



Government of West Bengal  
Office of the District Magistrate, Jalpaiguri  
(District Child Protection Unit)  
Email id: [dcpu.jpg2024@gmail.com](mailto:dcpu.jpg2024@gmail.com)

Memo No. 789

Date: 03-12-2024

**RECRUITMENT NOTICE**

In partial modification of the Memo No. 787 dated 03-12-2024 applications are invited from eligible Indian citizens for engagement of the following staff under Mission Vatsalya in Jalpaiguri purely on contractual basis.

**A) District Child Protection Unit, Jalpaiguri**

Sl. No.	Name of the Post	No. of Vacant Positions	Age (Maximum)	Minimum Educational Qualification	Consolidated Remuneration (in ₹)	Category of Post
1.	Protection Officer (Non-Institutional Care)	01	45 years	Post Graduate degree in Social Work/Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University. OR Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers	27804.00.	Reserved for SC
2.	Outreach Worker	01	35 years	12 <sup>th</sup> passed from a recognize Board/ Equivalent Board Good Communication Skills Weightage for work experience candidate.	12000.00	Reserved for ST

**B) Special Juvenile Police Unit, Jalpaiguri**

Sl. No.	Name of the Post	No. of Positions	Age (Maximum)	Minimum Educational Qualification	Consolidated Remuneration (in ₹)	Category of Post
1.	Social Worker	02	35 years	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university. Weightage for work experience candidate Proficiency in Computers	18536.00	One post reserved for Female candidate

**GENERAL GUIDELINES**

## Selection procedure:

- i. Eligible applicants will appear in Written Test of 80 marks.
- ii. Individual admit card of eligible candidates having date, time and address of the written examination center will be sent by post.
- iii. The written examination will have objective type Multiple Choice questions and the distribution of marks is as follows:
  - a. English: 20 marks
  - b. Arithmetic: 20 marks
  - c. General Awareness: 20 marks
  - d. Job specialization oriented: 20 marks
- iv. The successful candidates on the basis of marks obtained in the written test will be called for Computer Test of 10 marks.
- v. Candidates who succeed in the Computer Test will, in the ratio of 1:5, will be called for Viva Voice Test carrying 10 marks.
- vi. The Selection Committee will submit the merit list of successful candidates in the ratio of 1:4 to the District Child Protection Society / Unit for approval and appointment.
- vii. The list will be valid for 2 (two) years from the date of approval of the list by the DCPS / DCPU.
- viii. Police Verification and Medical examination of the contractual person will be done after joining.
- ix. No TA & DA is admissible for attending Written / Computer / Viva examination.
- x. If at any stage, after the issue of admit card, a candidate if found to be ineligible for admission to the examination in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
- xi. Candidates who knowingly or willfully furnish incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
- xii. Candidates to produce the Admit Card to the Supervisor / Invigilator, failing which s/he may be debarred from appearing in the examination.
- xiii. The candidate must abide by the instructions as may be given by Supervisor / Invigilator of the examination centre. If the candidates fail to do so or indulge in disorderly or improper conduct, he/she will render himself / herself liable to expulsion from the Examination hall and / or such other punishment as the authority may deem fit to impose.
- xiv. A candidate who has been reported against by the Supervisor / Invigilator of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature.
- xv. Submission of more than one application for a particular post is not allowed.
- xvi. Canvassing in any form will disqualify the candidature.
- xvii. Prescribed application form to be downloaded from the website [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)

- xviii. The Envelope containing application must be superscribed at the top of the envelope with the name of the post applied for.
- xix. Application will be received from 4<sup>th</sup> December, 2024 to 31<sup>st</sup> December, 2024 from 11am to 5pm (except govt. holidays and holidays as per NI Act).
- xx. Application to be supported by the self attested copies of the following documents
- Age Proof
  - Residential Proof
  - Qualification Certificate
  - Experience Certificate
  - Caste Certificate
  - Self addressed envelope with requisite postage stamp of ₹ 5/- (2 nos) and 01 (One) self attested passport size photograph attached with the application and other 1 (One) within the envelope
- xxi. Application may be submitted at drop box kept in the District Child Protection Unit, Collectorate Building, Jalpaiguri or sent by post at same address to the District Magistrate, Jalpaiguri.
- xxii. District Level Selection Committee reserves the right for rejection of any application not duly filled in or received after due date & time etc.


  
**Member Convener**  
**District Level Selection Committee**  
&  
**District Social Welfare Officer**  
**Jalpaiguri**

Memo No. 789/1(5)

Date: 03-12-2024

Copy forwarded for kind information to:

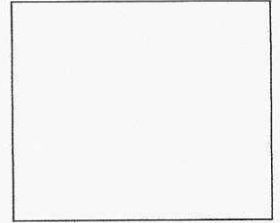
1. The Director, Child Rights & Trafficking, West Bengal with request to issue suitable instruction for insertion of the advertisement (Copy enclosed) in department's website/Banglarmukh.
2. The DIO, NIC, Jalpaiguri with request to issue suitable instruction for insertion of the advertisement in the district website. (Copy enclosed)
3. The Officer-in-Charge, Social Welfare Section, Jalpaiguri.
4. The CA to the District Magistrate, Jalpaiguri.
5. The CA to the Addl. District Magistrate (SW), Jalpaiguri.

  
**Member Secretary**  
**District Level Selection Committee**  
&  
**District Social Welfare Officer**  
**Jalpaiguri**

## APPLICATION FORMAT

Application for the post of .....

To  
The District Magistrate  
Jalpaiguri



Madam,

In response to your advertisement ..... that you are going to recruit some contractual staff for **DCPU & SJPU, Jalpaiguri**, I beg most respectfully to apply for the above post. My full particulars with required documents are given below for your kind consideration

1. Name of the applicant (in BLOCK LETTERS).....
2. Mother's / Father's / Husband's / Guardian's Name.....
3. Address for Communication  
Vill: ..... Post Office .....
- Block / Municipality / Corporation .....
- District ..... State ..... PIN.....
- E-mail ID ..... Mobile No.....
4. Present Address  
Vill: ..... Post Office .....
- Block / Municipality / Corporation .....
- District ..... State ..... PIN.....
- E-mail ID ..... Mobile No.....
5. Date of Birth..... (dd/mm/yyyy) 6. Caste: ..... 7. Nationality .....
8. Academic Qualification (From Madhyamik onwards)

Examination Passed	Subjects	Board/University	Year of Passing	Total Marks	Marks Obtained	% of Marks

9. Qualification in Computer: .....
10. Working Experience / Experience: .....

### DECLARATION

I hereby declare that all statements made in this application are correct to the best of my knowledge and belief. In the event of my information being found false my candidature is liable to be cancelled.

Place: .....

Date: .....

Full Signature of the Applicant