



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, MALDA
(Social Welfare Section)

District Collectorate Building, Ground floor, Malda(West Bengal)- 732101

Memo No: 372 /DSWO (MLD)

Dated: 23/05/2023

RECRUITMENT NOTICE

In pursuance of Memo No. 1028/WCD-17016/2/2022 dtd - 21.02.2023, Memo no. 40 (Secy.)-SW/O/JJA-57/17 dated- 30.01.2018, 938/SW/WCD dt. 26.02.2021 & 1471/SW/WCD dt. 03.02.2015, 596-SW/O/JJA dt. 29.01.2019 & 3856-SW/WCD dt. 28.07.2022, 2492 (23)-WCD-1706/1/2022 dated- 11.05.2023, 01/CD & WDSW dt. 03.02.2015 of the Department of WCD & SW, Govt. of West Bengal, applications in prescribed format are hereby invited from eligible candidates in order to fill-up different categories of posts on contractual basis in the District. The details of the vacancies, eligibility criteria and other general guidelines are as follows: -

A. - District Child Protection Unit (DCPU) –

Sl.No.	Name of the post	No. of post with category	Age requirement (in Yrs.)	Minimum Education Qualification	Other required qualification(s) and Work Experience	Consolidated Pay (Per month)
1	District Child Protection Officer (DCPO)	1 (UR)	18-45 (as on 24.05.2023)	Graduate, preferably in Social Work/ Psychology/Law/ Sociology	Knowledge in computer operation & Counselling with At least 5 years experience in the field of Child Welfare	Rs. 44,023/-
2	Legal cum Probation Officer	1 (UR)	18-45 (as on 24.05.2023)	Graduate in Law	Knowledge in computer operation with At least 3 years experience in the field of Child Welfare	Rs. 27,804/-
3	Data Analyst	1 (UR)	18-35 (as on 24.05.2023)	Graduate in Computer Application	At least 1 year experience in relevant field	Rs. 18,536/-
4	Assistant cum Data Entry Operator (ADEO) to be posted at Juvenile Justice Board, Malda	1 (UR)	18-35 (as on 24.05.2023)	H.S or Equivalent	Knowledge in Computer Operation with At least 1 year experience in computer operation	Rs. 11,916/-

B. Post for Government run Home –

5	House mother (Only Female candidate is eligible)	1 (UR)	21-40 (as on 24.05.2023)	H.S or Equivalent	At least 3 years experience in Child Care programme /Institution	Rs. 14,564/-
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C. Post for Juvenile Justice Board (JJB), Malda

6	Bench Clerk	1 (UR)	21-40 (as on 24.05.2023)	H.S or Equivalent	General knowledge in computer	Rs. 13,500/-
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Selection Process:

- a. Applications are invited from the candidate through online portal published in www.malda.gov.in. Last date of submission of application is 02/06/2023 till 5.00 p.m.

Tentative Schedule

Sl. No.	Programme	Tentative date
1	Date of initiation of inviting online Application	24th May, 2023
2	Last Date of submission of online Application	2nd June, 2023 upto 5.00 PM
3	Publication of list of eligible candidates for Written Examination & issue of Admit Card	6th June, 2023
4	Written Examination	11th June, 2023
5	Computer Test	18th June, 2023
6	Interview	23rd June, 2023

Dates are tentative. Any change in programme will be published in the website - www.malda.gov.in

Documents to be uploaded at the time of Application

1. Age proof (Birth Certificate/Admit Card of Madhyamik Examination/Secondary Examination).
2. Residential proof (Voter's Identity Card / Aadhar Card / Residential certificate).
3. Educational Qualification Certificate as per post applied.
4. Computer Certificate from recognized Institution wherever applicable.
5. Work Experience Certificate along with last 3 months salary slip as per post applied.

General Guidelines:

1. Candidates, before applying, should carefully read the instructions and ensure fulfilment of the eligibility-criteria at the time of online submission of application.
2. The applicant should be a resident of West Bengal and can apply for one post only. Multiple applications submitted for more than one post shall lead to disqualification of the candidate.
3. A written test of 80 (Eighty) marks shall be conducted for each post on General Awareness, Mathematics, English and Specialization Subject for all the posts as mentioned above.
4. The computer test will be of 10 (ten) marks for all successful candidates who succeed in the written test
5. Candidates who succeed in the computer test will, in the ratio of 1:5 need to appear in Interview carrying 10 (ten) marks.
6. Candidates will have to carry original as well as self-attested copies of the documents and one copy of coloured passport size photograph at the time of interview.
7. Admit card for written examination, computer test and interview would be made available in the district website <http://www.malda.gov.in> and Candidates will have to download Admit Card from the district website.
8. Venue and time for written examination, computer test and interview will be intimated at the time of issue of admit card.
9. Self-attested copy of requisite certificates regarding educational qualification, proof of age, residential proof, relevant experience certificates and other requisite documents must be uploaded in the portal.
10. Application will be rejected if the uploaded copy of the photograph and other relevant documents are not clear or illegible or in case of data mismatch in the field of application form with reference to the documents submitted.
11. **No hard copies will be received at this end.**
12. For any query related to the recruitment process or in case there is any problem while submitting the application, candidates may write email to – dswo.malda@gmail.com or may visit during office hours.
13. Admission in the examination is purely on provisional basis. Candidature of any candidate shall be rejected instantly if found not eligible at any stage even after attending the examination.


Additional District Magistrate (ZP)
Malda

Copy forwarded for information and necessary action to: -

1. The Principal Secretary, Deptt. Of Women and Child Dev. & Social Welfare. Got of West Bengal, 10th floor, Bikash Bhavan, Salt Lake City, Kolkata- 700091.
2. The Director of Social Welfare, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 700064.
3. The Director of Child Right & Trafficking, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 700064
4. The Director of Information & Cultural Affairs, Govt. of West Bengal, Nabanna, 9th floor, Kolkata with request to arrange for the insertion of notice with online application website: www.malda.gov.in and in "BanglarMukh", Govt. of West Bengal.
5. The District Informatics Officer (DIO, NIC) with the request to publish the notice to the website of Malda district in www.malda.gov.in.
6. The District Information and Cultural Officer, Malda with a request to publish the recruitment notice in a daily Bengali and English newspaper. (Bartaman & Telegraph).
7. The Officer in Charge, Social Welfare Section, Malda
8. The District Social Welfare Officer, Malda
9. Office copy.


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