



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
KALIMPONG
SOCIAL WELFARE SECTION
PO & PS - KALIMPONG, PIN - 734301
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Memo no: 189/DCPU/KPG/2024

Date: 28.06.2024

NOTICE FOR THE ENGAGEMENT OF COUNSELOR FOR CHILD HELPLINE SERVICE IN DISTRICT KALIMPONG, WEST BENGAL

1. In pursuance of Memo No.1282(20) dated 07/08/2023 of Directorate of Child Rights & Trafficking, Govt. of West Bengal, applications are invited from eligible and willing candidates for engagement of contractual post of Counsellor in Child Helpline Services, Kalimpong district. Eligible candidates are required to apply on or before the closing date i.e., **19.07.2024 at 4:00pm**. The relevant particulars of the post are stated in the following table.

| Position | Age as on 01.01.2024 | Qualification | Experience | No. of Vacancies per CHL unit | Consolidated Remuneration per month |
|-----------|----------------------|---|--|-------------------------------|-------------------------------------|
| Counselor | 18 to 45 years' | Graduate in Social Work/Sociology/Psychology/Public Health/ Counseling from a recognized university. OR PG Diploma in Counseling and communication Proficiency in Computers. | At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development/Social welfare | 1 | 18,536/- plus insurance @Rs.330/- |

General instructions:

1. The selection will be based on academic qualification (10 marks), experience on working in the field of women and children/Social Welfare (10 marks), computer proficiency (10 marks) and Viva voce (5 marks).

2. The District Level Selection Committee shall verify the applications of the candidates.
3. District Magistrate shall be the Appointing authority for the personnel to be engaged for position of Counsellor at Child Helpline Services, Kalimpong.
4. 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.
5. The willing candidates may apply in the prescribed application format available in the website <https://kalimpong.gov.in>. The filled in Application will be received from **01.07.2024 to 19.07.2024 by 4:00 p.m.** either by post or by hand at the Office of the District Child Protection Unit, Office of the District Magistrate, Old Hotel Chimal, Ringkingpong Road, Kalimpong - 734301. Any application received after 4:00pm on **19.07.2024** will be rejected and postal delay if any will not be considered. The application will be received only during office hours on working days.
6. The candidates must attach the Self-attested photocopies of the relevant documents in the following sequence: -
 - i. Application in the requisite format.
 - ii. Two passport size photographs
 - iii. Age proof (PAN Card/Voter Card/School Admit Card/Birth Certificate/Adhar card)
 - iv. Residential proof (Adhar Card/Voter Card/Certificate from local Authority/ Municipality/BDO etc).
 - v. Education Qualification Certificate/Mark sheet
 - vi. Experience Certificate (preferably working in the field of Women & Child Development/ Social welfare).
 - vii. Computer Certificate
 - viii. Valid Mobile No and email ID
 - ix. Two self-addressed envelopes with requisite postage stamps for sending admits via post.
7. The candidate must provide the correct email address and contact details for future correspondence for sharing the admit card (only to the shortlisted candidates).
8. The candidates should have the ability to read, write and speak in Nepali.

9. The short-listed candidates will be called for Viva Voce, Computer test and document verification. The short-listed candidates for viva-voce shall bring the documents in original. Verification of original documents will be done on the date of interview.
10. Viva voce and computer test will be held on the date fixed by District Level Selection Committee.
11. The decision of the District Level Selection Committee regarding all matters relating to the selection process shall be final.



**Addl. District Magistrate (Dev.),
Kalimpong
&
Chairperson District Level Selection Committee**

APPLICATION FORMAT

Application for the post of

To
The Chairperson, District Level Selection Committee
&
Addl. District Magistrate (Dev), Kalimpong

Paste oneself
attested recent
Passport size
Photograph

Sir,

In response to your advertisement in the _____ I learned that you are going to recruit **Counsellor** for **Child Helpline Services**, Kalimpong. I beg most respectfully to apply for the above post. My full particulars are given below for your kind consideration.

A. Personal Details

| | | |
|----|---|--|
| 1 | Name of the Applicant (in block letters) | |
| 2 | Father's / Husband's Name | |
| 3 | Address of Communication: Post Office - Block/ Municipality/ Corporation - District - Pin - Email address - Mobile No - | |
| 4 | Permanent Address: Post Office - Block/ Municipality/ Corporation - District - Pin - | |
| 5 | Date of Birth | |
| 6 | Age (as on 1.1.2024) | |
| 7 | Sex (Male/Female) | |
| 8 | Caste/Category | |
| 9 | Nationality | |
| 10 | Academic Qualification | |

Place:

Date:

Signature of the applicant

B. Details of Academic Qualification

| Sl. No. | Exam Passed | Board/ University | Subjects | Year of Passing | Total Marks | Marks obtained | % of Marks |
|---------|-------------|-------------------|----------|-----------------|-------------|----------------|------------|
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

C. Details of Work Experience

| Sl. No. | Position | Nature of work | Name of organization/Institution | Date of Joining | Date of Leaving (if any) | Total Experience |
|---------|----------|----------------|----------------------------------|-----------------|--------------------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

D. Qualification in Computer: _____

Description: _____

E. Any other skills: _____

Description: _____

F. Communication skills: (Please tick mark the required options)

| | English | Hindi | Nepali |
|----------|---------|-------|--------|
| Speaking | | | |
| Reading | | | |
| Writing | | | |

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