



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE  
KALIMPONG**

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Memo no: 262 /SW/DCPU

dt. 26/11/2018

## NOTICE

In pursuance of memo. No. 40(Secy)-SW /O/JJA-57/17 dt. 30.01.2018 of the Women & Child Development and Social Welfare Department of the Government of West Bengal, filled in application forms in the prescribed format is hereby invited from the eligible candidates for filling up/engagement of the following contractual posts of the District Child Protection Unit, Kalimpong. The details of the vacancy are as follows,

SL NO.	Name of the Post	No. of Vacancy	Age (as on 01.01.2018)	Minimum Educational Qualification	Other desirable qualifications	Consolidated monthly remuneration
1	Social Worker	1	18-35 yrs	Graduate, preferably in Social work/Psychology/ Sociology	Knowledge in Child Psychology is preferable & 2 years experience in the field of Child Development /counselling	14,000/-
2	Out Reach Worker	2	18-35 yrs	Madhyamik or Equivalent	Good communication skills, Experience at least 2 years in the relevant field	8,000/-

### General Terms & Conditions

- 1) The written exam will be of 80 (eighty) marks for different categories.
- 2) The computer test will be of 10 (ten) marks only for the successful candidates who are successful in the written tests.
- 3) Candidates who succeed in the computer tests will, in the ratio of 1:5, have to appear in viva-voce tests carrying 10 (ten) marks.
- 4) A merit list of successful candidates in the ratio of 1:4 will be prepared for a period of 2 (two) years.
- 5) A resident of West Bengal if otherwise eligible can apply for one and only one post only and multiple applications will be liable to be rejected.
- 6) The prescribed application form may be downloaded from the web-site <https://kalimpongdistrict.in/>
- 7) The District Level selection Committee, Kalimpong reserves the right to reject any application not properly filled up or received after the stipulated time and date.
- 8) The envelope containing the applications must be superscribed with, at the top, by the name of the post applied for.
- 9) The filled in application forms will be received from 28<sup>th</sup> Nov, 2018 to 7<sup>th</sup> Dec, 2018 \_ from 11.00 a.m. to 4.30 p.m.) by post or by courier or by hand in the General Section of the Office of The District Magistrate, Ground Floor, Kalimpong, Pin :- 734301. The last date of receipt of applications is on 7<sup>th</sup> Dec 2018. Any applications received after 4.30 p.m. on 07/12/2018 will be rejected and postal delay, if any, will not be considered. The applications will be received on office days only.
- 10) Agreement :- The recruited to the post, upon having been selected by the selection committee, will have to enter into an agreement with the Government of West Bengal.

- 11) Every personnel shall have a contract of 3 (three) years extendable by 2 (two) years on the basis of performance appraisal reports.
- 12) Termination :- The engagement of any category may be terminated in the following Situations/circumstances
  - IV) Expiry of contract period, if not renewed.
  - V) If performance of the personnel in question is not satisfactory after him/her appointed in the post.
  - VI) His/her conducting himself/herself in any manner prejudicial to the interest of official norms and established rules of conduct.
- 13) Reservation Status:- As per 100 pt. roster as and when applicable.

**REQUISITE DOCUMENTS**

- 1) The applications will have to be supported by the following documents which must be self attested/certified,
- 2) Two Passport size photographs
- 3) Age Proof (PAN Card/Voters ID, School Admit card, Birth certificate/Aadhar Card)
- 4) Residential Proof (Aadhar Card, Voters ID) ,certificate of residence from local authority, Municipality/BDO etc.
- 5) Computer Certificate (if applicable),
- 6) Educational Qualification Certificate/Mark sheet,
- 7) Experience Certificate,
- 8) Mobile No. and valid e-mail ID,
- 9) Two self addressed envelopes with requisite postage stamps, for sending admit cards in speed posts.

  
**District Magistrate**  
**Kalimpong**

## APPLICATION FORMAT

Application for the post of OUTREACH WORKER/SOCIAL WORKER  
(Vide Recruitment Notice No. 262/SW/DCPU dt. 26/11/2018)

One self  
Attested recent  
Passport size  
Photograph

To  
The Chairperson of the District Level Selection Committee  
&  
District Magistrate, Kalimpong

Sir,

In response to your advertisement in the \_\_\_\_\_ that you are going to recruit contractual staff for DCPU (outreach worker & social worker), Kalimpong. I beg most respectfully to apply for the above post. My full particulars are given below for your kind consideration.

4. Name of the Applicant( in block letters) : \_\_\_\_\_
5. Father's / Husband's Name : \_\_\_\_\_
6. Address for Communication : \_\_\_\_\_  
Post Office: \_\_\_\_\_ :Block/ Municipality/Corporation \_\_\_\_\_  
District : \_\_\_\_\_ Pin: \_\_\_\_\_  
Mobile No: \_\_\_\_\_
4. Permanent Address : \_\_\_\_\_  
Post Office: \_\_\_\_\_ :Block/ Municipality/ Corporation \_\_\_\_\_  
District: \_\_\_\_\_ : Pin: \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
6. Age (as on 01.01.2018) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
7. Sex (Male/ Female) : \_\_\_\_\_
8. Caste /Category : \_\_\_\_\_
9. Nationality : \_\_\_\_\_
10. Academic Qualification: (From Madhyamik onwards)

Sl No	Exam passed	Board/ University	Year of passing	Total Marks	Marks obtained	% of marks

11. Qualification in Computer : \_\_\_\_\_

12. Work experience : \_\_\_\_\_

### DECLARATION

"I hereby declare that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled"

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant