



Government of West Bengal  
Office of the District Magistrate, Jalpaiguri  
(District Child Protection Unit)

Phone no: 03561-222116, Email id: dcpujpg01@gmail.com

Memo No. 733(5)

Date: 13/12/2021

To: 1) The Director, Child Rights & Trafficking, West Bengal.  
2) The DIO, NIC, Jalpaiguri.  
3-5) The Executive Officer, Jalpaiguri / Dhupguri / Mal Municipality.

Sub: - Advertisement for recruitment of staff to Govt run Specialized Adoption Agency, Jalpaiguri.

Madam/Sir,

I have been directed to request you to issue suitable instruction for the uploading of the advertisement for recruitment of staffs to Govt. run Specialized Adoption Agency, Jalpaiguri in the department's / district website for public information.

Copy of the advertisement is enclosed for your ready reference.

This is for your kind information & necessary action please.

Thanking you,

Yours faithfully,

District Social Welfare Officer  
Jalpaiguri

Memo No. 733(5)/1(3)

Date: 13/12/2021

Copy forwarded for kind information to:

1. The Officer-in-Charge, Social Welfare Section, Jalpaiguri.
2. The CA to the District Magistrate, Jalpaiguri.
3. The CA to the Addl. District Magistrate (SW), Jalpaiguri.

District Social Welfare Officer  
Jalpaiguri



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**RECRUITMENT NOTICE**

Applications are invited from Indian citizens for engagement of the following staff for Government run Specialized Adoption Agency (G-SAA) in Jalpaiguri under the Integrated Child Protection Scheme (ICPS) on contractual basis.

Name of the Post	Gender Category for the post	No. of Vacancy	Age	Educational Qualification	Experience (Minimum)	Other preferred qualification	Consolidated pay per month as per Revised ICPS guidelines (in Rs)	Reservation Status
Nurse	Female	01	23-40 years as on date of advertisement	Madhyamik or equivalent and successfully completed the course titled General Duty Assistant (Course Code HSS Q5101) or course listed in Home Health Aids (Course Code Q5102) approved by Health Sector Skill Council with minimum 360 hours of duration. Candidates applying with the Diploma in Nursing / GNM will be given preference.	At least 2 years' experience in the relevant field	Nil	12000.00	Un-Reserved
Doctor (Part-Time)	Female / Male	01	24-40 years as on date of advertisement	MBBS	Nil	DNB in Paediatrics/MD in Paediatrics	7500.00	Un-Reserved
Ayah	Female	02	21-50 years as on date of advertisement	Passed in Madhyamik or equivalent examination. For Home inmates qualification is relaxed upto Class VIII pass	Experience in relevant field	Nil	12000.00	ST - 1 OBC A - 1

**GENERAL GUIDELINES**

*[Handwritten signature]*

Selection procedure:

- i. Individual admit card of eligible candidates having date, time and address of the written examination center will be sent by post.
- ii. Eligible applicants for the post no. 1 will appear in the written test of 80 marks.
  - a. English: 15 marks
  - b. General Studies: 20 marks
  - c. Subject specific issues: 45 marks
- iii. Eligible applicants for the post no. 3 will appear in written test for 80 marks.
  - a. English: 20 marks
  - b. General Studies: 40 marks
  - c. General Knowledge: 20 marks
- iv. The successful candidates on the basis of marks obtained in the written test will be called for Computer Test of 10 marks. No computer test for candidates for the post Ayah.
- v. Candidates who succeed in the Computer Test will, in the ratio of 1:5, will be called for Viva Voice Test carrying 10 marks. For the post of Ayah Viva Voice Test will carry 20 marks.
- vi. Selected candidates will be called for Walk-in-Interview for the post of Doctor (Part Time).
- vii. The Selection Committee will submit the merit list of successful candidates in the ratio of 1:4 to the District Child Protection Society / Unit for approval and appointment.
- viii. The list will be valid for 2 (two) years from the date of approval of the list by the DCPS / DCPU.
- ix. Police Verification and Medical examination of the contractual person will be done after joining.
- x. No TA & DA is admissible for attending Written / Computer / Viva examination.
- xi. If at any stage, after the issue of admit card, a candidate if found to be ineligible for admission to the examination in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
- xii. Candidates who knowingly or willfully furnish incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
- xiii. Candidates to produce the Admit Card to the Supervisor / Invigilator, failing which s/he may be debarred from appearing in the examination.
- xiv. The candidate must abide by the instructions as may be given by Supervisor / Invigilator of the examination centre. If the candidates fails to do so or indulge in disorderly or improper conduct, he/she will render himself / herself liable to expulsion from the Examination hall and / or such other punishment as the authority may deem fit to impose.
- xv. A candidate who has been reported against by the Supervisor / Invigilator of the Examination Centre for violating any of the instructions will be



