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 – dcpuhooghly@gmail.com Ph. No.: 033-2681 – 2651)

NOTICE
Date: 2A./01./2020

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’, Uttarpara, 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 WPS guideline</th>
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</table>
| 03      | Nurse            | Female                        | 23-40 years as on date of advertisement | H.S. or equivalent Diploma in Nursing / GNM (General Nursing and Midwifery Course) | At least 2 year’s experience in the relevant field. | Nil              | a) Taking care of the inmates and to assist the Doctor. 
  b) Maintenance of health cards. 
  c) Maintenance of medicine stores and other equipment. 
  d) Maintain medical and development file of the child. 
  e) Any other works as assigned as per Adoption Regulation, 2017 | Rs. 3,000/- |
| 04      | Doctor (Part time on call) | Female/male | M.B.B.S | Nil | DNB in Pediatrics MD in Pediatrics. | a) Health check-up of the inmates as and when necessary and preparing health cards. 
  b) Refering the inmates to the nearby hospitals in serious and emergency cases. 
  c) Issuing of fit certificate during the course of adoption. 
  d) Any other works as assigned as per Adoption Regulations, 2017 | Rs. 7,500/- |
| 05      | Ayah (Reserve for ST) | 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 relevant field. | Nil              | a) Taking care of the inmates. 
  b) Help the inmates in their daily activities. 
  c) Look after the inmates when they are in need of extra care and attention. 
  d) Any other works as assigned as per Adoption Regulations, 2017 | Rs. 6,000/- |

**General guideline**

- Application form duly filled in along with self attested photo copies of age proof, educational certificate, Experience & caste certificate if any; recent passport size photographs (two) shall be submitted in sealed envelope super-scribing the Application for the post of ____________________________ (name of the post) in the drop box kept in the office of the Superintendent, Children Home for Girls’, 7 Rajmohan Road, Uttarpara, Hooghly from 27/01/2020 to 10/02/2020 in all working days from 12:00 to 4:00 PM.
- 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 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) Experience certificate (in any) must contain the name of post, employer name, employee’s name
  3) Caste certificate (if any)

- The final merit list will be prepared on the basis of total Personality Test.
- Application form will be available in the district website i.e. www.hooghly.gov.in
- Closing date for submission of application on: 10.02.20 up to 5.30 PM.
Grounds of rejection of application form

- No application will be received after 5:30 p.m. of the last date i.e. 10.02.2020.
- Application form without signature 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 via post.

Note: If any change takes place in the eligibility criteria 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.

Additional District Magistrate (Dev.),
Hooghly

Date: 27/01/2020

Copy forwarded for kind information to:
1) The Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhavan, Salt Lake City Kolkata-91.
2) The Joint Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhavan, Salt Lake City Kolkata-91, with a request to arrange for publication in the Department’s website (www.wbwcddsw.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

Date: 27/01/2020

Copy forwarded for information & with a request to publish in the Office Notice Board to:
1) The Sub-Divisional Officer, Serampore, Hooghly.
2) The District Informatics Officer, NIC, Hooghly with a request to publish in district website i.e. www.hooghly.gov.in
3) The Nazarath Deputy Collector, Hooghly.

Additional District Magistrate (Dev.),
Hooghly

Date: 27/01/2020