

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
(SOCIAL WELFARE SECTION)

NOTICE

Advertisement No: SW/301/I-296 Date : 09/06/2021

Applications are invited from interested and eligible candidates for engagement to various Posts for (1) Government Run Specialized Adoption Agency (G-SAA), Cooch Behar, (2) Children Home for Blind Boys, Cooch Behar, (3) Sahid Bandana Smriti Balika Abas , Cooch Behar and (4) Juvenile Justice Board , Cooch Behar District on Contractual Basis. Last date for submission of applications along with scanned copies of relevant documents and testimonials is 25.06.2021 up to 5p.m through e-mail ONLY at dswocoochbehar@gmail.com

For details, visit: www.coochbehar.gov.in or contact District Social Welfare Section, Cooch Behar.

Sd/-
District Magistrate
Cooch Behar

Memo. No- SW/301/I(1)/I-296 Dated: 09.06.2021

Copy forwarded for information and wide publicity to the District Information & Cultural Officer, Cooch Behar with a request to arrange to publish the above advertisement in widely circulated in the State in 01 (One) English News Paper and 1 (one) Bengali News Paper on 10.06.2021 and send the bill along with published copy of News Papers to this office in due course.

9/6/21
District Social Welfare Officer
Cooch Behar

Memo. No- SW/301/I(29)/I-296 Dated: 09.06.2021

Copy along with the vacancy details forwarded for information and wide publicity to:

1. The Special Secretary to the Govt. Of WB, Department of WCD & SW, with the request to kindly arrange for publication of the extract of the Notice in the Departmental Website.
2. The Director, Directorate of Child Rights and Trafficking, West Bengal.
3. The Chief Medical Officer of Health, Cooch Behar.
4. The Secretary, District Legal Services Authority, Cooch Behar.
5. Principal Magistrate, JJB, Cooch Behar.
- 6.-10. Sub- Divisional Officer, Cooch Behar /Dinhata/ Tufanganj/Mathabhanga/ Mekhliganj;
- 11-22. Block Development Officer, Cooch Behar -I/Cooch Behar-II/Dinhata-I/ Dinhata-II/Mathabhanga-I/Mathabhanga-II/Tufanganj-I/Tufanganj-II/Sitai/Sitalkuchi/ Mekhliganj / Haldibari;
23. District Informatics Officer, NIC, Cooch Behar with a request to upload the Advertisement Notice, Vacancy Details & prescribed application format (enclosed) into the Website (www.coochbehar.gov.in).
24. Principal, Children Home for Blind Boys , Cooch Behar
25. Superintendent, Sahid Bandana Smriti Balika Abas, Cooch Behar.
26. District Child Protection Officer, Cooch Behar;
27. The District Employment Officer, Cooch Behar
28. C.A to the District Magistrate, Cooch Behar;
29. C.A to the Addl. District Magistrate (Dev.), Cooch Behar.

9/6/21
District Social Welfare Officer
Cooch Behar

NOTICE FOR RECRUITMENT TO VARIOUS POSTS IN THE GOVERNMENT RUN SPECIALISED ADOPTION AGENCY (G-SAA), CHILDREN HOME FOR BLIND BOYS, SAHID BANDANA SMRITI BALIKA ABAS AND JUVENILE JUSTICE BOARD IN COOCHBEHAR DISTRICT ON CONTRACT BASIS

ADVERTISEMENT NO. SW/301/I-296 Date : 09/06/2021

(A) Post & Vacancy Details of G-SAA, Cooch Behar :-

Sl. No	Name of the Post	Gender Category for the Post	Age (as on date of advertisement)	Educational Qualification (Minimum)	Experience (minimum)	Other preferred qualification	Job Description	Consolidated monthly Remuneration (Rs.)	No. of Vacancy / Vacancy Category
1.	Manager/ Coordinator	Female	23 - 40 Yrs	Post Graduate in Psychology / Social Work with Diploma in Computer operation by any Govt. recognised agency /institution	At least 1Yr's experience in child welfare and counselling	Nil	a) Upload the status of every orphan, abandoned and surrendered child on the CARINGS Portal ; b) Report all cases of admission, restoration, transfers , death and adoption of children to the CWC, DCPU, SARA; c) Assist CWC in enquiry as and when required; d) Prepare CSR, MER and HSR; e) Submit QPR report to DCPU and SARA on Rehabilitation; f) Plan for each child admitted in the G-SAA; g) Facilitate referral process of a child to PAP and the legal procedure related to adoption; h) Pre and post Adoption counselling to children; i) Court process for Adoption or placement of a child; J) Carrying out post Adoption follow up; k) Any other works assigned as per Adoption Regulation -2017	19,500/-	01(One)
2.	Nurse	Female	23 - 40 Yrs	Madhyamik or equivalent and Successfully completed the course titled	At least 2 Yrs' experience in relevant field	Nil	a) Taking care of the inmates and to assist the doctor; b) Maintenance of Health Cards; c) Maintenance of Medicine Stocks and equipment; d) Maintain Medical and Development File of the child;	12,000/-	01(One)

