

**Government of West Bengal
Office of the District Magistrate,
Dakshin Dinajpur, Balurghat
Social Welfare Section
(District Child Protection Unit)**



Advertisement Notice for recruitment

Memo No. 32/DCPU/DD

Dated : 31/ 01 /2025

In order to fill up vacancies in different posts in Subhayan Home for Boys'(Govt. run CCI), Balurghat , Dakshin Dinajpur applications are being hereby invited from the eligible candidates for engagement on contractual basis for implementation of the Mission Vatsalya , only through online and in prescribed format, in official website of Dakshin Dinajpur <https://recruitmentdd.in>

The details of the vacancies and eligibility criteria and other guidelines are as follows :

Sl. No	Name of the post	Number of post/ Gender Category	Gender category	Age	Educational Qualification	Consolidated pay per month
1	Officer-in-charge	1(One) UR	Male/ Female	27-42 yrs as on date of advertisement(31.01.2025)	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/Psychology/ Psychiatry/Law/Public Health/ Community Resource Management from a recognized University. At least 3 years of experience of working with the Govt./ Non-Government Organization in Documentation, training &Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	Rs. 33,100/-
2	Counsellor	1(One) UR	Male/ Female	24-40 years as on date of advertisement(31.01.2025)	Graduate in Social Work/Sociology/ Psychology / Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication.	Rs. 23,170/-



					At least 1 year of working experience with the Govt./ NGO preferably in the field of Women & Child Development. Proficiency in Computers.	
3	Child Welfare Officer (CWO)/ Case worker/ Probation Officer	1(One) UR	Male/ Female	21-40 years as on date of advertisement(31.01.2025)	Graduate preferably in B.A in Social Work/Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt. /NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child rights & protection issues. Weightage for work experience candidate. Proficiency in Computers.	Rs. 23,170/-
4	House Father	1(One)UR 1(One)EWS(EC) 1(One) ST	Male	21-40 years as on date of advertisement(31.01.2025)	H.S. or equivalent Other Preferred Qualification: At least 3 years experience in child care programme / Institutions	Rs. 14,564/-
5	Para Medical Staff	1 (One)EWS(EC)	Male/ Female	21-40 years as on date of advertisement(31.01.2025)	H.S. Passed & Diploma in Nursing/pharmacy Other Preferred Qualification: At least 3years experience in the relevant field.	Rs. 12,000/-
6	Storekeeper cum Accountant	1(One) UR	Male/ Female	21-40 years as on date of advertisement(31.01.2025)	Graduate. in Commerce/Accountancy(Hons) will get weightage. Other Preferred Qualification : Knowledge of computer operation & 3years experience in relevant field.	Rs. 18,536/-
7	Helper-cum- Night Watchman(Erstwhile Helper)	1(One) UR	Male	18-40 years as on the date of advertisement(31.01.2025)	M.P. or equivalent (relaxed to class VIII passed for Home inmates only) Other Preferred Qualification: Experience in relevant field	Rs. 12,000/-

Online Registration

1. Applicants shall apply for the post(s) by submitting their applications through official website of Dakshin Dinajpur district <https://recruitmentdd.in> through online submission.

2. An Application form along with a unique registration number will be generated automatically thereafter.



3. This registration number shall be preserved for any future reference and generation of Admit card etc.
4. After filling up and submission of application(s) form properly , a print out shall be taken for future reference.
5. No edit option after final submission will be available.
6. Willing candidates can apply online with effect from 01.02.2025 to 28.02.2025

Documents to be uploaded at the time of application ::

1. Age proof : Birth certificate/Admit card of Madhyamik Examination/Secondary Examination.
2. Residential proof : Aadhar card/Residential certificate
3. Educational Qualification : Mark Sheets & certificate as per post applied.
4. Experience in Computer operation : Certificate from recognized institution wherever applicable.
5. Work Experience certificate , if any as per post applied .

Other conditions:-

1. The reference date for minimum and maximum age is an on **31.01.25 i.e., the date of advertisement**
2. Age relaxation for **SC/ST** candidates will be made as per Govt. rules.
3. The District Level Selection Committee reserves the rights to cancel any applications not properly filled in or any other genuine causes.
Admit card to be downloaded from the official Website <https://recruitmentdd.in>
4. After generation of admit card , a printout is to be taken.
5. The lower part of the admit card is to be signed by the candidate in presence of the invigilator on the day of examination and to be handed over to the invigilator.
6. The candidate shall have to bring with him/her any of photo ID proof such as Passport/Admit card of Madhyamik or equivalent examination with photograph/ Driving License/Aadhaar card/PAN card/Bank pass Book with photograph of which he/she had uploaded during registration of application. The candidate shall have to bring self attested photocopies of mark sheets, age proof certificate, residential proof certificate, computer certificate & these are to be submitted during verification on the day of examination(Computer test, Viva-voce). The candidates shall have to bring two passport size photographs while verification.
7. Candidate without Admit card and the photo ID document as mentioned above shall not be allowed to enter the examination hall.
8. Candidates must abide by the instructions as to be given by the invigilator of the examination hall. If the candidate fails to do so or indulges any improper conduct the candidate will render himself/herself liable for expulsion from the examination hall and/or such other punishment as the District Selection Committee will dim fit to impose.



