



Government of West Bengal  
Office of the District Magistrate, Howrah  
Social Welfare Section  
District Child Protection Unit

Memo No. 275 /DCPS/HOW

Dated. 10/08/2021

**NOTICE**

Online / Offline / By hand Applications in prescribed format are hereby invited from Indian citizens of the State of West Bengal for the following posts on temporary & contractual basis in the Specialized Adoption Agency (SAA) of S.M.M. Home, Government of West Bengal, situated at 8, Stark Road, Liluah, Howrah as per Integrated Child Protection Scheme (ICPS) guideline, 2014 (revised).

Sl. No.	Name of the post	Vacancy	Gender category for the post	Age	Educational qualification (Minimum)	Experience (Minimum)	Other preferred qualification	Job description	Consolidated pay per month as per revised ICPS guideline
01	Manager / Coordinator	01 (UR)	Female	23 – 40 years as on 01.07.2021	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 Counseling	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 & HSR 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 Regulations, 2017	Rs. 19250/-



02	Social Worker cum early Childhood educator	01(UR)	Female	21 – 40 years as on 01.07.2021	Graduate 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.	<ul style="list-style-type: none"> <li>a) Maintaining online database of all children admitted</li> <li>b) Preparation of child study report and physical.</li> <li>c) Conduct pre and post adoption counselling to children</li> <li>d) Conduct post adoption follow up.</li> <li>e) Obtaining birth certificate of the child.</li> <li>f) Maintain case history and social investigation report of the child.</li> <li>g) Any other works as assigned as per Adoption Regulations 2017</li> </ul>	Rs. 15440/-
03	Nurse	01(UR)	Female	23-40 years as on 01.07.2021	MP or equivalent and successfully completed the course titled General Duty Assistant (Course Code HSSQ 5101 ) or course listed in Home health aid ( Course Code Q5102 approved by Health Sector Skill Council with minimum 360 hours of duration . Candidate applying with the Diploma in Nursing / GNM (General Nursing and Midwifery Course) will be given preference	At least 2 years' experience in the relevant field.	Nil	<ul style="list-style-type: none"> <li>a) Taking care of the inmates and to assist the Doctor.</li> <li>b) Maintenance of health cards.</li> <li>c) Maintenance of medicine stocks and other equipment's.</li> <li>d) Maintain medical and development file the child.</li> <li>e) Any other works as assigned as per Adoption Regulation, 2017.</li> </ul>	Rs. 12000/-



4	Ayah	12 (UR - 02, UR - EC -02, SC - 02, ST - 01, UR (EX-Service man GR - D) - 01 OB C (A) - 01, OB C (B) - 01, UR (PW D) - 01, OB C (A) (EC) - 01,	Female	21 - 50 years as on 01.07.2021	Passed in Madhyamik or equivalent examination. For Home inmates qualification is relaxed up to class VIII pass	Experience in relative field.	Nil	<ul style="list-style-type: none"> <li>a) Taking care of the inmates.</li> <li>b) Help the inmates in their daily activities.</li> <li>c) Look after the inmates when they are in need of extra care and attention.</li> </ul> Any other works as assigned as per Adoption Regulations, 2017	Rs. 12000/-
5	Chowki daar	01 (UR)	Male	21 - 40 years as on 01.07.2021.	Passed in class VIII	Experience in the relative field.	Nil	<ul style="list-style-type: none"> <li>a) Ensuring security of the Home within the compound round the clock.</li> <li>b) Maintenance of entry registers.</li> </ul> Any other works as assigned as per Adoption Regulations, 2017	Rs .12000/-



## 1. GENERAL INFORMATION:.

- a) Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement.
- b) All columns of the application form are to be duly filled up.
- c) Shortlisted candidate will be called for written examination/computer test/Interview/Walk In Interview.

## 2. METHOD OF SELECTION: -

Selection of candidates for the posts of (1) Manager /Coordinator, (2) Social Worker cum Early Childhood educator and (3) Nurse shall be done on the basis of written examination, computer test and viva –voce. The subjects & distribution of marks for the said posts are as follows.

