



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
KALIMPONG
DISTRICT CHILD PROTECTION UNIT
PO & PS - KALIMPONG, PIN – 734301
E-mail: dcpukalimpong@gmail.com
TEL: 03552-255062

Memo no: 187/DCPU/KPS/2024

Date: 28.06.2024

NOTICE

In pursuance of Memo No.596-SW/O/JJ-25/15 Date: Kolkata, the 29th January 2019 of the Secretary, Women & Child Development & Social Welfare Department, Government of West Bengal and subsequent memo no: 4526-WCD-17013/3/2020 Date: 10.12.2020 of Joint Secretary, Women & Child Development and Social welfare, Government of West Bengal, filled in application in prescribed format is hereby invited from the eligible candidates for filling up of the contractual post of **Counsellor** in the Juvenile Justice Board, Kalimpong. The details of the vacancies are as follows:

Sl No.	Name of the Post	Vacancy	Salary per month for each post	Age	Qualification
1	Counsellor at JJB	1 (one)	Rs 13500/-	21-40 years	Graduation in psychology

General Terms & Conditions:

1. The written examination will be of 80 marks
2. The computer test will be of 10 marks only for the candidates who qualifies written test
3. Candidates who are successful in Computer Test will be called to appear in Viva Voce carrying 10 marks in the ratio of 1:5.
4. A merit list of successful candidates in the ratio of 1:3 will be prepared for a period of 2(Two) years.
5. The prescribed application form may be downloaded from the website <https://kalimpong.gov.in>
6. The District Level Selection Committee, Kalimpong reserves the right to reject any application not properly filled up or received after the stipulated time and date.
7. The filled in Application will be received from 1.7.2024 to 19.7.2024 either by post or by hand at the Office of the District Child Protection Unit, Office of the

District Magistrate, Old Hotel Chimal, Ringkingpong Road, Kalimpong – 734301.
Any application received after 4:00pm on 19.7.2024 will be rejected and postal delay if any will not be considered. The application will be received only during office hours on working days.

8. Age of the candidates will be calculated as on 1.1.2024
9. Agreement- the recruited to the post upon having been selected by the Selection Committee will have to enter into an agreement with the Government of West Bengal.
10. The candidates should have the ability to read, write and speak in Nepali.
11. Termination- The engagement of any category may be terminated in the following situation/circumstances-
 - I) Expiry of contract period, if not renewed
 - II) If the performance of the personnel in question is not satisfactory after appointment in the post
 - III) His/her conduct in any manner is prejudicial to the interest of official norms and establishment rule of contract

Requisite documents:

The Candidate must attach the self-attested photo copies of the relevant documents in the following sequence:

- I. Application in the requisite format
- II. Two passport size photographs
- III. Age proof (PAN Card/Voter Card/School Admit Card/Birth Certificate/Aadhar card)
- IV. Residential proof (Aadhar Card/Voter Card/Certificate from local Authority/Municipality/BDO etc)
- V. Education Qualification Certificate/Mark sheet of all relevant qualification
- VI. Experience Certificate (if any)
- VII. Computer Certificate
- VIII. Valid Mobile No and email ID
- IX. Two self-addressed envelopes with requisite postage stamps for sending admits via posts.



**Addl. District Magistrate (Dev), Kalimpong
&
Chairperson, District Level Selection Committee**

APPLICATION FORMAT

Application for the post of

To
The Chairperson, District Level Selection Committee
&
Addl. District Magistrate (Dev), Kalimpong

Paste oneself
attested recent
Passport size
Photograph

Sir,

In response to your advertisement in the _____ I learned that you are going to recruit **Counsellor** for **Juvenile Justice Board**, Kalimpong. I beg most respectfully to apply for the above post. My full particulars are given below for your kind consideration.

A. Personal Details

1	Name of the Applicant (in block letters)	
2	Father's / Husband's Name	
3	Address of Communication: Post Office - Block/ Municipality/ Corporation - District - Pin - Email address - Mobile No -	
4	Permanent Address: Post Office - Block/ Municipality/ Corporation - District - Pin -	
5	Date of Birth	
6	Age (as on 1.1.2024)	
7	Sex (Male/Female)	
8	Caste/Category	
9	Nationality	
10	Academic Qualification	

Signature of the applicant

Date

B. Details of Academic Qualification

Sl. No.	Exam Passed	Board/ University	Subjects	Year of Passing	Total Marks	Marks obtained	% of Marks

C. Details of Work Experience

Sl. No.	Position	Nature of work	Name of organization/Institution	Date of Joining	Date of Leaving (if any)	Total Experience

D. Qualification in Computer: _____

Description: _____

E. Any other skills: _____

Description: _____

F. Communication skills: (Please tick mark the required options)

	English	Hindi	Nepali
Speaking			
Reading			
Writing			

Declaration

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

Place: _____

Date: _____

Signature of the applicant