



Government of West Bengal

Office of the District Magistrate, Cooch Behar

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ENCLAVE CELL

CORRIGENDUM

Notification published vide Advertisement No.: **SW/786/I-22/Cooch Behar dt. 23.12.2019** on recruitment for Coochbehar G-SAA

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It is hereby clarified that, the Division of Marks for the recruitment of Social Worker in Cooch Behar G-SAA, as written at Page-3, Point No.7 'Scope of Written Test' in Row No. '02' of Notification, may be read as follows:

Sl.	Name of Post	Written	Computer	Interview	Experience	Scope
02	Social Worker	60	20	10	NIL	Graduation in Social Work, Child Management, Computer Basics

The marks weightage of 'Experience' for the selection of Social Worker in G-SAA, as such, will be NIL in place of 15 Marks, which was inadvertently written at Page-3. Other Terms & Conditions, as mentioned in Advertisement shall remain unchanged. However, '**Experience**' of Candidates, if any, in the related field shall be considered as a 'preferred qualification.'

This Corrigendum is issued to rectify the internal inconsistency in the aforementioned Notice which happened inadvertently and this is without any prejudice to any Application received, i.e.; no Application shall be rejected on the ground of the criterion of 'Experience,' as it is modified ab initio.

Date: 13.01.2020


DSWO, Coochbehar

Memo. No.: SW/ 24 /I(1)/2I-22 Date: 13.01.2020

Copy forwarded for information and wide publicity to:

- 1-5: SDO, all, Coochbehar District;
- 6-17: BDO, all, Coochbehar District;
18. DICO, Coochbehar;
20. Principal, Child Home for Blind Boys, Coochbehar;
21. Superintendent, Sahid Bandana Smriti Balika Abas, Coochbehar;
22. DCPO, Coochbehar;
23. District Employment Officer, Coochbehar;
24. CA to District Magistrate, Coochbehar;
25. DIO, NIC, Coochbehar for uploading to District Website as Corrigendum to Advertisement No. SW/786/I-22/Cooch Behar dt. 23.12.2019.


DSWO, Coochbehar

Notice for Recruitment to various Posts in the Government run Specialised Adoption Agency (G-SAA) in Cooch Behar District on Contract basis

Ref :No: 4430-SW/O/JJA-35/18 dated 16.08.2018 of the Department of WCD & SW, Govt. of West Bengal

ADVERTISE MENT NO.: SW/786/I-22/Cooch Behar, Date: 23.12.2019

Post & Vacancy Details are as follows:-

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; 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	17,500/	01(One) Category: UR
2.	Social Worker	Female	21 - 40 Yrs	Graduate in Psychology/ Social Work	Nil	Master degree in Psychology / Social Work; knowledge in English language and basic Computer operation; knowledge on early childhood care and education (ECCE) may be added advantage	a) Maintaining online data base of all children admitted; b) Preparation of Child Study Report and Physical Examination report; c) Conduct pre and post Adoption counselling to children; d) Conduct post Adoption follow up; e) Obtaining Birth Certificate of the child; f) Maintain Case history and Social Investigation Report of the child; g) Any other works assigned as per Adoption Regulation -2017	14,000/	01(One) Category : UR

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
3.	Nurse	Female	23 - 40 Yrs	H.S or equivalent. Diploma in Nursing or GNM (General Nursing and Midwifery Course).	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; e) Any other works assigned as per Adoption Regulation -2017	9,000/-	01(One) Category : UR
4.	Doctor (Part –Time)	Female/ Male	24 - 40 Yrs	MBBS	Nil	DNB in Paediatrics or MD in Paediatrics	a) Health check up of the inmates as and when necessary and preparing health cards; b) Referring the inmates to the nearby hospitals in severe and emergency cases; c) Issuing of Fitness Certificate during the course of Adoption; d) Any other works assigned as per Adoption Regulation -2017	7,500/-	01 (One) Category : UR
5.	Ayah	Female	21- 50 Yrs	MP or Equivalent examination. 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	6000/-	06 (Six) SC-01 UR -03 ST -01 OBC-A – 01
6.	Chowkidaar	Male	21 - 40 Yrs	Passed in Class VIII	Experience in the relevant field	Retired Army Personnel	a) Ensuring security of the Home within the compound round the clock; b) Maintenance of Entry Registers; c) Any other works assigned as per Adoption Regulation -2017	6000/-	01(One) Category :UR