9. Use of mobile phones, calculators and any type of electronic gadgets is strictly prohibited in the examination hall. Use of the same will lead to cancellation of candidature without giving the opportunity of being heard.
10. Print out of online submission of application can neither be claimed as a proof of application, nor accept as a admission pass to appear in examination. Only admit card and other document as mentioned above ,will be considered at the time of examination.
11. Incomplete applications will summarily be rejected.
12. Admission to appear in the examination is purely provisional , subject to verification of eligibility at later stage by verification of hard copies of original testimonials. Candidature of a candidate shall be rejected straightway if found not eligible at any stage of recruitment.

Details of Examination

1. The written examination will be of 80 (Eighty) marks
2. Computer test will be of 10 (Ten) Marks for successful candidates who succeed in the written test.
3. Candidates who succeed in the computer test, need to appear at viva voce test carrying 10 (Ten) Marks.
4. Candidates who will succeed in the computer test will be called for appearing the viva voce test in 1:5 ratio as per merit list against the total number of vacancy in a particular post.

Syllabus:

English, Bengali, Mathematics , General Knowledge, Child Protection will be the syllabus of the written examination.

The date of written test will be notified in due course in the District official website <https://recruitmentdd.in>

General instructions :-

1. No TA & DA is admissible for attending Written/Computer/Viva Voce Test.
2. A candidate in service of Government, a local or statutory body is required to submit no objection certificate from present employer. No Objection Certificate from present employer has to be furnished if selected for appointment.
3. Candidates who knowingly or willfully furnished incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.




4. The District Selection Committee will reserve the right to summarily reject any application for suppressing any information /documents /facts relating to age, educational qualification/residential proof etc and incomplete application . It also reserve the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.
5. Any canvassing or adopting unfair means will lead to cancellation of candidature.
6. In case of any dispute the decision of District level Selection Committee shall be the final.
7. Tenure of the engagement will be for one year on contractual basis and can be terminated before tenure in case of unsatisfactory performance. The Government does not guarantee any permanent appointment in future. The engagements may be terminated any time without showing any reasons, if the Government decides to do so.

8. Police verification and medical examination will have to be done after joining.

Submission of Application :-

Candidates must submit their applications within the closing date (i.e. **28-02-2025 at 5.30 p.m.**) through District official website <https://recruitmentdd.in>

Closing date for receipt of application :- 28-02-2025 at 5.30 P.M.


**Additional District Magistrate(SW)
Dakshin Dinajpur**

Memo No: 32/1(23)/DCPU/ DD


Date: 31/01/2025

Copy forwarded for information and taking necessary action to:

1. The Secretary , Department of WCD& SW, Govt. of West Bengal , 10th floor , Bikash Bhavan, Salt Lake City, Kolkata- 700091
2. The Director of Social Welfare , Govt. of West Bengal.
3. The Director ,Child Rights and Trafficking , Govt. of West Bengal
4. The Jt. Secretary, Department of WCD & SW, Govt. of West Bengal, 10th Floor, Bikash Bhavan, Salt Lake City, Kolkata-700091
5. The Chief Medical Officer of Health, Dakshin Dinajpur.
- 6-7.The Sub Divisional Officer, Balurghat (Sadar)/ Gangarampur at Buiadpur, Dakshin Dinajpur for publicity.
8. The, Officer-in-Charge, Examination, Dakshin Dinajpur
- 9-16. The Block Development Officer,(All Blocks), Dakshin Dinajpur for publicity.



17. The District Information & Cultural Officer, Dakshin Dinajpur , with respect for wide circulation of the notice.
18. The District Social Welfare Officer, Dakshin Dinajpur.
19. The DIO, NIC, Dakshin Dinajpur with the request to upload the advertisement and prescribed application format (enclosed)on the District Website.
20. The Superintendent, Subhayan Home for Boys', Balurghat, Dakshin Dinajpur
21. The CA to District Magistrate, Dakshin Dinajpur.
22. The CA to Addl. District Magistrate (SW), Dakshin Dinajpur.
23. Office Notice Board.


**Additional District Magistrate(SW)
Dakshin Dinajpur**