

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR**

RAIGANJ, UTTAR DINAJPUR.  
(District Social Welfare Section)

**NOTICE**

No. **1840** /DM/SW/UD/Recruitment/2023

Dated **29** /12/ 2023

Application(s) along with BIO-DATA in the prescribed online format in our official website [www.dcpuud.in](http://www.dcpuud.in) are invited from the eligible applicant as per criteria for engagement in different posts under the *District Child Protection Unit*, Karnajora, Raiganj, Uttar Dinajpur in pursuance of Order No.1028/WCD-17016/2/2022 dated 21.02.2023, 40 (Secy.)-SW/O/JJA-57/17 dated- 30.01.2018 & 1471/WCD&SW/2015 Dated Kolkata, the 3<sup>rd</sup> February,2015 of the Secretary to the Government of West Bengal, Women & Child Development and Social Welfare Department. The relevant particulars like name of the posts, qualification, age limit, consolidated pay per month and anticipated vacancy position under each category of posts are stated in the following paragraphs. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission/suppression of information/fake information shall lead to rejection of application or candidature at any stage of the process without further intimation. Selection will be made through an open competitive examination be conducted by the District Selection Committee. Uttar Dinajpur. The engagement shall be purely on contractual and temporary basis for the period of one year. Renewal of engagement will be made on satisfactory performance

- |      |                                      |   |  |
|------|--------------------------------------|---|--|
| 1.a) | Name of the Post                     | : | <b>Social Worker (female)</b>  |
| b)   | No. of vacancy                       | : | 01 (one)   |
| c)   | Category                             | : | S.C.(Female)   |
| d)   | Age                                  | : | Not less than 18 years and not more than 35 years as on 01/ 01/2024.   |
| e)   | Essential Qualification & Experience | : | Graduate, preferably in B.A in Social Work / Sociology/ Social Sciences from a recognized university.<br>Weightage for work experience candidate.<br>Proficiency in Computers. |
| f)   | Salary                               | : | Rs. 18,536/- per month (consolidated).   |
| 2.a) | Name of the Post                     | : | <b>Assistant cum Data Entry Operator for District Child Protection Unit</b>  |
| b)   | No. of vacancy                       | : | 01 (one)   |
| c)   | Category                             | : | UR   |
| d)   | Age                                  | : | Not less than 18 years and not more than 35 years as on 01/ 01/2024.   |
| e)   | Essential Qualification & Experience | : | 12 <sup>th</sup> pass from a recognized Board / Equivalent Board with Diploma / Certificate in Computers.<br>Weightage for work experience candidate.                          |
| f)   | Salary                               | : | Rs.13,240/- per month (consolidated).  |

3.a)	Name of the Post	:	<b>Outreach Worker (ORW)</b>
b)	No. of vacancy	:	01 (one)
c)	Category	:	E.W.S.
d)	Age	:	Not less than 18 years and not more than 35 years as on 01/01/2024.
e)	Essential Qualification & Experience	:	12 <sup>th</sup> passed from a recognize Board / Equivalent Board Good Communication Skills. Weightage for work experience candidate.
f)	Salary	:	Rs.10,592/- per month (consolidated).

**Terms & Conditions:-**

1. Applicants having requisite qualifications for the publish posts
2. Knowledge of computer application mandatory for SI No.01 to 02.

**Online Registration -**

1. Applicants shall apply for any post by submitting their applications in our official website- [www.dcpuud.in](http://www.dcpuud.in) through online submission.
2. An application form along with a unique registration number will be generated there after automatically.
3. This registration number shall be preserved for any future reference and generation of Admit Card etc.
4. After filling up and submission of the application form properly, a print out shall be taken for future reference.
5. There will be no Edit option after final submission.
6. No Hard Copy or Printed Application form to be sent to this office.
7. Willing candidates can apply online with effect from **08/01/2024** to the last date i.e. up to **22/01/2024, 4:00 pm.**

**Examination criteria -**

1. Written test-80 (eighty) marks for the post against SI. No.01 to 03 (MCQ type pattern).
2. Written test-For 02 (two) hours duration for SI. No.01 to 03.

(The date of written test for all posts will be published on due course) in our official website

3. Admit card-to be downloaded from our official website- [www.dcpuud.in](http://www.dcpuud.in) and also to be sent through e-mail of applicant.
4. After generation of Admit Card, a print out is to be taken.
5. The lower part of the Admit Card is to be signed by the candidate in presence of the invigilator on the day of Examination and to be handed over to the invigilator.
6. The candidate shall have to bring with him /her any photo identity documents whose number he/she had entered during registration of application, such as Passport, Admit Card of Madhyamik or equivalent with Photograph/Driving License /AADHAR Card/PAN Card/Bank Pass Book with Photograph.
7. Candidate without Admit Card and or without any Photo Identity document as mentioned above shall not be allowed to enter the examination hall.
8. Negative marking for written test: - Written examination will be through MCQ pattern and there will be negative marking for wrong answer 01 (one) mark will be deducted for every 04 (four) wrong answers given.
9. Computer efficiency test-10 (ten) marks for the posts for which computer knowledge is essential or desirable i.e.SI.No.01to 02 shall have to undergo a Computer Test.

10. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Viva-Voce.
11. Viva-Voce-10(ten) marks for each post (after finalization of merit list, successful candidates in the written examination and Computer efficiency test where applicable will be called or appearing the Viva-Voce test in 1:5 ration as per merit list against the total number of vacancies in a particular post.
12. Candidates must abide by the instruction as to be given by the invigilator of the examination hall. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself / herself liable for expulsion from the examination hall and / or such other punishment as the District Selection Committee will deem fit to impose.
13. Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature without giving opportunity of being heard.
14. Print out of online submission of application can neither be claimed as a proof of application, nor accept as a demand to appear in the written test. Only Admit Card with other valid testimonials like photo graphs and any photo identity card as mentioned above, will be considered at the time of examinations.
15. Incomplete application will be summarily rejected.
16. Admission to the Examination will be purely provisional subject verification of eligibility at a later stage Therefore-candidature of any candidate shall be rejected straight way if found note legible at any stage, even after appearance in written Test, Computer Test and Viva-Voce.

**Syllabus for written test:-**

1. Post against SI.No.01 to 02 :-English-20 (twenty) marks, General knowledge-20 (twenty) Marks, Mathematics -20 (twenty) marks and Computer theoretical - 20 (twenty) marks.
2. Post against SI.No.03:-English-25 (twenty five) marks, General knowledge-25 (twenty five) marks and Mathematics-30 (thirty) marks.


**N.B.-**

1. The District Selection Committee will reserve all the right summarily to *reject* any application for suppressing any information/ documents, facts relating to age, educational qualifications, caste etc. and incomplete application. It also reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.
2. Any canvassing or adopting unfair means will lead to cancellation of the candidature.
3. In case of any dispute the decision of the District Selection Committee shall be the final.
4. Tenure of engagement will be for one year on contractual basis and can be terminated before tenure in case of non-satisfactory performance.
5. Candidates must bring their photo identity card which number they had entered in the registration of application to get entrance into the examination venue to provide their identity. Any deviation in this regard may straightway lead to non-admission of him /her into the examination venue and rejection of candidature without giving his/her opportunity of being heard. The photo identity cards to be accepted by the District Selection Committee for said purpose are as-Elector's Photo Identity Card (EPIC), Passport, Aadhar, Admit, Certificate of Madhyamik or with Photography, PAN Card, Driving License, Bank Pass Book containing Photograph of the Candidate.
6. No TA, DA or any other allowances will be admissible for appearing Written Test, Computer Test and Viva-Voce.
7. No travelling allowance or daily allowance is admissible for joining the post.
8. In no circumstances this engagement will allow his/her to be absorbed in regular establishment of the Government.
9. The appointee will have to produce her original certificates and testimonials to enable the authority

to verify his / her Date of Birth, Educational Qualifications and working experiences at the time of joining. Any discrepancy between these original documents and the claimed made by the candidate at the time of applying for the contractual post or at the time of interview will be treated as misrepresentation/suppression of material facts and the Authority shall have the right to withdraw this offer of engagement.

10. The appointment so made is provisional and the service of the appointee is liable to be terminated at any time of the contractual period without a notice of one month from the Appointing Authority if his / her performance is not satisfactory. The appointee also contender his / her resignation letter by the Authority and issuance of release order to that effect.
11. The appointee shall have to appear before the medical board for medical fitness.
12. The appointment is also liable to be terminated if his/her Police Verification Report is adverse or he/she is not medically fit.
13. The appointee shall obey all lawful orders, directions and instructions of the Authority of those establishments who have been entrusted to carry out .supervise and monitor the execution of the work.
14. The appointee shall maintain full office secrecy and highest nature of office decorum, He / She shall not share or disclose official information without prior approval of the Authority.
15. The appointee, may however, be terminated forthwith without any notice or any payment in lieu of Notice at any time, in the event of his/her conducting himself / herself in any manner prejudicial to the interest of the office in particular and the State Government in general and more particularly in cases such as- (a) Insobriety (b) Insubordination (c) Unauthorized absence (d) Persistent unpunctuality in attendance to office. (e) Gross careless and lack of attention to work or neglect of duties(f) Disobedience to lawful orders given by any Authority or officials attached with the establishment and any Higher Authorities (g) Breach of Trust or breach of Confidence with reference to official secrets or any office under Government of Best Bengal (h) Investigation stage, in criminal activities leading to more than 48 hours of custody either in Police or Jail even at the investigation stage, even of prevention detention under Law of the Land.
16. One candidate can apply for one post only.

