

Government of West Bengal
Office of the District Magistrate, Darjeeling
(Social Welfare Section)

Email: dswdarjeeling@gmail.com

Memo No. 89/BW/DJ-24

Date 10/01/2024.

NOTIFICATION

Following contractual position under Mission Vatsalya (as adopted by Government of West Bengal) are being notified for recruitment by the office of the District Magistrate, Darjeeling as per the policy decision of the WCD & SW Department for filling vacancies of the Matigara Children Home (for Girls), Matigara of Siliguri Subdivision of Darjeeling District. The positions being notified are purely contractual in nature and the renewal is subject to the availability of the scheme provisions and satisfactory appraisals.

Name of the Scheme	:	Mission Vatsalya (as adopted by Government of West Bengal)
Appointing Authority	:	Office of the District Magistrate, Darjeeling
District	:	Darjeeling
Exam inviting Authority	:	Office of the District Magistrate, Darjeeling
Service Conditions		Service conditions shall be decided by the competent authority. Failure to comply with instructions of the authority, failure to abide by the general conditions that befit the public service, lack of adequate performance to the level of satisfaction of the competent authority shall lead to termination within two months. Contract may be terminated from either side after serving a notice within two months.
Prospects		Contract may be renewed on yearly basis on the basis of the need and upon the satisfactory performance of the candidates.
Name of the Institution	:	Matigara Children Home for Girls
Type of the Institution	:	Child Care Institutions
Nature of appointments	:	Temporary Contractual Positions under Mission Vatsalya
Department Concerned	:	Department of Women & Child Development & Social Welfare. Ref: Memo.5670-WCD-17016/9/2021 Dt. 03/10/2023 of Joint Secretary, Department of WCD & SW. (authorization).
Qualifying date for counting the eligibility	:	11/01/2024
Start date of the receiving applications	:	12/01/2024
Last date for receiving the applications	:	05/02/2024

Incomplete applications, applications not reflecting clear photograph/ signature and those lacking the supporting documents shall be summarily rejected. For more details concerning the recruitment, the DSWO, Darjeeling may be contacted.

Eligibility Criteria and other terms and conditions are indicated in the following

Position	Gender	Age Group	Qualifications	Current Remuneration	Number of vacancies	Examination Process	Documents to be submitted
Officer in Charge	Female	27-42 as on date of advertisement	<p>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</p> <p>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.</p> <p>Proficiency in Computers</p>	Rs. 33100/-	1 UR	<p>Written - 80 marks; Computer test - 10 marks; Viva Voce - 10 marks.</p> <p>Candidates qualifying in each stage shall be called for the next stage.</p>	<ol style="list-style-type: none"> 1. PG Certificate. (compulsory) 2. Experience Certificate (compulsory) 3. Computer Course completion certificate/Experience Certificate 4. Proof of age (Compulsory) 5. Proof of Identity (Compulsory)
Counselor	Female	24-40 as on date of advertisement	<p>Graduate in Social Work / Sociology/ Psychology/ Public Health / Counseling from a recognized university.</p> <p>OR</p> <p>PG Diploma in Counselling and Communication.</p> <p>At least 1 year of working experience with Govt. / NGO preferably in the field of Women & Child Development.</p> <p>Proficiency in Computers.</p>	Rs. 23170/-	1 UR	<p>Written - 80 marks; Computer test - 10 marks; Viva Voce - 10 marks.</p> <p>Candidates qualifying in each stage shall be called for the next stage.</p>	<ol style="list-style-type: none"> 1. Graduation Certificate/PG Diploma Certificate (Compulsory) 2. Experience Certificate (Compulsory) 3. Computer Course Completion Certificate/Experience Certificate 4. Proof of Age (Compulsory). 5. Proof of Identity (Compulsory)
Child welfare officer/ Case worker/ Probation Officer	Female	21-40 as on date of advertisement	<p>Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university.</p> <p>Experience of at least 2 years of working with Govt. / NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child Rights & Protection issues.</p> <p>Weightage for work experience candidate. *</p> <p>Proficiency in Computers</p>	Rs. 23170/-	1 UR	<p>Written - 80 marks; Computer test - 10 marks; Viva Voce - 10 marks.</p> <p>Candidates qualifying in each stage shall be called for the next stage.</p>	<ol style="list-style-type: none"> 1. Graduation Certificate (Compulsory) 2. Experience Certificate (Compulsory) 3. Computer Course Completion Certificate/ Experience Certificate 4. Proof of age (Compulsory) 5. Proof of Identity (Compulsory)
House Father/ Mother	Female	21-40 as on date of advertisement	<p>H.S or equivalent</p> <p>Other Preferred Qualification: At least 3 years experience in child care programme / Institutions</p>	Rs. 14564/-	1 SC, 1 UR	<p>Written - 80 marks; Computer test - 10 marks; Viva Voce - 10 marks.</p>	<ol style="list-style-type: none"> 1. HS/ Equivalent Certificate (Compulsory) 2. Experience Certificate

