled up submitted form directly from the website.

5. Candidates are also requested to sign in full with date in specific space provided for this purpose in the above application form.

6. Candidates have to attach self-attested copies of all the supporting documents e.g. educational qualification certificate, mark sheet, experience certificate, age proof certificate, caste certificate & other relevant documents related to desirable criteria such as Knowledge in computer etc. with duly signed **online generated** Application form & submit the same through post/ by hand on or before 17.07.2017 by 5.00 p.m. to the following address :

Office of the District Magistrate, Purulia, District Social Welfare Section, Treasury Building, Purulia.

7. For any query related to the recruitment process or in case there is any problem while submitting the **application** candidates may contact following help desk number at any official day from 10:00 to 4:00 P.M. or email at icps.purulia@gmail.com

Help desk No.- 03252-224409

Grounds for Cancellation of Applications:

- i) Hard copies of application Form submitted in plain papers instead of online generated application Form shall be rejected outright.
- ii) Applications (Hard copies) received beyond the specified time-period as mentioned above shall also be rejected.
- iii) Online generated Application forms if submitted without the copies of essential documents as mentioned in Para7 above, shall be rejected outright.
- iv) Applications shall also be liable to cancellation if there are instances of data mismatch in the filled in application Form with reference to the documents submitted as mentioned in Para7.


Additional District Magistrate (Gen)



Purulia.