

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

Email:dcpsdarjeeling@gmail.com

Memo No. 15/DCPU/DJ-2025

Date 06/01/2025

**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 Observation Home for Boys, Sonada of Darjeeling 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	:	Observation Home for Boys, Sonada
Type of the Institution	:	Observation Home
Nature of appointments	:	Temporary Contractual Positions under Mission Vatsalya
Department Concerned	:	Department of Women & Child Development & Social Welfare. Ref: Memo.6218-WCD-17016/4/2024 Dt. 25/09/2024 of Additional Secretary to the Government of West Bengal, Department of WCD & SW. (authorization).
Qualifying date for counting the eligibility	:	06/01/2025
Start date of the receiving applications	:	07/01/2025
Last date for receiving the applications	:	31/01/2025

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
Counselor	Female / Male	24-40 as on date of advertisement	<p>Graduate in Social Work/Sociology/Psychology/Public Health/Counselling 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 the Govt. /NGO preferably in the field of Women &amp; Child Development.</p> <p>Proficiency in Computers.</p>	Rs. 23170/-	01 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"> <li>1. Graduation Certificate/PG Diploma Certificate (Compulsory)</li> <li>2. Experience Certificate (Compulsory)</li> <li>3. Computer Course Completion Certificate/Experience Certificate</li> <li>4. Proof of Age (Compulsory).</li> <li>5. Proof of Identity (Compulsory)</li> </ol>
Probationer Officer / Child Welfare Officer/ Case Worker	Female /Male	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 &amp; Child Rights. Good understanding of Women &amp; Child Rights &amp; Protection issues. Weightage for work experience candidate. Proficiency in Computers</p>	Rs. 23170/-	01 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"> <li>1. Graduation Certificate (Compulsory)</li> <li>2. Experience Certificate (Compulsory)</li> <li>3. Computer Course Completion Certificate/ Experience Certificate</li> <li>4. Proof of age (Compulsory)</li> <li>5. Proof of Identity (Compulsory)</li> </ol>
House Father	Male	21-40 as on date of advertisement	<p>H.S or equivalent Other Preferred Qualification:</p> <p>At least 3 years 's experience in child care programme/ Institutions.</p>	Rs. 14564/-	01 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"> <li>1. HS/ Equivalent Certificate (Compulsory)</li> <li>2. Experience Certificate</li> <li>3. Proof of age (Compulsory)</li> <li>4. Proof of Caste (in applicable cases, compulsory).</li> <li>5. Proof of Identity (Compulsory)</li> </ol>
Store Keeper cum Accountant	Male /Female	21-40 as on date of advertisement	<p>Graduate in Commerce / Accountancy ( Hon's) will get Weightage</p> <p>Other Preferred Qualification: Knowledge of Computer Operation &amp; 3 years experience in relevant field</p>	Rs. 18536/-	01 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"> <li>1. Graduation Certificate (Compulsory)</li> <li>2. Experience Certificate</li> <li>3. Computer Course Completion Certificate/Experience Certificate</li> <li>4. Proof of age (Compulsory)</li> <li>5. Proof of Identity (Compulsory)</li> </ol>



Paramedical Staff	Female / Male	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/-	01 UR	Walk-in-interview	1. HS & Diploma Certificate (Compulsory) 2. Experience Certificate 3. Proof of age (Compulsory) 4. Proof of Identity (Compulsory)
Cook	Female / Male	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/-	01 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 / Male	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/-	01 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 / Male	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/-	01 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)

Mode of Application

: Offline Mode. Hard copy of Application by ordinary post/registered post will be entertained / accepted. Candidates shall submit their application to the following address.

***"District Child Protection Unit  
(Minority Bhawan, Ground Floor  
Office of the District Magistrate, Darjeeling-734101  
West Bengal"***

"Application for the Post of ....." should be mentioned in top of the envelope.

List of documents to be submitted

- : a. Age Proof (Self Attested)  
b. Residential Proof (Self Attested)  
c. Qualification Certificate (Self Attested)  
d. Experience Certificate (Self Attested)  
e. Caste Certificate (Self Attested)  
f. 02 Self Addressed envelope with requisite postage stamp  
g. 02 Self Attested photograph

Ground of Rejection	:	<ul style="list-style-type: none"> <li>• Incomplete application.</li> <li>• Applications not reflecting clear photograph/ signature</li> <li>• Incomplete documents</li> <li>• Submission of more than one application for the same post.</li> <li>• Application not as per qualification.</li> </ul>
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	:	<p>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.</p> <p>Authority may declare reserved panel list at discretion to fill up the unoccupied vacancies.</p> <p>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.</p>
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	:	<p>All relevant communication as regards the examination shall be displayed in district's website <a href="https://www.darjeeling.gov.in">https://www.darjeeling.gov.in</a></p> <p>No individual communication shall be entertained unless specially considered and allowed by the competent authority on special grounds.</p>
Declarations	:	<ol style="list-style-type: none"> <li>1. No TA/DA will be provided for appearing to the exam/interview</li> <li>2. Candidature is summarily rejected at any stage if the credentials furnished by the candidate are found to be incorrect/misleading and submission of more than one application for the same post.</li> <li>3. Acquiring the requisite qualification after the qualifying date/ date of notification shall not make up the candidature.</li> </ol>



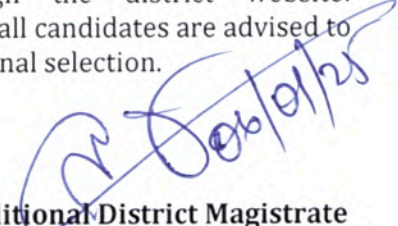
4. Canvassing in any form or influencing through unfair means for favourable outcomes will make the candidature of the candidates disqualified.

5. Written/computer/interview dates for the above exams may be 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

- :
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.

  
Additional District Magistrate  
Darjeeling

Memo No. 15(7)/DCPU/DJ-2025.

Date: 06/02/2025.

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

1. The Sub- Divisional Officer, Darjeeling
2. The District Information & Cultural Officer, Darjeeling with a request to publish the advertisement (to be provided in separate letter) in 03 newspapers.
3. The District Informatics Officer, NIC, Darjeeling with a request to publish the notice in the District website.
4. District Social Welfare Officer, Darjeeling.
5. District Child Protection Officer, Darjeeling.
6. CA to the District Magistrate, Darjeeling
7. Office Notice Board.

  
Additional District Magistrate  
Darjeeling