### A. For the post of Manager / Coordinator:

**Distribution of Marks:-** Written Examination – 70, Computer Test -10 and Viva Voce – 20 (Total -100)

#### a. Written Examination (Total Marks – 70):

##### Subject for Written Examination:

1. Psychology and Counseling – 25
2. Social Work / Early Childhood Education– 25
3. Child Rights and Protection Issues along with related legislation including Act/ Rules – 10
4. Report Writing in English – 10

#### b. Computer Knowledge Test (Practical): 10 marks

#### c. Viva Voce (Interview / Personality Test):

1. Dissertation on social issues - 10 marks.
2. Interview / Personality Test - 10 marks

### B. For the Post of Social Worker/Early Childhood Educator :

**Distribution of Marks:-**Written Examination – 80, Computer Test -10 and Viva Voce – 10 (Total -100)

#### a. Written Examination (Total Marks – 80):

##### Subject for Written Examination:

1. Psychology and Counseling – 30
2. Social Work/ Early Childhood Education – 30
3. Report Writing in English – 10
4. English Grammer – 10

#### b. Computer knowledge Test (Practical): 10 marks

#### c. Viva Voce (Interview / Personality Test): 10 marks

### C. For the Post of Nurse :

**Distribution of Marks:-**Written Examination – 40 and Viva Voce – 10 (Total -50)

#### a. Written Examination (Total Marks – 40):

##### Subject for Written Examination:

1. Nursing Subject – 40

#### b. Viva Voce (Interview / Personality Test): 10 marks

D. Method of Selection of candidates for the posts of (1) Ayah and (2) Chowkidar shall be done on the basis of walk In Interview of shortlisted candidates of 20 marks.

## 3. Following Original documents to be shown by the candidates during the testimonial verification and candidates shall be required to submit self-attested photocopies of all original documents on the day of Interview:

A candidate shall have to upload the following documents along with the online application –

- (1) **Proof of Age:** Copy of Birth Certificate or Admit Card /Certificate of School Leaving Examination
- (2) **Proof of educational qualification:** Copies of all mark sheets/Certificates of academic qualifications as mentioned in the application form.
- (3) **Proof of Caste:** Copy of Caste certificate as issued by competent authority.
- (4) **Proof of address:** Copy of EPIC / Aadhar Card/Passport/ Driving license.
- (5) **Proof of Experience:** Copy of experience Certificate from the employer/Organisation



4. **How to apply:**

- a) Online application need to be accepted through website : **howrahzilaparishad.in**
- b) Off line / By hand application will be received at the office of the District Magistrate Howrah, Old Collectorate building, Social Welfare Section, 1 No. Rishi Bankim Chandra Rd, Howrah
- c) **Commencement of submission of online / Offline / By Hand application: 24<sup>th</sup> August'2021 from 11:00 am and onward**
- d) **Closing date of submission of online /off line / By Hand application: Upto 5.30 pm oo 13<sup>th</sup> September'2021.**

5. Candidates are advised to follow & check the instructions & notice published time to time through website: [www.howrah.gov.in](http://www.howrah.gov.in) and [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in).

6. Application once submitted shall be treated as final. The candidates are advised to check the entries made against each column thoroughly before submission of application.

7. The selection committee reserves the right to accept or reject any application without showing any reason.

8. The selection committee reserves the right in all circumstances for any modification if required.

9. The selection Committee will fix/ cut off marks for determining eligibility to appear for the computer test and Viva voce. Date of Written Examination and viva-voce will be intimated in due course through website [howrah.gov.in](http://howrah.gov.in) and [howrahzilaparishad.in](http://howrahzilaparishad.in).

10. **Generation of Admit Card**

a) Applicants will have to get their Admit Card downloaded from their own email ID or collect from the office of the Social Welfare Section under the office of District Magistrate, Howrah, Old Collectorate Building, 1 No. Rishi Bankim Street, Howrah only on office-days (excepting Saturdays, Sundays and Holidays).


b) Date of issuing of Admit Card will be notified in website [howrah.gov.in](http://howrah.gov.in) and [howrahzilaparishad.in](http://howrahzilaparishad.in).

