



**Government of West Bengal**  
Office of the District Magistrate & Collector, Jhargram  
District Social Welfare Section  
**District Child Protection Unit**  
E-mail: [dcpujhargram@gmail.com](mailto:dcpujhargram@gmail.com)

Memo No: 399/DCPU-136/R-2/JGM/24-25

Dated: 04/12/2024

**NOTICE**

In pursuance of Memo No. 40(Secy)-SW/O/JJA-57/17 dated 30.01.2018 and the letter from Additional Secretary to the Government of West Bengal vide memo no.6332(23)-WCD-17030/2/2024 of the Department of Women and Child Development and Social Welfare, Government of West Bengal, and as per resolution of the District Level Selection Committee, **applications** in prescribed format are invited from eligible candidates for engagement in Four different categories of posts on temporary and purely contractual basis in District Child Protection Unit, Jhargram. The contract may be renewed on yearly basis on the basis of the requirement of contractual staff for the post and upon satisfactory performance by the incumbent.

**A. REQUIREMENT**

1. The relevant particulars like name of the post, essential and preferred qualification, age limit, gender, monthly remunerations and vacancy position are stated in the following table as per Mission Vatsalaya Scheme.

Sl No.	Name of Post	No. of vacant post	Educational Qualification	Age (in years)	Remuneration
1.	P.O. (NIC)	1(SC)	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. OR Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers.	18 – 45	Rs.27,804/-pm
2.	Accountant	1(UR)	Graduate in commerce/ Mathematics degree from a recognized university. At least 1 year experience of working in desired field Computer Skills & command on Tally	18 – 35	Rs.18,536/-pm
3.	Assistant Cum Data Entry Operator (DCPU)	1(UR)	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate	18-35	Rs. 13,240/- pm
4.	Social Worker	1 (SC)	Graduate preferably in B.A in Social Work/ Sociology / Social Sciences from a recognized university. Weightage for work experience candidate Proficiency in Computers	18-35	Rs.18,536/-pm

2. Age for all categories of above posts will be calculated as on 01.12.2024. Upper age limit is relaxable by 5 years for SC/ST candidates.





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**B. PROCEDURE OF APPLICATION:**

1. Willing candidates are required to drop hard copies of application in Prescribed formats in the drop box to be kept at DM office DCPU section ( Room No-209) 2<sup>nd</sup> Floor, Office of the District Magistrate, Jhargram from **05.12.2024 to 24.12.2024** on working days from 11 am to 6 pm. Applications may be sent by registered post also. But, such applications must also be received at the District Child Protection Unit, Office of the District Magistrate, Jhargram before 6 PM of 24/12/2024.
2. The last date for submission of the application is 24.12.2024 till 6 p.m. Application received by hand or by registered post after the scheduled date and time will be liable to be rejected.
3. Online applications through a dedicated E-Mail: [dcpujhargramrecruitment24@gmail.com](mailto:dcpujhargramrecruitment24@gmail.com) address mentioned in the notification also be sent before 6 PM of 24/12/2024. Application duly signed and other supporting documents must be sent in PDF format in the said mail .

**C. Mode of Selection**

1. The Syllabus & distribution of marks in Written Exam , Computer Test , viva voce will be as follows :-

Sl No	Name of the Post	Written Marks	Computer Test	viva voce	Total Marks
1.	Protection Officer (Non Institutional Care )	80	10	10	100
2.	Social Worker	80	10	10	100
3.	Accountant	80	10	10	100
4.	Assistant Cum Data Entry Operator (DCPU)	80	10	10	100

2. There will be different sets of question papers for different category of posts considering Essential Qualification for each category.
3. The eligibility / cut off marks for appearing in the Computer tests are 30 marks in written examination. After compilation of marks in written test and computer test top candidates in the ratio 1:5 per post will be called for Viva Voce test.
4. The date, time and venue of the Written Examination will be mentioned in the Admit card. Date of generation of Admit Card will be informed later in the district website.
5. The list of successful candidates of written examination selected for Computer test and subsequent list of successful candidates for Viva Voce will be published in District Website. No separate Admit Card or communication in any other mode shall be given to the successful candidates for Computer Test and viva voce.
6. Date, time and venue for Computer test and Viva Voce will be announced in the district website <https://jhargram.gov.in> .
7. The final merit list / Panel will be prepared on the basis of aggregate of marks obtained in Written Examination, Computer test and Viva Voce and will be valid for two (2) years from the date of approval of the merit list by the DLSC.
8. No TA/DA will be provided for appearing at the Written Examination, Computer Examination as well as Viva Voce Test.





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**D. General Guidelines**

1. Along with Application the candidates are required to submit self-attested photocopy of Birth certificate/ Madhyamik admit card, Mark sheet of all Academic Qualifications, Certificate of Higher Education (if any), Computer Education and Experience, Voter card/ Aadhar Card and 2 recent colour passport size photographs (1 to be self-attested and pasted on the application form). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph.
2. The application is to be filled up in BLOCK/CAPITAL LETTERS.
3. Envelope containing application should be super scribed by the name of the post applied for at the top i.e. **Application for the post of" .....DCPU,Jhargram "**.
4. Defective/ incomplete applications and applications without full signature and photo will be summarily rejected.
5. If it is found during verification of testimonials 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 Candidate shall be summarily rejected.
6. Only shortlisted candidates who will be asked to appear before viva voce shall produce all relevant original certificates along with the attested photo copies for verification at the time of viva voce, failing which their candidature shall be rejected without any further communication.
7. Canvassing in any form will disqualify the candidature.
8. If any change takes place in the eligibility criteria, syllabus for examination, date of examination, vacancy position, other issues directly related with this notification will be brought to the notice of candidate through the district website <https://jhargram.gov.in> or in manners decided by the District Level Selection Committee. Intending candidates are requested to check the website regularly.

By Order

District Magistrate & Chairperson DLSC  
Jhargram

Memo No: 399/1(20)/DCPU-136/R-2/JGM/24-25

Dated: 04/12/2024

Copy forwarded for information and publication on Notice Board to the:-

1. The Principal Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10th Floor, Salt Lake, Kolkata — 700091. Copy of this notification may kindly be published in the Departmental website, if deemed fit.
2. The Additional District Magistrate (LR.), Jhargram.
3. The Additional District Magistrate (ZP.), Jhargram.
4. The Additional District Magistrate (Gen.), Jhargram.
5. The Additional District Magistrate (Dev.), Jhargram.
6. The Sub-Divisional Officer, Jhargram Sadar.
7. The O/C Social Welfare, Jhargram.
- 9-16) The Block Development Officer (all Blocks), Jhargram for display in notice board.
17. The DIO (NIC), Jhargram with a request to publish the notification in the official website.
18. The DICO Jhargram is requested for publishing in 02 daily local newspapers
19. The District Social Welfare Officer, Jhargram.
20. The District Child Protection ,Jhargram

District Magistrate & Chairperson DLSC  
Jhargram