

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.

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

**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


  
District Social Welfare Officer  
North 24 Parganas, Barasat

Memo no-----496/1(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.

  
District Social Welfare Officer  
North 24 Parganas, Barasat

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

One Self  
attested recent  
passport size  
photo should  
be pasted

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 :

Examinations Passed	Year of Passing	Name of Board/University	Total marks obtained	% of marks obtained	Division/Grade

9. Experience/Other Qualifications:

Organisation/Course	Experience/Year of Passing	Nature of Job/Training	Remarks

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... 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