11. Application once submitted shall be treated as final. The candidates are advised to check the entries made against each required information thoroughly online before submission of application.

12. Candidates need to be appeared for written examination, computer test and Personality test /Viva-Voce with original Aadhar card/ Voter card.

13. Canvassing in any form is strictly prohibited and may result in cancellation of candidature.

14. The selection committee for filling up of above posts in Government run Specialised Adoption Agency (SAA) in SMM Home, Howrah will have the rights to change/modify any terms and condition of recruitment as per the guideline at any stage without any prior information. The selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant post of Government run SAA in SMM Home, Howrah through written examination, computer test and interview as mentioned above. The decision of selection committee regarding the preparation of this panel will be final.


  
District Magistrate  
Howrah

Memo No. 275/19 /DCPS/HOW

Dated. 19 / 08 /2021

Copy forwarded for information to:-

1. The Secretary, Department of WCD& SW ,Government of WB, Bikash Bhavan, Salt Lake Kolkata -91.
2. The Additional Secretary, Department of WCD&SW, Government of WB, Bikash Bhavan, Kolkata-91.
3. The Director of CRT, WB, Salt Lake, Sector IV, Kol 64
4. The Additional District Magistrate (Development), Howrah
5. The Sub -Divisional Officer, Sadar, Howrah.
6. The Sub -Divisional Officer, Uluberia, Howrah
7. The DIO, NIC Howrah is requested to take necessary action for uploading the notice in the district website for wide publicity.
8. The DICO, Howrah is requested to take necessary steps to publish an abridge notice in one reputed daily news paper and one in local news paper. The copy of abridge notice is enclosed herewith.
9. The DSWO, Howrah with a request for taking necessary action for display the notice in Notice Board of Social Welfare section.

  
District Magistrate  
Howrah



**APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF  
VARIOUS POST AT Govt. SAA UNIT HOWRAH**

(To be filled up in English **Block Letter** only)

Post Applied for : \_\_\_\_\_ in Govt.-SAA.

**Personal Details**

**General Information :-**

Applicant's Name : \_\_\_\_\_

Address for Correspondence : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

City/Town : \_\_\_\_\_ Pin : \_\_\_\_\_ State : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

City/Town : \_\_\_\_\_ Pin : \_\_\_\_\_ State : \_\_\_\_\_

Mobile No. : \_\_\_\_\_ Email ID: \_\_\_\_\_

Father's / Husband's Name : \_\_\_\_\_

Gender (Male / Female) : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Age as on 01.07.2021 : \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)

Nationality : \_\_\_\_\_ Caste (Gen. / SC / ST) : \_\_\_\_\_ Religion : \_\_\_\_\_

EPIC : \_\_\_\_\_ No. & Name of Assembly Constitution : \_\_\_\_\_

**Qualification Details :**

Sl. No.	Exams Passed	Board/University	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% Marks

Recent coloured  
Passport size  
Photograph to  
be pasted and  
duly attested on  
Photo by the  
Applicant.

Sl. No.	Exams Passed	Board/University	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% Marks

**Details of Work Experience : (Supporting Certificates are to be submitted)**

Sl. No.	Name of the Organization / Institution	Key tasks assigned	Period (From – To)

**Details of Computer Knowledge / Qualification :**

Exams Passed / Course Completed	Board/University/Institution	Subjects of Computer Course	Year of Passing/Completion	Results /Grade

- Experience, please enclosed separate sheet (with certificate no., date and issuing authority.)
- Details of other experience (if any), please enclosed separate sheet.

*"I 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 of recruitment thereafter its shall disqualify me for the post applied for and / or I shall be liable for any other action that may be taken under the extant rules."*

Date :

Place :

\_\_\_\_\_  
(Signature of the Applicant)