Government of West Bengal
Office of the District Magistrate & Collector, Hooghly
P.O & P.S – Chinsurah, Dist. – Hooghly, PIN – 712101
(Social Welfare Section)
(Email ID – hooghlysw@gmail.com Ph. No. : 033-2681 - 2651)

NOTICE

Dated: 02/07/2019

Application are invited in prescribed format attached (Annexure A) from eligible candidate who are permanent resident of the state of West Bengal and also resident of Hooghly district for engagement in the following posts under the Govt. run Specialized Adoption Agency at Children Home for Girls’, Uttapara, Hooghly on purely contractual basis.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the post</th>
<th>Gender category for the post</th>
<th>Age</th>
<th>Educational qualification (Minimum)</th>
<th>Experience (Minimum)</th>
<th>Other preferred qualification</th>
<th>Job description</th>
<th>Consolidated pay per month as per revised ICPS guideline</th>
</tr>
</thead>
</table>
| 01.   | Manager/Coordinator | Female | 23 – 40 years as on date of advertisement | Post graduate in Psychology / Social Work with Diploma in computer operation by any Govt. recognized agency / Institution. | At least 1 year experience in Child Welfare and Counselling | Nil | a) Upload the status of every orphaned and surrendered child on the CARINGS
b) Report all cases of admission restoration, transfers, death and adoption of children to the CWC, DCPU, SAA
c) Assist CWC in enquiry as and when required.
d) Prepare CSR, MER & MHR
e) Submit quarterly progress report to DCPU and SARA on rehabilitation.
f) Plan for each Child admitted in the SAA
g) Facilitate referral process of a child to PAPs and the legal procedure related to Adoption.
h) Pre and Post adoption counselling to children
i) Court process for adoption or placement of a child.
j) Carrying out post adoption follow up
k) Any other works as assigned as per adoption regulation, 2017 | Rs.17,500/- |

| 02.   | Social Worker cum Early Childhood educator | Female | 21 – 40 years as on date of advertisement | Graduate III in Psychology / Social Work | Nil | Masters degree in Psychology / Social work, knowledge in English language and basic computer operations, knowledge on early childhood care and education (ECCE) may be added advantage | a) Maintaining online database of all children admitted
b) Preparation of child study report and physical.
c) Conduct pre and post adoption counseling to children
d) Conduct post adoption follow up.
e) Obtaining birth certificate of the child.
f) Maintain case history and social investigation report of the child.
g) Any other works as assigned as per Adoption Regulations 2017 | Rs.14,000/- |
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Gender</th>
<th>Age at Date of Advertisement</th>
<th>Qualification</th>
<th>Experience</th>
<th>Salary</th>
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<tbody>
<tr>
<td>03</td>
<td>Nurse</td>
<td>Female</td>
<td>23-40 years as per advertisement</td>
<td>H.S. or equivalent Diploma in Nursing / GNM (General Nursing and Midwifery Course)</td>
<td>At least 2 years' experience in the relevant field.</td>
<td>Nil</td>
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<tr>
<td>04</td>
<td>Doctor</td>
<td>Female / Male</td>
<td>24-40 years as per advertisement</td>
<td>MBBS</td>
<td>Nil</td>
<td>DNB in Pediatrics / MD in pediatrics.</td>
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</table>

**General guideline**

- The candidate can apply in one of the post. If anybody found to have submitted the application two posts the application received first shall be entertained.
- Scanned recent passport size photograph and scanned signature of the candidate should be uploaded with application form.
- Only shortlisted candidates will be asked to produce all relevant original certificates along with the self-attested photo copies for verification at the time of written examination/Viva voce, failing which their candidature will be rejected without any further communication. Documents to be submitted during verification are
  1. Age proof certificate, educational qualification certificate / mark sheet.
  2. Computer course certificate (if any as per post criteria)
  3. Experience certificate (In any) must contain the name of post, employer name, employee’s name
  4. Self – attested photocopy of cast certificate (if any)
- The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Personality Test.
- Online application form will be available from **03/07/2019 to 15/07/2019** in the district website i.e. [www.hooghly.gov.in](http://www.hooghly.gov.in)
- Closing date for submission of application through online: **15/07/2019 up to 5.30 PM**.

