

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

Memo No. 34(17)/SW/PRL

Date: 03 / 02 / 2020

NOTIFICATION

Applications are invited from eligible candidates only for engagement in the following purely contractual posts in the Anandamath Juvenile Home for Girls, Purulia and Govt.- Specialized Adoption Agency (SAA) ,at Anandamath Home. Initial Contractual period is for one year which may subsequently be revised as per order of the competent authority.

Eligibility criteria and other terms and conditions are as follows:

Sl. No.	Name of the post with vacancy	Vacancy	Age	Minimum Educational Qualification	Minimum Experience	Other preferred qualification	Consolidated Pay per month (in Rs.)
1.	Office-in-Charge (OC)	1(SC), for female candidates only	21-42 years as on the date of advertisement	LLB or Master's Degree in Psychology/ Social Work/ Social Sciences with Diploma in Computer operations from any Govt. recognized Agency/ Institution	At least 3 (Three) years' experience in the field of Child Welfare and in Administrative/ Managerial capacity	Nil	25,000/-
2.	Child Welfare Officer (CWO)/ Case Worker / Probation Officer	1(SC), for female candidates only	21-40 years as on the date of advertisement	Graduate with Social Work/ Psychology/ Social Sciences with Diploma in Computer operations from any Govt. recognized Agency/ Institution	At least 3 (Three) years' experience in the field of Child Welfare and	Nil	17,500/-
3.	Store keeper cum Accountant	1 (SC) for female candidates only	21-40 years as on date of advertisement	Graduate in Commerce/Accountancy (Hons.) with Diploma in Computer operations from any Govt. recognized Agency/ Institution	At least 3 years experience in the relevant field	Nil	14,000/-
4.	Para Medical Staff	1 (SC) for female candidates only	21-40 years as on date of advertisement	H.S. passed & Diploma in Nursing/Pharmacy	At least 3 years experience in the relevant field	Nil	9,000/-
5.	Doctor (Part Time) in the Specialized Adoption Agency (SAA)	1(Gen), for female/ male candidates	24-40 years as on the date of advertisement	MBBS	At least 1 (one) year experience in relative field	DNB or MD in Paediatrics	7500/-

Selection Procedure:

Office-in-Charge (OC) & Child Welfare Officer (CWO)/ Case Worker / Probation Officer & Store Keeper cum Accountant: Candidates for the post in **sl. nos. 1,2,& 3**, shall be selected by means of a written examination of 70 (Seventy) Marks followed by a Computer Test of 20 (Twenty) marks and a viva-voce of 10 (Ten) marks. Candidates must secure at least 21 Marks (30%) in the Written Exam to qualify for the Computer Test and viva-voce. Qualified candidates in the ratio of 1:5 shall be called for the Computer Test and viva-voce.

The distribution of Marks for the Written Test will be as follows:

(a) Subject Specific -40 marks, (b) General Studies- 10 marks, (c) Mathematics- 10 marks, (d) English-10 marks

The duration of the written exam will be for 90(Ninety) minutes.

Para Medical Staff: Candidates for the post in **sl. nos. 4** shall be selected by means of a written examination of 90 (Ninety) marks followed by a viva-voce of 10 (Ten) marks. Candidates must secure at least 27 marks (30%) in the Written Exam to qualify for the viva-voce. Qualified candidates in the ratio of 1:5 shall be called for the viva-voce.

The distribution of marks for the Written Test will be as follows:

(a) Subject Specific -50 marks, (b) General Studies- 15 marks, (c) Mathematics- 15 marks, (d) English-10 marks

The duration of the written exam will be 2 (two) hours.

If a candidate remains absent in the Computer Test or viva-voce her/his name shall not be considered for preparation of the merit list.

The Date, Time and Venue of Written Examination shall be communicated through Online Admit Card. Procedure for submitting applications:

1. Willing candidates are requested to visit the official website: <http://www.purulia.nic.in> or <http://www.purulia.gov.in>
2. Candidates are requested to submit online application from the specified link given in the above website, from **05/02/2020 to 12/02/2020 up to 5 P.M.**
3. While filling up the form, candidates are requested to upload scanned copy of their recent passport size colour photograph in **.jpg format** (taken within 6 months) of size not exceeding 200 kb with scan resolution of minimum 200 dpi.
4. Candidates are also required to upload scanned copy of their proof of identity (AADHAAR/EPIC/Driving Licence) in jpg format of size not exceeding 50 KB and with scan resolution of 200 dpi.
5. Candidates are also required to upload scanned copy of their full signature in jpg format of size not exceeding 50 KB with scan resolution of 200 dpi.
6. Candidates are also required to upload scanned copy of all original documents, viz., certificates of educational qualifications, mark sheet, experience certificate, age proof certificate, caste certificate & other relevant documents related to Other Preferred Qualifications criteria and experience in relevant field. The size of the scanned documents altogether should not exceed 500 KB with resolution of 100 dpi.
7. For any query related to the engagement process or in case there is any problem while submitting the **application** candidates may contact following help desk number during official day from 10:00 to 4:00 P.M. or email at icps.purulia@gmail.com.

Help desk No.- **03252-224409**

No Hard Copies shall be received at this end.

Grounds for Rejection of Applications:

- i) One candidate can submit only one application under one category of post. Submission of Multiple applications for the same category of post is not allowed. More than one application submitted for the same category of post shall be liable to be rejected.
- ii) One candidate can submit application for only one category of post. Submission of Multiple applications by a candidate for more than one post will lead to rejection of all applications submitted by the candidate.
- iii) Online generated Application forms if submitted without the copies of essential documents as mentioned above shall be summarily rejected.
- iv) Applications will also be rejected if there is data mismatch in the filled in application form with reference to the soft copies of the documents submitted.


District Magistrate
Purulia