punished with cancellation of candidature.

- xvi. Submission of more than one application for a particular post is not allowed.
- xvii. Canvassing in any form will disqualify the candidature.
- xviii. Candidates applying for the posts should have the requisite qualification as on the last date of application.
- xix. Prescribed application form can be downloaded from the website [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)
- xx. The Envelope containing application must be superscribed at the top of the envelope with the name of the post applied for.
- xxi. Application will be received from 13-12-2021 to 31-12-2021 from 11am to 5pm (except govt. holidays and holidays as per NI Act).
- xxii. Application to be supported by the self attested copies of the following documents
  - a. Age Proof
  - b. Residential Proof
  - c. Qualification Certificate
  - d. Experience Certificate
  - e. Caste Certificate
  - f. Self addressed envelope with requisite postage stamp of Rs. 5/- (2 nos) and 01 (One) self attested passport size photograph attached with the application and other 1 (One) within the envelope
- xiii. Application may be submitted at drop box kept in the District Child Protection Unit, Collectorate Building, Jalpaiguri or sent by post at same address to the District Magistrate, Jalpaiguri.
- xiv. District Level Selection Committee reserves the right for rejection of any application not duly filled in or received after due date & time etc.



Member Secretary  
Selection Committee

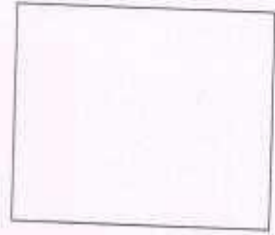
&

District Social Welfare Officer  
Jalpaiguri

## APPLICATION FORMAT

Application for the post of .....

To  
The District Magistrate  
Jalpaiguri



Madam,

In response to your advertisement ..... that you are going to recruit some contractual staff for G-SAA, Jalpaiguri, I beg most respectfully to apply for the above post. My full particulars with required documents are given below for your kind consideration

1. Name of the applicant (in BLOCK LETTERS).....
2. Mother's / Father's / Husband's / Guardian's Name .....
3. Address for Communication  
Vill: ..... Post Office .....
- Block / Municipality / Corporation .....
- District ..... State ..... PIN.....
- E-mail ID ..... Mobile No.....
4. Present Address  
Vill: ..... Post Office .....
- Block / Municipality / Corporation .....
- District ..... State ..... PIN.....
- E-mail ID ..... Mobile No.....
5. Date of Birth..... (dd/mm/yyyy) 6. Age as on 01-01-2021 .....
7. Sex (Male / Female / Others): ..... 8. Caste: .....
9. Nationality .....
10. Academic Qualification (From Madhyamik onwards)

Examination Passed	Subjects	Board/University	Year of Passing	Total Marks	Marks Obtained	% of Marks

11. Work Experience: .....

### DECLARATION

I hereby declare that all statements made in this application are correct to the best of my knowledge and belief. In the event of my information being found false my candidature is liable to be cancelled.

Place: .....

Date: .....

Full Signature of the Applicant