Information regarding recruitment of Contractual staff for G-SAA , Cooch Behar

1. Last Date for submission of Application on 08.01.2020;
2. Applicant will have to submit Application along with Requisite Documents relating to final Educational Qualification, Experience Certificate – if have any, Caste Certificate, Residential Certificate by email only to : gsaacoochbehar@gmail.com.
3. Admit Card will be issued to Applicant on 10.01.2020 through email-id and conveyed to the Applicant over Contact Number as mentioned in the Application;
4. Written Test will be held on 18.01.2020 from 11:00 a.m. to 12:00 noon and Question Paper will be MCQ type;
5. Interview for the successful candidates will be held on the same day of 18.01.2020 after 2:00p.m.;
6. For any clarification or information regarding Recruitment, may please contact with District Social Welfare Officer at 8240035783;
7. Scope of Written Test :

Sl.	Name of Post	Written	Computer	Interview	Experience	Scope
01	Manager/Coordinator	60	20	10	10	PG in Social Work, Child Management, Computer Basics
02	Social Worker	60	20	10	15	Graduation in Social Work, Child Management, Computer Basics
03	Nurse	30	-	10	10	Basic Science & General Nursing
04	Doctor (Part –Time)	<i>Walk in Interview</i>				--
05	Ayah	30	-	10	10	Child Care & Basic Science
06	Chowkidaar	30	-	10	10	Standard-VIII and Basics in Security Management


District Social Welfare Officer
Cooch Behar

NOTICE

Advertisement No:SW/786/I-22 Dated : 23.12.2019

Applications are invited from among eligible candidates for engagement to various Posts for Government Run Specialised Adoption Agency (G-SAA) in Cooch Behar District on Contractual Basis. Last date for submission of Application is 08.01.2020 up to 5p.m. For details visit: www.coochbehar.gov.in or contact Social Welfare Section, Cooch Behar. Application must be emailed: gsaacoochbehar@gmail.com along with scanned copies of relevant documents and testimonials.

Sd/-
District Magistrate
Cooch Behar

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

Memo. No- SW/786/I(1)/2/I-22 Dated: 23.12.2019

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 01 (One) state news paper and 2 (two) nos. local news paper(Bengali) on 24.01.2019 and send the bill along with published copy of news papers to this office in due course.


District Social Welfare Officer
Cooch Behar

Memo. No- SW/786/I(1)/2(25)/I-22 Dated : 23.12.2019

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

- 1-5. Sub- Divisional Officer, Cooch Behar /Dinhata/ Tufangunj/Mathabhanga/ Mekhligunj;
- 6-17. Block Development Officer, Cooch Behar –I/Cooch Behar-II/Dinhata-I/ Dinhata-II/Mathabhanga-I/Mathabhanga-II/Tufangunj-I/Tufangunj-II/ Sitai/Sitalkuchi/ Mekhligunj / Haldibari;
18. District Informatics Officer, NIC with a request to upload the Advertisement Notice, Vacancy Details & Prescribed Application format (Enclosed) into the website (www.coochbehar.gov.in or www.coochbehar.nic.in).
19. District Social Welfare Officer , Cooch Behar;
20. Principal, Children Home for Blind Boys , Cooch Behar;
21. Superintendent , Sahid Bandana Smriti Balika Abas, Cooch Behar;
22. District Child Protection Officer, Cooch Behar;
23. The District Employment Officer, Cooch Behar;
24. C.A to the District Magistrate, Cooch Behar;
25. C.A to the Addl. District Magistrate (Dev.), Cooch Behar.


District Social Welfare Officer
Cooch Behar

APPLICATION FORMAT

Application for the post of Manager or Coordinator/ Social Worker cum Childhood Educator/Nurse/ Doctor (Part time)/ Ayah/ Chowkidaar for Government Run Specialized Adoption Agency in Cooch Behar District.

Name of the Post applied

for:.....

**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 PIN & Contact No. With E-mail Id	
4	Permanent address with PIN	
5	Sex (Male/Female)	
6	Date of Birth	
7	Age as on 24.12.2019	_____ Years _____ Months _____ Days
8	Whether belongs to SC/ST/OBC	(Yes/No)
9	Educational Qualification	
10	Extent of Computer Knowledge	
11	Special Qualification (If any)	
11	Working Experience	

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 attached with Application;

2. Application must be sent through Email only; gsaacoochbehar@gmail.com upto 5 P.M on 08.01.2019;