**Generation of admit card**

Admit card for Written/Computer Test with date, time and venue shall be available from District Website [www.hooghly.gov.in](http://www.hooghly.gov.in). The date of downloading Admit Card and the date of examination will be notified in the District Website latter on. Applicants are requested to follow the district website on regular basis.

Downloaded admit card will have to be produced on the date of the examination.
**Grounds of rejection of application form**

- Applications received through online only shall be entertained. No application will be received after 5.30 p.m. of the last date i.e. 15.07.2019.
- Application form without the scanned signature and scanned photograph of the applicant will be rejected.
- Application incomplete in any respect will also be rejected.
- If it is found during verification of testimonial at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature will summarily be rejected.
- No application shall be entertained off-line/via post.

*Note: If any change takes place in the eligibility criteria syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the Selection Committee. Decision of the Selection Committee is final in every respect regarding the recruitment.*

Date: 02/07/19

Additional District Magistrate (Dev.), Hooghly

**Copy forwarded for kind information to:**

1) The Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhaban, Salt Lake City Kolkata-91.
2) The Joint Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhaban, Salt Lake City Kolkata-91, with a request to arrange for publication in the Department’s website (www.wbwdcdsw.gov.in).
3) The Director of Information, Govt. of West Bengal, Nabanna, HRBC Building, 9th Floor, Howrah-711102 with a request to arrange for publication in the “Banglar Mukh” website.

Date: 02/07/19

Additional District Magistrate (Dev.), Hooghly

**Copy forwarded for information & with a request to publish in the Office Notice Board to:**

1-4) All Sub-Divisional Officers, Hooghly.
5) District Informatics Officer, NIC, Hooghly with a request to publish in District Website (i.e. www.hooghly.gov.in).
6) Nazarath Deputy Collector, Hooghly.
7-24) All Block Development Officers, Hooghly.

Date: 02/07/19

Additional District Magistrate (Dev.), Hooghly
To,
The District Magistrate,
Hooghly

Application Form

Application for the post of ..............................................

1) Name of the applicant (In block letters) : __________________________
   (Name as recorded in the Matriculation / Secondary Examination Certificate)

2) Father's / Husband's Name : ______________________________________

3) Sex : ___________________________________________________________

4) Date of Birth (dd/mm/yyyy) : ______________________________________
   (Date of birth as recorded in the birth certificate issued by competent authority / Madhyamik / Secondary Examination / school leaving certificate)

5) Age : ____________________ (Age as on date of advertisement)

6) Caste : General / SC/ST/OBC-A/OBC-B (Tick V if the right one and annex self-
   attested copy of caste certificate issued by the competent authority)

7) Religion : _______ Nationality _______

8) Contact no. : ____________________ (Mandatory), Email ID : _____________

9) Permanent address : Village / Street ______________ P.O : _____________
   Block / Municipality : __________________ P.S : ______________
   District : ____________________________ Pin : ______________

10) Present address : Village / Street ______________ P.O : _____________
    Block / Municipality : __________________ P.S : ______________
    District : ____________________________ Pin : ______________

   [Attach self-attested copy of AADHAAR & EPIC]

11) Educational Qualification (Mention from Matriculation and upwards and attach self-attested copy)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Exam/Diploma / Degree / Course</th>
<th>Year of passing</th>
<th>University / Boards / Institute</th>
<th>Full marks</th>
<th>Marks obtained</th>
<th>% of marks obtained</th>
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12) Details of post qualification experiences : (Attach Self – attested coy of experience certificate)

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<tr>
<th>Sl. No.</th>
<th>Name of organization</th>
<th>Govt. / Private / NGOs</th>
<th>Period From (Date)</th>
<th>To (Date)</th>
<th>Total experience</th>
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Declaration:

I do hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage it shall disqualify me for the post applied for and / or I shall be liable for any other action that may be taken under the existing rule.

Yours faithfully,

Date : ________________________________________________________________
Place : _____________________________________________________________

Signature of the applicant