

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
Ph 033 2584-6278

Memo No. : 1348/SW(DN)

Date : 12.08.2024

NOTICE

In pursuance of Memo No. 2492 (23)-WCD-17016/1/2022 dt. 11.05.2023, 3427/SW/O/JJA-25/15 dt. 18.08.2016 modified with 733-SW/WCD-17026/1/2021 dt. 18.02.21&1565(24)-SW/JJA-1/17 dated 17.04.2017 and 1028-WCD-17016/2/2022 Dated: 21.02.2023 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, **online applications** in prescribed format are invited from eligible candidates for engagement of different category of posts on temporary and purely contractual basis in three Government run Homes in North 24 Parganas as per Mission Vatsalya guideline. The contract may be renewed on a yearly basis by the Dept of WCD & SW as per requirement and satisfactory performance of the staff. Willing candidates have to apply online only in the web site www.recruitmentnorth24pgs.in on or before the closing date i.e. 12.09.2024.

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:

A. REQUIREMENT

Sl. No.	Name of Post & no of Posts	Terms & Conditions	Other Preferred Qualification / Experience
1	OFFICER-IN-CHARGE-3 (Three) Reserved for Female-01 (one)	Essential Qualification:- 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 Age:- 27-42 Yrs. Consolidated Pay- Rs. 33100/- per month	1. Proficiency in Computers. 2. 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.
2	COUNSELLOR Total Post- 3 (Three) Reserved for Female-01 (one)	Essential Qualification:- Graduate in Social Work/Sociology/Psychology/PublicHealth/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication. Age:- 24-40 Yrs. Consolidated Pay - 23170/- per month	At least 1 year of working experience with the Govt./ NGO preferably in the field of Women &Child Development. Proficiency in Computers.
3	HOUSE FATHER (Male)- 4(Four)	Essential Qualification:- H.S. or equivalent Age:- 21-40 Yrs Consolidated Pay:- Rs. 14564/- per month	At least 3 years experience in child care in Child Care Programme/Institutions

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
Ph 033 2584-6278

4	PARAMEDICAL STAFF Total 6 (Six) Reserved for female- 2 (Two)	Essential Qualification:- H.S. Passed& Diploma in Nursing / Pharmacy from a recognized Institute	At least 3 years experience in the relevant field
		Age:- 21-40 Yrs	
		Consolidated Pay - Rs. 12000/- per month	
5	STOREKEEPER CUM ACCOUNTANT Total Post 02(two)	Essential Qualification:- Graduate in Commerce from Recognized University, Accountancy (Hons) will get weightage	Knowledge of Computer Operation & 3 Years experience in relevant field
		Age:- 21-40 Yrs	
		Consolidated Pay - Rs. 18,536/- per month	
6	COOK Total Post- 05 (five) Reserved for female- 2 (Two)	Essential Qualification:- Madhyamik or equivalent (Relaxed to Class VIII passed for Home inmates only)	Experience in the relevant field
		Age:- 18-40 Yrs	
		Consolidated Pay - Rs. 12000/- per month	
7	HELPER Total Post- 4 (Three) Reserved for female 3 (Three)	Essential Qualification:- Madhyamik or equivalent (Relaxed to Class VIII passed for Home inmates only)	Experience in the relevant field
		Age:- 18-40 Yrs	
		Consolidated Pay - Rs. 12000/- per month	
8	HOUSE KEEPER Total Post 04 (four) Reserved for female 3 (Three)	Essential Qualification:- Madhyamik or equivalent (Relaxed to Class VIII passed for Home inmates only)	Experience in the relevant field
		Age- 18-40 Yrs	
		Consolidated Pay - Rs. 12000/- per month	

Age for all category of above posts will be calculated as on 01.08.2024. Upper age limit is relaxable by 5 years for SC/ST candidates, 3 years for OBC. In case of PwD candidates the upper age limit is relaxable up to 45 years.

PROCEDURE OF APPLICATION: Applications must be submitted through online only.

1: Online Registration & Submission of Application

- All applicants must apply online only in the web site www.recruitmentnorth24pgs.in
- While filling online application the applicant will have to upload his/her recent coloured Passport size Photograph duly attested on Photo by the Applicant (148x148 pixel in dimension)
- Candidates will also have to upload their Signature (200x100 pixel in dimension)
- After successful submission an acknowledgement slip mentioning name, mobile number, registration no. and post applied for will be generated.
- Candidates have to keep this acknowledgement slip for future reference.
- Date of commencement of submission of online application: 13.08.2024.
- Closing date for submission of online application: 12.09.2024.

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
Ph 033 2584-6278

2: Generation of Admit Card

- Applicants will get their Admit Card by entering their application no. and date of birth in the prescribed place. The date of generation of Admit Card will be informed in the district website www.north24parganas.gov.in later on. Candidates are requested to follow the district website regularly.
- Candidates will have to take print out of this Admit Card.
- Candidates should not sign in advance in the lower portion of the Admit Card; this has to be signed at the time of Written Examination before the Invigilator only.

3: INSTRUCTION

1. A candidate must go through the instructions thoroughly and carefully before and at the time of submitting online application. Any omission / wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The condition prescribed cannot be relaxed.
2. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of the application.
3. In any stage, if any statements made in the application be subsequently found to be false, his / her candidature will liable to be cancelled, even if appointed to the posts on the results of this examination his / her service will be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
4. Application not duly filled in or found incomplete or defective in any respect will be liable for rejection.
5. Submission of more than one application for a single post is strictly forbidden. The candidature of the candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even if he / she is eligible for the same.
6. Age as recorded only in the Madhyamik or equivalent will be accepted, and for VIII pass candidate (Inmate of Home) certificate from the School authorities is required.
7. The District Level Selection Committee, North 24 Parganas may require such further proof or particulars from the candidates as it may consider necessary and may cause enquires about their character and other particulars regarding their suitability and eligibility at any stage.
8. Original certificates and self attested photocopies of certificates relating to identity, residence, age, qualifications and experience will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his / her candidature with the specified time, his / her claim for appointment may be passed over / rejected without further reference to him / her.
9. A candidate should note that his / her admission for appearing at the Examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
Ph 033 2584-6278

for admission to this examination, his / her candidature will be cancelled without further reference to him / her.

