



**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 the Post	Gender	Age	Minimum Education Qualification	Other required Qualification	No. of Post with Category	Remuneration (per month)
1	Officer-in-Charge	Female	27-42 years on date of Advertisement	LLB or Masters degree in Psychology/Social Work /Social Science	<b>Compulsory</b> 3 years experience in the field of Child Welfare <b>Preferred</b> 1. Diploma in computer application 2. Experience in administrative/ managerial capacity	01 (UR)	Rs. 33100/- (consolidated)
2.	House Mother	Female	21-40 Years as on date of advertisement	Higher Secondary of equivalent	At least 3 years experience in Child Care Programme/ Institutions	01(SC)	Rs. 14564/- (consolidated)

**General Guidelines:**

(1)

- i. There will be a written examination of 80 marks.
- ii. The computer test will be of 10 (ten) marks for the candidates who succeed in the written test.
- iii. The viva-voce test shall be of 10 marks.

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

The Applicants will submit their applications along with relevant self-signed documents in the dropbox or through post to the Social Welfare Section, Office of The District Magistrate, Nadia, Krishnanagar, Pin 741101 from 17.07.2023 to 07.08.2023 at 5 pm. Any application received beyond that time will not be considered.

  
Additional District Magistrate (Dev.), Nadia

Following self attested documents should be submitted alongwith the application:

- a) Age Proof (Birth Certificate/Admit Card or Certificate of Secondary Examination).
- b) Residential Proof (Aadhaar Card, Voter Card, Residential Certificate MLA/ MP/ BDO/ SDO/ Pradhan/Councillor)
- c) Educational Qualification: Mark sheet and certificate of all relevant examinations.
- d) Computer Qualification Certificate for Officer in charge(if available).
- e) Proof of Experience.
- f) Scheduled Caste certificate (For House Mother).
- g) One self addressed envelope with stamp of Rs. 5/- affixed.  
Completely filled up and signed application form alongwith above attachments are to be dropped or posted in a sealed envelope superscribed "**application for the post of Officer-in-Charge/ House Mother at CHG, Nadia.**"

- (2) 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.
- (3) Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in Viva-Voce Test & Computer Test.
- (4) 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.
- (5) No T.A / D.A will be given for appearing Viva-Voce Test & Computer Test.

  
Additional District Magistrate (Dev.), Nadia

Memo No: 724/1(35)/DCPU-N

Date: 14/07/2023

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 Social Welfare, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata-64.
4. The Director of Child Rights and Trafficking, Govt. of West Bengal, Shaishali Complex, Salt Lake City, Kolkata- 64.
5. 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. C.A. to District Magistrate, Nadia with a request to bring the matter to the kind notice of the District Magistrate, Nadia
  35. 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: Officer-in-Charge/ House Mother at CHG Nadia

**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 01.01.2023: \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)

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

\_\_\_\_\_

EPIC: \_\_\_\_\_ No. & Name of Assembly Constitution: \_\_\_\_\_

\_\_\_\_\_

Paste your recent self  
attested colour  
photograph here.

**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)

Documents submitted: (put tick mark)

- a) Age Proof (Birth Certificate / Admit Card or Certificate of Secondary Examination).
  - b) Residential Proof (Aadhaar Card, Voter Card, Residential Certificate MLA/ MP/ BDO/ SDO/ Pradhan/ Councillor)
  - c) Educational Qualification: Mark sheet and Certificate of Secondary , Higher Secondary, Graduation and others.
  - d) Computer Qualification Certificate.
  - e) Experience Certificate.
- One Self addressed envelope with Stamp of Rs. 5/- affixed.