Government of West Bengal  
Office of the District Magistrate, North 24 Parganas  
District Social Welfare Section, Barasat

Memo No. 496/SW (DN)  Dated 8/06/2015

**NOTICE**
Applications in sealed envelopes are invited for contractual post for engagement on terms and conditions as detailed from willing candidates to be posted at District Child Protection Unit from female/male candidates who are Indian nationals.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of Post &amp; Minimum No. of Posts</th>
<th>Terms &amp; Conditions</th>
<th>Experience</th>
</tr>
</thead>
</table>
| 01     | Legal-Cum-Probation Officer-01      | Essential Qualification: Graduate in Law  
Age: 18-45 Years  
Desirable Qualification: Knowledge in Computer Operation  
Contractual Fee: Rs. 21000/- per month (Consolidated) | At least 3 year Experience in the field Child Welfare |
| 02     | Counsellor-01                      | Essential Qualification: Graduate, preferably in Social Work/psychology/Sociology  
Age: 18-35 Years  
Desirable Qualification: Knowledge in Computer Operation  
Contractual Fee: Rs. 14000/- per month (Consolidated) | At least 2 year Experience in the field Child Welfare/Counseling |
| 03     | Data Analyst-01                    | Essential Qualification: Graduate in Computer Application  
Age: 18-35 Years  
Contractual Fee: Rs. 14000/- per month (Consolidated) | At least 1 year in the relevant field. |
| 04     | Assistant Cum Data Entry Operator (JJB) | Essential Qualification: HS or equivalent  
Age: 18-35 Years  
Desirable Qualification: Knowledge in Computer Operation  
Contractual Fee: Rs. 9000/- per month (Consolidated) | At least 1 year in the relevant field |
| 05     | Outreach Worker-1                  | Essential Qualification: Madhyamik or equivalent  
Age: 18-35 Years  
Desirable Qualification: Good Communication Skills  
Contractual Fee: Rs. 8000/- per month (Consolidated) | At least 2 Years in the relevant field. |

Other information:

The above posts are purely temporary & contractual in nature for a minimum contractual period of 1 (one) year which may be revised according to orders of the Authorities in this regard from time to time. However, the appointing authority may terminate the contract over a notice of 1 (one) month without assigning any reason whatsoever.

Eligible candidates may send their applications with updated bio-data containing Mobile No. & Email Address, 1 passport size colour photograph, 1 self Addressed Envelop without Stamp as per enclosed format in hard copy only to the undersigned at the following address. All the applications received will then be reviewed and applications would be short listed for written examination. No canvassing in any form would be entertained. Short listed candidates will be called for written examination.
Last date of receiving application is 29.06.2015.

Applications should be sent either by post or dropped at the Drop box installed at Social Welfare Section on all days excepting Saturdays and Sundays, Holidays.
All the applications needs to be address to: (Applications received by any section other than Social Welfare Section would be summarily rejected):

District Social Welfare Officer
Office of the District Magistrate
Social Welfare Section
Main Administrative Building, Ground Floor
Barasat, North 24 Parganas
PIN--7000124

Memo no-----46/1(2) Date- 8.06.2015
Copy forwarded for information and necessary action to:

1) DIO, NIC, North 24 Parganas.- With request to kindly publish in the District Website.

2) DICO, North 24 Parganas.- With the request to kindly publish in 2 (Two) daily News Papers.
Application Form for the Contractual Post of ________________________________

District Child Protection Unit, North 24 Parganas

To
District Social Welfare Officer
Office of the District Magistrate,
Social Welfare Section
Barasat, North 24 Parganas

Sub:- Application for engagement to Contractual Post

Sir,

In terms of your Office Notice No. ________________________ dated _________________ of your office, I am to furnish below my particulars for kind consideration of my candidature for the temporary & contractual post as mentioned above.

1. Application for the post of

2. Name (In Block Capitals)

3. Father’s/Husband’s Name

4. Date of Birth

5. Age as on 01.01.2015

6. Address (Present & Permanent):

7. E-mail ID & Contact No. (Mobile):

8. Educational Qualifications:

<table>
<thead>
<tr>
<th>Examinations Passed</th>
<th>Year of Passing</th>
<th>Name of Board/University</th>
<th>Total marks obtained</th>
<th>% of marks obtained</th>
<th>Division/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Experience/Other Qualifications:

<table>
<thead>
<tr>
<th>Organisation/Course</th>
<th>Experience/Year of Passing</th>
<th>Nature of Job/Training</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application Form for the Contractual Post of __________________________ under
District Child Protection Unit, North 24 Parganas

To
District Social Welfare Officer
Office of the District Magistrate,
Social Welfare Section
Barasat, North 24 Parganas

Sub:- Application for engagement to Contractual Post

Sir,

In terms of your Office Notice No. ___________ dated ____________ of your office, I am to furnish below my particulars for kind consideration of my candidature for the temporary & contractual post as mentioned above.

1. Application for the post of : 

2. Name (In Block Capitals) : 

3. Father’s/Husband’s Name : 

4. Date of Birth : 

5. Age as on 01.01.2015 : 

6. Address (Present & Permanent) : 

7. E-mail ID & Contact No. (Mobile): 

8. Educational Qualifications :

<table>
<thead>
<tr>
<th>Examinations Passed</th>
<th>Year of Passing</th>
<th>Name of Board/University</th>
<th>Total marks obtained</th>
<th>% of marks obtained</th>
<th>Division/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Experience/Other Qualifications:

<table>
<thead>
<tr>
<th>Organisation/Course</th>
<th>Experience/Year of Passing</th>
<th>Nature of Job/Training</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All the particulars furnished above are true to the best of my knowledge and belief and if any of the above is proved to be wrong my candidature will be liable for cancellation at any time, even after selection. All the documents are attached with self attestation.

Date: 
Place: 

Full signature of the applicant