Link :-[www.dcpuud.in](http://www.dcpuud.in)

  
District Magistrate  
&  
Chairperson District Level Selection Committee  
Uttar Dinajpur  
*S.S.C.*

Copy forwarded for information and wide publicity to:-

- 1 The Secretary, Child Development and Women Development and Social Welfare Department, Government of West Bengal, Bikash Bhavan, North Block, 10<sup>th</sup> Floor, Salt Lake, Kolkata- 700091.
- 2 The Director, Child Rights & Trafficking, Government of West Bengal, Salt Lake, Kolkata- 700064.
- 3-4 The Superintendent of Police, Raiganj Police District/ Islampur Police District, Uttar Dinajpur.
- 5 The Additional District Magistrate (Gen.), Uttar Dinajpur.
- 6 The Additional District Magistrate (ZP), Uttar Dinajpur.
- 7 The Additional District Magistrate (LR), Uttar Dinajpur.
- 8-9 The Sub Divisional Officer, Raiganj (Sadar) / Islampur, Uttar Dinajpur
- 10 The Secretary, DLSA, Uttar Dinajpur
- 11 The Officer-in-Charge, District Social Welfare Section, Uttar Dinajpur with a request to share the Link- to the District Informative Officer, NIC, Uttar Dinajpur and follow up the process.
- 12 The District Programme Officer (ICDS), Uttar Dinajpur.
- 13 The District Information and Cultural Officer, Uttar Dinajpur.
- 14 The Joint Director of Employment, Uttar Dinajpur.
- 15 The District Informatics Officer, N.I.C., Uttar Dinajpur with a request to publish this notice in the district Website of Uttar Dinajpur- [www.uttardinajpur.gov.in](http://www.uttardinajpur.gov.in)
- 16-24 The Block Development Officer, Chopra / Islampur / Goalpokher-I / Goalpokher-II / Karandighi / Raiganj / Hemtabad / Kaliyaganj and Itahar, Uttar Dinajpur
- 25 CA to the District Magistrate, Uttar Dinajpur.
- 26 CA to the Additional District Magistrate (Gen.), Uttar Dinajpur.
- 27 CA to the Additional District Magistrate (Dev), Uttar Dinajpur
- 28 CA to the Additional District Magistrate (ZP), Uttar Dinajpur.
- 29 CA to the Additional District Magistrate (LR), Uttar Dinajpur.
- 30 Office Notice Board
- 31 Office Copy

District Magistrate  
&  
Chairperson District Level Selection Committee  
Uttar Dinajpur

Ade

Enclosure of Notice No.

Date:

Please recent  
Passport size  
Coloured signed  
photograph to be  
uploaded

**APPLICATION FORMAT**

Application for the post of 'Social Worker' / 'Assistant Cum Data Entry Operator for DCPU' / 'Outreach Worker' for District Child Protection Unit (DCPU), Karnajora, Raiganj, Uttar Dinajpur.

Name of the post Applied for \_\_\_\_\_

(One Candidate can apply for one post only)

1.	Name (IN BLOCK LETTER)						
2.	Father's / Mother's / Husband's Name						
3.	Nationality						
4.	Date of Birth (As per Birth Certificate or Admit / Certificate of Madhyamik or equivalent examination)						
5.	Age as on the date of Notice						
6.	Gender						
7.	Identification Mark						
8.	Address for Correspondence						
9.	Permanent Address						
10.	For intimation / dispatch of Admit Card						
11.	Caste (Gen (UR)/ SC/ST/OBC/ EWS) Attach photocopy duly self-attested (Applicable for SC/ST/OBC/ EWS Candidate only)						
12.	Category for which applied (UR/SC/ST/OBC/EWS)						
13.	Aadhar No.						
14.	Educational qualification : (Self attested photo copies of Mark sheets etc. to be uploaded)						
	Sl. No.	Examination Passed	Board / University	Year	Total Marks	Marks obtained	Percentage of Marks
15.	Qualification of Computer Knowledge : (Self-attested photo copies of Certificate / Mark sheet etc. to be uploaded)						
16.	Working Experience (Self -attested copies of Certificate to be uploaded)						
17.	Remarks (if any) :						

Date :

Place :

\_\_\_\_\_  
Signature of the Candidate to be scanned & uploaded