				General Duty Assistance (Course Code HSSQ5102) or Course Listed IN Home Health Aids (Course code Q5102) approved by Health Sector Skill Council with minimum 360 hours of duration . Candidate applying with the Diploma in Nursing or GNM (General Nursing and Midwifery Course) will be given preference.			e) Any other works assigned as per Adoption Regulation -2017		
3.	Ayah	Female	21- 50 Yrs	MP or Equivalent examination. For inmates of Govt. Homes, qualification is relaxed up to VIII.	Experience in the relevant field	Candidate from Govt. Home	a) Complete care of the inmates; b) Help the inmates in their activities; c) Look after the inmates when they are in need of extra care and attention; d) Any other works assigned as per Adoption Regulation -2017	12,000/ -	03 (Six) UR -01 ST -01 OBC-A – 01

(B) JOB OPPORTUNITIES IN CHIRDREN HOME FOR BLIND BOYS , COCH BEHAR & SAHID BANDANA SMRITI BALIKA ABASH,

COOCH BEHAR

Sl No	Name of the Post	Gender Category for the Post	Age (as on date of advertisement)	Educational Qualification	Other preferred qualification	Consolidated pay per month	No. of Vacancy	
							Children Home for Blind Boys	Sahid Bandana Smriti Balika Abash
1.	Child Welfare Officer	Female	21 to 40 years	Graduate with Psychology / Social Work/Social Sciences.	1. Knowledge in Computer Operation and Child Psychology experience at least 3 years in the field of Child Welfare/Child Development/Child Counselling	19,500/-	-	01(One)

2.	Store Keeper cum Accountant	Male /Female	21 to 40 years	Graduate in Commerce/ Accountancy (Hons.) will get weightage	Knowledge of Computer operation and 3 years experience in relevant field	15,400/-	01(One)	-
3.	Para Medical Staff (Nurse)	Female	21 to 40 years	H.S. Passed and Diploma in Nursing/ Pharmacy	At least 3 years experience in the relevant field	12,000/-	-	01(One)
4	Housemother	Female	21 yrs to 40 years	H.S or Equivalent	At least 3 experience in Child care in Child Care Programme/institution.	12,100/-	-	01(One)

(C)JOB OPPORTUNITIES IN JUVENILE JUSTICE BOARD, COOCH BEHAR

Sl No	Name of the Post	Gender Category for the Post	Age (as on date of advertisement)	Educational Qualification	Consolidated pay per month	No. of Vacancy
1.	Bench Clerk	UR	21- 40 yrs	Higher Secondary	14,770.00	01(One)
2	Lower Division Clerk	UR	21- 40 yrs	Madhyamik	11,880.00	01(One)
3	Counsellor	UR	21- 40 yrs	Graduate in Psychology	10,000.00	01(One)
4	Orderlies	UR-01 SC-01	21- 40 yrs	Class-VIII	7,000.00	02(Two)
5	Night Guard	UR	21- 40 yrs	Class-VIII	7,000.00	01 (One)

Information regarding recruitment of Contractual staff for G-SAA ,Children Home for Blind Boys and Sahid Bandana Smriti Balika Abas & Juvenile Justice Board in Cooch Behar.

1. Last Date for submission of Application is 25.06.2021 up to 5 .P.M
2. Applicant will have to submit application, as per prescribed format (copy enclosed) along with requisite documents relating to highest educational qualification, experience certificate (if any), Caste Certificate, Residential Certificate, etc. ONLY by e-mail only to: dswocoochbehar@gmail.com
3. Admit Cards will be issued to the eligible candidates ONLY to their respective e-mails.
4. Date of Written Examination, Computer Test and interview will be communicated through Admit Card and SMS .Question Paper will be of MCQ type;
5. For any clarification or information regarding this recruitment, candidates may contact 03582 – 225401.


District Social Welfare Officer
Cooch Behar

APPLICATION FORMAT

Application for the Various post for G-SAA, Children Home for Blind Boys and Sahid Bandana Smriti Balika Abas & Juvenile Justice Board, Cooch Behar

Name of the Post applied for :.....

Name of the Institution:.....

(G-SAA/Children Home for the Blind Boys / Sahid Bandana Smriti Balika Abas/Juvenile Justice Board ,Cooch Behar

Paste Recent
Passport Size
Colour
Photograph
and Sign Across

1	Name (in CAPITAL Letters)	
2	Father's Name/ Husband's Name	
3	Communication Address with Pincode	
4	Contact No.	
5	E-mail ID	
6	Permanent Address with Pincode	
7	Sex (Male/Female/Thirdgender)	
8	Date of Birth	
9	Age as on 10.06.2021	_____ Years _____ Months _____ Days
10	Whether belongs to SC/ST/OBC/UR category	
11	Educational Qualification	
12	Computer Knowledge	
13	Special Qualification (If any)	
14	Work Experience, If any	

Declaration: I do hereby declare that the above statements are true and correct to the best of my knowledge and in the event of the information provided by me, being found false, my candidature is liable to be cancelled.

Date:
Place:

Signature of the Candidate in full

NOTE : 1. Self attested copies of Proof of Age, Educational Qualification, Caste Certificate, Computer Knowledge & Experience certificate should be enclosed.

2. Application must be sent through Email ID given here: dswocoochbehar@gmail.com upto 5 P.M on 25.06.2021