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', Uttarpura, 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>
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| 1       | Ayah             | Female                        | 21 – 50 years as on date of advertisement | Passed in Madhyamik or equivalent examination. For Home inmates qualification is relaxed up to class VIII pass | Experience in relative field. | Nil | 1. Taking care of the inmates. Help the inmates in their daily activities.  
2. Look after the inmates when they are in need of extra care and attention.  
3. Any other works as assigned as per Adoption Regulations, 2017 | Rs.6000/- |
| 2       | Chowkidear       | Male                          | 21 – 40 years as on date of advertisement | Passed in class VIII | Experience in the relative field. | Nil | 1. Ensuring security of the Home within the compound round the clock.  
3. Any other works as assigned as per Adoption Regulations, 2017 | Rs.6000/- |

Documents to be submitted while applying for the mentioned posts:–
- Filled application form as per prescribed format
- Self-attested photocopy of age proof certificate, educational qualification certificate / mark sheet.
- Self – attested copy of computer course certificate (if any as per post criteria)
- Experience certificate (In any) must contain the name of post, employer name, employee’s name
- Self – attested photocopy of cast certificate (If any)
- Two copies of recent colour passport size photographs.

The filled in application form with self-attested copies of testimonials super scribing the envelope as “Application for the post of ................. for the Govt. of SAA, Hooghly” shall have to dropped at the drop box either at Social Welfare Section, Office of the District Magistrate & Collector, Hooghly, Old Collector Building, Chinsurah, Hooghly or at Children Home for Girls’, Uttarpara, Hooghly from 03.07.2019 to 15.07.2019 up to 5.30 PM (on all working days). Applications may also be sent through speed / registered post but the applications thus sent should reach Social Welfare Section, Hooghly on or before 15.07.2019. the applications received late shall not be entertained.
Admit cards for viva voce shall be available from the Social Welfare section of the Office of the District Magistrate & Collector, Hooghly, from 22.7.2019 to 24.7.2019 from 11.00 AM to 5.00 PM.

If it is found at any point of time during the process of recruitment that the candidate has acquired the requisite qualification after the last date of submission of application or any of his/her declaration is false, his/her candidature shall be summarily rejected. Any application without proper format or without any requisite document shall be cancelled by the authority.

Decision of the Selection committee is final for appointment to any post noted above.

Additional District Magistrate (Dev.), Hooghly

Dated: 02/07/19

Memo No. 2 8/1(3)/SW-Hug

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 wbwcdsw.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.

Additional District Magistrate (Dev.), Hooghly

Dated: 02/07/19

Memo No. 9 8/1(4)/SW-Hug

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.

Additional District Magistrate (Dev.), Hooghly

Dated: 02/07/19
Application Form

To,
The District Magistrate,
Hooghly

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) 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)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of organization</th>
<th>Govt. / Private / NGOs</th>
<th>Period From (Date) 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