						Candidates qualifying in each stage shall be called for the next stage.	3. Proof of age (Compulsory) 4. Proof of Caste (in applicable cases, compulsory). 5. Proof of Identity (Compulsory)
Store Keeper cum Accountant	Male/Female	21-40 as on date of advertisement	Graduate in Commerce / Accountancy (Hon's) will get Weightage Other Preferred Qualification: Knowledge of Computer Operation & 3 years experience in relevant field	Rs. 18536/-	1 UR	Written - 80 marks; Computer test - 10 marks; Viva Voce - 10 marks. Candidates qualifying in each stage shall be called for the next stage.	1. Graduation Certificate (Compulsory) 2. Experience Certificate 3. Computer Course Completion Certificate/Experience Certificate 4. Proof of age (Compulsory) 5. Proof of Identity (Compulsory)
Paramedical Staff	Female	21-40 as on date of advertisement	HS Passed & Diploma in Nursing/Pharmacy Other preferred Qualification at least 3 years experience in the relevant field	Rs. 12000/-	1 UR	Walk-in-interview	1. HS & Diploma Certificate (Compulsory) 2. Experience Certificate 3. Proof of age (Compulsory) 4. Proof of Identity (Compulsory)
Cook	Female	18-40 as on date of advertisement	MP or equivalent (relaxed to class VIII passed for Home inmates). Other preferred qualification: Experience in relevant field	Rs. 12000/-	1 UR	Walk-in-interview	1. Certificate of Education (Compulsory) 2. Experience Certificate 3. Proof of being Home Inmate (Where applicable) 4. Proof of age (Compulsory) 5. Proof of Identity (Compulsory)
Helper cum night watchman	Female	18-40 as on date of advertisement	MP or equivalent (relaxed to class VIII passed for Home inmates). Other preferred qualification: Experience in relevant field	Rs. 12000/-	1 UR	Walk-in-interview	1. Certificate of Education (Compulsory) 2. Experience Certificate 3. Proof of being Home Inmate (Where applicable) 4. Proof of age (Compulsory) 5. Proof of Identity (Compulsory)
House Keeper	Female	18-40 as on date of advertisement	MP or equivalent (relaxed to class VIII passed for Home inmates).	Rs. 12000/-	1 UR	Walk-in-interview	1. Certificate of Education (Compulsory) 2. Experience

			Other preferred qualification: Experience in relevant field				Certificate 3. Proof of being Home Inmate (Where applicable) 4. Proof of age (Compulsory) 5. Proof of Identity (Compulsory)
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Mode of Application : Online (www.darjeeling.gov.in)

Issuance of Admit Card : The Date, time, Venue of Written Examination shall be communicated through Online Admit Card

Essentiality of the Admit Cards : No Candidate will be allowed to take written test/Viva Voce without production of the Admit card and other required original documents. Admit card shall invariably be produced along with any of the State/ Central Govt approved photo id.

Examination Process : As detailed above.

Merit List Preparation : Merit list shall be prepared based on aggregate marks secured by the candidates during the all stages of the examination. Tie breaking will be by the way of seniority in age.

Authority may declare reserved panel list at discretion to fill up the unoccupied vacancies.

Validity of the panels: The validity of the final Panel list shall be for one year. It may be noted that the Candidates on the waiting list from the panel may be considered for filling up vacancies only if the vacancy/vacancies created against the positions that are recruited through the notification *ibid*.

Certificate Verification : Certificate verification (production of originals) shall be at the time of interview. Failure on part of the candidates to produce the original certificates on appointed date shall make their candidature summarily rejected.

Mode of communication : All relevant communication as regards the examination shall be displayed in district's website <https://www.darjeeling.gov.in> No individual communication shall be entertained unless specially considered and allowed by the competent authority on special grounds.

Declarations

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1. No TA/DA will be provided for appearing to the exam/interview
 2. Candidature is summarily rejected at any stage if the credentials furnished by the candidate are found to be incorrect/misleading.
 3. Acquiring the requisite qualification after the qualifying date/ date of notification shall not make up the candidature.
 4. Canvassing in any form or influencing through unfair means for favourable outcomes will make the candidature of the candidates disqualified.
 5. Written/computer/interview dates for the above exams may coinciding. Therefore, candidates may have to priory decide their best suited position.
 6. Malpractices any during the examination shall make the candidature cancelled and debarred.

**Rights of the Authority
calling for the
examination**

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1. The Authority may cancel the examination any time before the final publication of the results and extending final offer letters.
 2. Right to issue corrigendum/ modifications lies with the Authority. Any changes in eligibility criteria, syllabus, date of examination, vacancy position, other issues directly related to this notification will be brought to the notice of candidates through the district website: <https://www.darjeeling.gov.in> . Therefore, all candidates are advised to follow the stated website closely until the final selection.

**Sd/-
District Magistrate
Darjeeling**

Memo No.

Date:

Copy forwarded for information and taking necessary action for wide publicity to:

1. The Additional District Magistrate (Gen), Darjeeling.
2. The Sub- Divisional Officer, _____
3. District Information & Cultural Officer, Darjeeling with a request to publish the advertisement (to be provided in separate letter) in 2 news papers.
4. The Officer In charge, NIC, Darjeeling with a request to publish the notice in the District website.
5. District Social Welfare Officer, Darjeeling.
6. District Child Protection Officer ,Darjeeling.
7. Office Notice Board.

**Sd/-
District Magistrate
Darjeeling**