

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

Memo No : 421 /SW(P)

Date: 19 / 09 /2018

**NOTIFICATION**

Applications are invited from eligible candidates only for engagement in the following purely contractual posts under the Specialized Adoption Agency (SAA) and other establishments in Anandamath Juvenile Home for Girls, Purulia. Initial Contractual period is for 1(one) year which may subsequently be revised as per order of the competent authority.

Eligibility criteria and other terms and conditions are indicated in the following:

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.	Manager/ Coordinator in the Specialized Adoption Agency (SAA)	1(Gen), for female candidates only	23-40 years as on the date of advertisement	Post Graduate in Psychology/ Social Work with Diploma in Computer operations from any Govt. recognized Agency/ Institution	At least 1 (one) year experience in Child Welfare and Counselling	Nil	17,500/-
2.	Social Worker cum Early Childhood Educator in the Specialized Adoption Agency (SAA)	1(Gen), for female candidates only	21-40 years as on the date of advertisement	Graduate in Psychology/ Social Work with Diploma in Computer operations from any Govt. recognized Agency/ Institution	At least 1 (one) year experience in relevant field of work	Master's Degree in Psychology/ Social Work, knowledge on Early Childhood Care and Education (ECCE)	14,000/-
3.	Nurse in the Specialized Adoption Agency (SAA)	1(Gen), for female candidates only	23-40 years as on the date of advertisement	HS or equivalent, Diploma in Nursing/ GNM(General Nursing and Midwifery Course)	At least 2 (two) years' experience in relevant field of operation	Nil	9,000/-
4.	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/-
5.	Ayah in the Specialized Adoption Agency (SAA)	6 (Gen-3, SC-1, ST-1, OBC-A -1), for female candidates only	21-50 years as on the date of advertisement	Passed Madhyamik or equivalent examination, for Home Inmates, Qualification may be relaxed up to Class VIII	At least 1 (one) year experience	Nil	6000/-
6.	Chowkidar in the Specialized Adoption Agency (SAA)	1 (Gen), for male candidates only	21-40 years as on the date of advertisement	Passed in Class VIII Examination	At least 1 (one) year experience	Nil	6000/-
7.	Office-in-Charge (OC)	1(SC), for female candidates only	27-42 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 1 (one) year experience in the field of Child Welfare and in Administrative/ Managerial capacity	Nil	25,000/-
8.	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	Rs.17,500/-

Sl. No.	Name of the post with vacancy	Vacancy	Age	Minimum Educational Qualification	Minimum Experience	Other preferred qualification	Consolidated Pay per month (in Rs.)
9.	Store keeper cum Accountant	SC-1, GEN-1, Total -02 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/-
10	Para Medical Staff	SC-01 GEN-02 Total -03 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/-

**Selection Procedure:**

**Manager/ Coordinator, Social Worker cum ECE, 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, 7, 8 & 9 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.

**Nurse & Para Medical Staff:** Candidates for the post in sl. nos. 3 & 10 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 remain absent in the Computer Test or viva-voce her/his name shall not be considered for preparation of the merit list.

The process of selection for the posts in sl. nos. 04, 05 & 06 will be notified later.

**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 **24.09.2018 to 05.10.2018 up to 5:00 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](mailto:icps.purulia@gmail.com)

Help desk No.- [03252-224409](tel: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  
19/9/2018

Memo No. 421/1(17)/DCPU/PRL

Date: 19 / 09 / 2018

Copy forwarded to The:

1. Secretary, Deptt of WCD & SW, Govt. of West Bengal
2. Director, Child Rights and Trafficking, Govt. of West Bengal
3. Ld. Secretary, District Legal Service Authority, Purulia
- 4-7. Sub Divisional Officer, Purulia Sadar/ Jhalda/ Manbazar/ Raghunathpur
8. DIO (NIC), Purulia, with request to upload the Notification in the District Portal of Purulia and to make necessary arrangement in the District Portal for submission of applications online.
9. DICO, Purulia with request to arrange for wide circulation of the Notification.
10. DSWO, Purulia
11. DCPO, Purulia
12. Superintendent, Anandamath Juvenile Home for Girls, Purulia
13. CA to Additional District Magistrate (Dev), Purulia
14. CA to Additional District Magistrate (Gen), Purulia
15. CA to Additional District Magistrate (ZP), Purulia
16. PA to District Magistrate, Purulia
17. Office Copy

  
District Magistrate  
Purulia  
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