4: DETAILS OF EXAMINATION:

Sl. No	Name of the Post	Written Marks	Computer Test	Viva voce	Total Marks	Syllabus of Written Exam
1	Officer in Charge	80	10	10	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
2	Councillor	80	10	10	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
3	House Father / Mother	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
4	Para Medical Staff / Nurse	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
5	Storekeeper cum Accountant	80	10	10	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
6	Cook	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
7	Helper	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic
8	House keeper	80	-	20	100	English, Bengali, GK & Current Affairs, Child Development & Welfare and Arithmetic

The distribution of Marks for written examination for different category of Posts will be:

English -	20 Marks
Bengali-	20 Marks
General Knowledge & Current Affairs –	15 Marks
Child Development & Welfare –	10 Marks
Arithmetic –	15 Marks
Total -	80 Marks

There will be different set of question paper for different category of posts considering Essential Educational Qualification for each category.

- **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 www.north24parganas.gov.in

The Computer test and viva voce of the Selected Candidates will be held on the basis of marks obtained in Written Examination. The eligibility / cut off marks for appearing in the viva voce test is 30 marks in written examination. Top 10 (ten) candidates per post will be eligible for computer and viva voce test depending on the marks obtained in the written examination.

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
Ph 033 2584-6278

The list of successful candidates of written examination, who will be selected for Computer test (where applicable) and viva voce will be notified in the above mentioned **Website**. No separate Admit Card or communication in any other mode shall be given to the successful candidates of Written Examination for Computer Test (where Applicable) and viva voce.

If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the Notice of the candidates in manner as will be decided by the District Level Selection Committee.

The final merit list will be prepared on the basis of marks obtained in Written Examination, Computer test (where applicable) and viva voce and will be valid for 2 (two) years from the date of approval of the merit list.

D. SPECIAL INSTRUCTION FOR WRITTEN EXAMINATION :

1. The candidate must abide by the instructions as may be given by Supervisors / Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct, he / she will render himself / herself liable to expulsion from Examination Hall and / or such other punishment as the District Level Selection Committee may deem fit to impose.
2. A candidate, who has been reported against by the supervisor of the Examination centre for violation of any of the instructions, will be punished with cancellation of candidature and also debarment from future examinations and selection as may be decided by the District Level Selection Committee according to the circumstances of the case.
3. No candidate shall be allowed to enter the examination hall unless he / she hold the Admit Card for the examination.
4. Candidates shall have to bring one photo Identity Card, such as EPIC / Aadhaar and Madhyamik Admit Card / Driving license / Passport etc. along with the admit card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.
5. Any attempt on the part of candidate to enlist support for his/her application through persons, officials of Government or agencies will disqualify him/her for appointment. Specific recommendation from person interested in the candidate, or otherwise known to them will be disregarded and will render the candidates ineligible.
6. No candidate shall be allowed to enter the examination Hall with mobile and/or any electronic gadgets, bag, water Bottle etc. If anybody still brings the same then the arrangement of keeping of those items outside the examination hall has to be made by themselves.
7. No TA/DA will be applicable for the candidate who will appear the written test / computer / viva voce test.

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section
Ph 033 2584-6278

E. SCHEDULE OF EXAMINATION:

1. Date of commencement of submission online application: 13.08.2024
2. Closing date for submission of online application: 12.09.2024.
3. Generation of online Admit Card: Will be informed later on in the district web-site www.north24parganas.gov.in
4. Date & Details of written examination, such as venue, time will be mentioned in the admit card. The date, venue and time for written examination may change afterwards due to administrative reasons and if so happens, will be notified duly and final date, time and venue will be printed on the admit card.
5. Any subsequent changes in the above mentioned schedule shall be notified to candidates through web site only. Hence, candidates are advised to check the web site for any updates regularly. District Level Selection Committee shall not take any responsibility for sending these communications in hard copy/letters and will not be held liable if candidates fail to get information on time due to their fault.



District Social Welfare Officer,
&
Member Secretary, DLSC
North 24 Parganas

Memo No. 1348/1(15)/SW(DN)

Date: 12.08.2024

Copy forwarded for kind information and necessary action to:-

1. The Joint Secretary, Deptt of Women and Child Development & Social Welfare, Govt. of WB.
2. The Director, CRT, West Bengal Saishali Buliding, Salt Lake, Kolkata – 700064.
3. – 7. The Sub Divisional Officers (Barasat / Basirhat / Bongaon / Bidhanagar / Barrackpore), North 24 Parganas.
8. The DIO, NIC, North 24 Parganas, with a request to arrange to publish the Notice in District Web Site.
9. The DICO, North 24 Parganas for wide publication.
10. The Block Development Officers (All) North 24 Parganas.
11. – 13. The Superintendents, Dhruvashram / Kishlaya / Sukanya CCI-Homes.
14. The CA to the District Magistrate, North 24 Parganas
15. The CA to the Additional District Magistrate (T), North 24 Parganas.



District Social Welfare Officer,
&
Member Secretary, DLSC
North 24 Parganas