



Government of West Bengal
Office of the District Magistrate, Jalpaiguri
(District Child Protection Unit)
Email id: dcpujpg2k25@gmail.com

Memo No. 34

Date: 29-01-2026

RECRUITMENT NOTICE

Applications are invited from Indian citizens for engagement of the following staff for Government run Specialized Adoption Agency (G-SAA) in Jalpaiguri under the Mission Vatsalya scheme purely on contractual basis.

Sl. No.	Name of the Post	Gender Category for the post	No. of Vacancy	Age	Educational Qualification	Experience (Minimum)	Consolidated pay per month	Reservation Status
1.	Manager / Coordinator	Female	01	23-40 years as on date of advertisement	Post Graduate in Psychology / Social Work with Diploma in computer operations by any Govt. recognized agency / institution	At least 1 year experience in Child Welfare and Counseling	₹ 23,170.00	UR
2.	Ayah	Female	03	21-50 years as on date of advertisement	Passed in Madhyamik or equivalent examination. For Home inmates, qualification if relaxed upto Class VIII pass MBBS Other preferred qualification	Experience in relevant field	₹ 12,000.00	Scheduled Caste (E.C.) – 01 Unreserved – 01 OBC Category-B – 01
3.	Doctor (Part Time)	Female / Male	01	24-40 years as on date of advertisement	Other preferred qualification DNB in Paediatrics / MD in Paediatrics	NIL	₹ 9,930.00	UR

GENERAL GUIDELINES

Selection procedure:

- i. Individual admit card of eligible candidates having date, time and address of the written examination center will be sent by post.
- ii. Eligible applicants for the Post of Sl. No. 1 will appear in the written test of 80 marks.
 - a. English: 15 marks
 - b. General Studies: 20 marks
 - c. Subject specific issues: 45 marks
- iii. Eligible applicants for the Post of Sl. No. 2 will appear in the written test of 80 marks.
 - a. English: 20 marks
 - b. General Studies: 40 marks
 - c. General Knowledge: 20 marks
- iv. The successful candidates on the basis of marks obtained in the written test will be called for Computer Test of 10 marks. No computer test for the candidates for the post of Ayah.
- v. Candidates who succeed in the Computer Test will, in the ratio of 1:5, will be called for Viva Voice Test carrying 10 marks. For the post of Ayah Viva Voice test will carry 20 marks.
- vi. Selected candidates will be called for Walk-in-Interview for the post of Doctor (Part Time).
- vii. The Selection Committee will submit the merit list of successful candidates in the ratio of 1:3 to the District Child Protection Society / Unit for approval and appointment.
- viii. The list will be valid for 2 (two) years from the date of approval of the list by the DCPS / DCPU.
- ix. Police Verification and Medical examination of the contractual person will be done after joining.
- x. No TA & DA is admissible for attending Written / Computer / Viva examination.

- xi. If at any stage, after the issue of admit card, a candidate if found to be ineligible for admission to the examination in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
- xii. Candidates who knowingly or willfully furnish incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
- xiii. Candidates to produce the Admit Card to the Supervisor / Invigilator, failing which s/he may be debarred from appearing in the examination.
- xiv. The candidate must abide by the instructions as may be given by Supervisor / Invigilator of the examination centre. If the candidates fails to do so or indulge in disorderly or improper conduct, he/she will render himself / herself liable to expulsion from the Examination hall and / or such other punishment as the authority may deem fit to impose.
- xv. A candidate who has been reported against by the Supervisor / Invigilator of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature.
- xvi. Submission of more than one application for a particular post is not allowed.
- xvii. Canvassing in any form will disqualify the candidature.
- xviii. Prescribed application form to be downloaded from the website www.jalpaiguri.gov.in
- xix. The Envelope containing application must be superscribed at the top of the envelope with the name of the post applied for.
- xx. Application will be received from 30-01-2026 to 20-02-2026 from 11am to 5pm (except govt. holidays and holidays as per NI Act).
- xxi. Application to be supported by the self attested copies of the following documents
 - a. Age Proof
 - b. Residential Proof
 - c. Qualification Certificate
 - d. Experience Certificate
 - e. Caste Certificate
 - f. Self addressed envelope with requisite postage stamp of Rs. 5/- (2 nos) and 01 (One) self attested passport size photograph attached with the application and other 1 (One) within the envelope
- xxii. Application may be submitted at drop box kept in the District Child Protection Unit, Collectorate Building, Jalpaiguri or sent by post at same address to the District Magistrate, Jalpaiguri.
- xxiii. District Level Selection Committee reserves the right for rejection of any application not duly filled in or received after due date & time etc.


Member Secretary
Selection Committee
&

District Social Welfare Officer
Jalpaiguri

Date: 29-01-2026

Memo No. 34/1(6)
Copy forwarded for information to:

1. **The Director**, Child Rights & Trafficking, West Bengal.
2. **The Officer – in – Charge**, Social Welfare Section, Jalpaiguri.
3. **The District Informatics Officer**, NIC, Jalpaiguri with request to upload the notice & the application format in the district website.
4. **The DICO**, Jalpaiguri with request to publish the indicative notice (copy attached) in two leading newspaper (Bengali & English)
5. **The C.A to the District Magistrate**, Jalpaiguri.
6. **The CA to the Addl. District Magistrate (SW)**, Jalpaiguri.


Member Secretary
Selection Committee
&

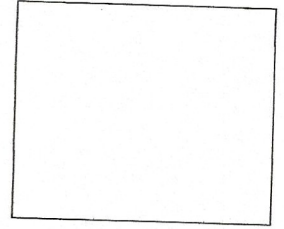
District Social Welfare Officer
Jalpaiguri



APPLICATION FORMAT

Application for the post of _____ at **G-SAA Jalpaiguri**

To
The District Magistrate
Jalpaiguri



Madam,

In response to your advertisement I beg most respectfully to apply for the above post. My full particulars with required documents are given below for your kind consideration

1. Name of the applicant (in BLOCK LETTERS).....
2. Mother's / Father's / Husband's / Guardian's Name.....
3. Address for Communication
Vill: Post Office
- Block / Municipality / Corporation
- District State PIN.....
- E-mail ID Mobile No.....
4. Present Address
Vill: Post Office
- Block / Municipality / Corporation
- District State PIN.....
- E-mail ID Mobile No.....
5. Date of Birth..... (dd/mm/yyyy) 6. Age as on date of advertisement
7. Caste: 8. Nationality
9. Academic Qualification

Examination Passed	Subjects	Board/University	Year of Passing	Total Marks	Marks Obtained	% of Marks

11. Work Experience:

DECLARATION

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

Place:

Date:

Full Signature of the Applicant