



**Government of West Bengal**  
**Office of The District Magistrate, Nadia**  
**District Child Protection Unit, Nadia**  
**(Social Welfare Section)**

In pursuance to Memo No. 2492(23)-WCD-17016/1/2022 dated 11.05.2023 of the Joint Secretary to the Government of West Bengal, Department of WCD & SW, applications in prescribed format are hereby invited from eligible candidates in order to fill-up different categories of posts on **contractual basis** at Children Home For Girls, Nadia. The details of the vacancies, eligibility criteria and other general guidelines are as follows:

Sl. No.	Name of Post	Age as on date of Advertisement	Gender	Reservation	Educational qualification	Other essential Qualification	Preferred qualification	Consolidated Remuneration
1.	Child Welfare Officer	21-40 Yrs	Female	UR	Graduate	Experience of at least 2 years of working with Govt./NGO/ Legal matters Proficiency in computers.	Preferable BA in Social Work, Sociology, Social Sciences or LLB. Preferably in the field of Women and Child rights Good understanding of Women and Child rights and protection issues.	Rs. 23,170/-
2.	Paramedical Staff	21-40 Yrs	Female	UR	Higher Secondary	Diploma in Nursing/Pharmacy	Preferably having 3 years experience in the relevant field	Rs. 12000/-
3.	House Mother	21-40 Yrs	Female	SC	Higher Secondary		Preferably having 3 years experience in the child care programme/institutions.	Rs. 14564/-

**General Guidelines:**

1. There will be a written test of 80 marks for all posts on English, Bengali, Arithmetic, General Knowledge and Current Affairs, Juvenile Justice related matters etc.
2. There will be a computer test of 10 marks for the post of Child Welfare Officer.
3. There will be a viva voce of 10 marks for Child Welfare Officer and 20 marks for other two posts.

Prescribed application form for the above posts may be downloaded from the website <http://nadia.gov.in>.

The Applicants have to submit their self-signed applications along with relevant documents in the dropbox or through post to the Social Welfare Section, Office of The District Magistrate, Nadia, Krishnanagar, Pin 741101 from 12.02.2024 to 07.03.2024, 5 pm in a sealed envelope superscribed "**application for the post of Child Welfare Officer / Paramedical Staff / House Mother at CHG, Nadia.**"

Any application received beyond that time will not be considered.

  
09/02/2024

Additional District Magistrate (Dev.), Nadia

Self attested documents to be submitted with the applications and original documents are to be produced at the time of viva-voce/Walk in Interview:

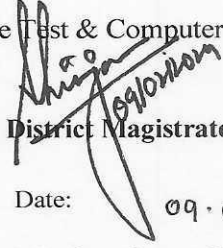
- 1) Age Proof (Birth Certificate / Admit Card or Certificate of Secondary Examination).
- 2) Residential Proof (Aadhaar Card, Voter Card, Residential Certificate MLA/ MP/ BDO/ SDO/ Pradhan/ Councillor)
- 3) Educational Qualification: Mark sheet and certificate of Secondary, Higher Secondary and Graduation Examination.
- 4) Computer Qualification Certificate for CWO.
- 5) SC Certificate by Competent authority for House Mother.
- 6) One self signed passport size colour photograph affixed in the format.
- 7) Relevant Experience Certificate of working with Govt. / Non Govt. organization.
- 8) One Self addressed envelope with Stamp of Rs. 5/- affixed.

District Level Selection Committee reserves the right for rejection of any application, not duly filled in or received after due date & time or without relevant documents. It also reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time. The Admit cards for relevant examinations shall be uploaded in the website <http://nadia.gov.in>. Candidates are advised to keep track of the website.

Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in Viva-Voce Test & Computer Test.

Each engagement will be based on execution of prior contract valid for one year having terms and conditions as directed by Department of WCD & SW, Govt. of WB. Under no circumstances this engagement shall mean or lead to regular appointment in the establishment of the Government.

No T.A / D.A will be given for appearing Viva-Voce Test & Computer Test.

  
Additional District Magistrate (Dev.), Nadia

Date: 09.02.2024

Memo No: 203/1(36)/DCPU-N

Copy forwarded for information and necessary action to:-

1. The Principal Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal, 10<sup>th</sup> floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
2. The Special Secretary, Deptt. of Women and Child Dev. & Social Welfare. Govt. of West Bengal, 10<sup>th</sup> floor, Bikash Bhavan, Salt Lake City, Kolkata-91.
3. The Director of Child Rights and Trafficking, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
4. Secretary, District Legal Services Authority, Nadia
- 6-7. The Superintendent of Police, Krishangar / Ranaghat Police District, Nadia.
8. The Chief Medical Officer of Health, Nadia
9. The DIO (NIC), Nadia with request to arrange for the insertion of notice with application format in <http://nadia.gov.in>
- 10-13. The Sub Divisional Officer, Sadar /Tehatta/Ranaghat /Kalyani Sub Division.
14. The DICO, Nadia with a request to publish the Engagement Notice in One Bengali daily and one English daily Newspaper.
- 15-32. The Block Dev. Officer (All), Nadia District.
33. Superintendent, Children Home for Girls', Nadia.
34. Chairperson, CWC Nadia.
35. C.A. to District Magistrate, Nadia with a request to bring the matter to the kind notice of the District Magistrate, Nadia
36. Office Copy.

  
Additional District Magistrate (Dev.), Nadia

**APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT AT  
CHILDREN HOME FOR GIRLS NADIA**

(To be filled up in English Block Letter only)

Post Applied for: **Child Welfare Officer / Paramedical Staff / House Mother at  
CHG, Nadia.**

Paste your recent self  
attested colour  
photograph here.

**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 : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age as on 09/02/2024 \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)

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

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

Sl. No.	Name of the Organization / Institution	Designation	Period (From — To)

**Details of Computer Knowledge / Qualification:**

Exams Passed	Board/University	Subjects	Year of Passing	Results

*"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 it 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:

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 (Signature of the Applicant)