



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
KALIMPONG
DISTRICT CHILD PROTECTION UNIT
PO & PS - KALIMPONG, PIN – 734301
E-mail: dcpukalimpong@gmail.com
TEL: 03552-255062

Memo no:385/DCPU/KPG/2025

Date:16.10.2025

NOTICE

In pursuance of Memo No.40(Secy)-SW/O/JJA-57/17 Dated: 30.01.2018 of the Secretary, Women & Child Development and Social welfare, Government of West Bengal, filled in application in prescribed format is hereby invited from the eligible candidates for filling up of the following **contractual post** in District Child Protection unit, Kalimpong. The details of the vacancy is as follows:

Sl No	Name of the Post	No of Vacancy	Age (As on 14.11.2025)	Qualification	Renumeration
1	Counsellor	1	18 to 35 years	Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt./NGO preferably in the field of Women &Child Development. Proficiency in Computers.	Rs 18536/- per month

General Terms & Conditions:

1. The written examination will be of 80 marks.
2. The computer test will be of 10 marks only for the candidates who are successful in the written test
3. Candidates who are successful in Computer Test, will be called to appear in Viva Voce carrying 10 marks in the ratio of 1:5
4. The candidates should have the ability to read, write and speak in Nepali.
5. A merit list of successful candidates in the ratio of 1:4 will be prepared for a period of 2(Two) years.
6. The prescribed application form may be downloaded from the website <https://kalimpong.gov.in>
7. 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.

8. The filled in Application will be received from 17.10.2025 to 14.11.2025 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 14.11.2025 will be rejected and postal delay if any will not be considered. The application will be received only during office hours on working days.

Requisite documents:

Application must be supported by the following documents which must be self attested/certified:

- I. Two recent passport size photographs
- II. Age proof (PAN Card/Voter Card/School Admit Card/Birth Certificate/Aadhar card)
- III. Residential proof (Aadhar Card/Voter Card/Certificate from local Authority/ Municipality/BDO etc)
- IV. Education Qualification Certificate/Mark sheet
- V. Experience Certificate
- VI. Computer Certificate
- VII. Valid Mobile No and email ID
- VIII. Two self addressed envelopes with requisite postage stamps for sending admits via post.


District Magistrate, Kalimpong

&

Chairperson, District Level Selection Committee

Application for the posts of Counsellor on contractual basis in District Child Protection Unit, Kalimpong

To,
The Chairperson, District Level Selection Committee
&
District Magistrate, Kalimpong

Paste one self
attested recent
Passport size
Photograph

1. Name of the Applicant (in block letters):

(Note: Name as recorded in the Matriculation/Secondary Certificate)

2. Father's / Husband's Name:

3. Sex (male/Female) :

4. Date of Birth (dd/mm/yy):

(Date of birth as accorded in the birth certificate issued by competent authority / Madhyamik /Secondary Examination / School leaving certificate)

5. Age (as on 14.11.2025) :

6. Contact no. (Mandatory) _____ / Email ID _____

7. Permanent Address: Village/Street: _____ P.O. _____
Block/ Municipality _____ P.S. _____
District _____ PIN Code _____
State _____

8. Present Address of Communication: Village/Street: _____ P.O. _____
Block/ Municipality _____ P.S. _____
District _____ PIN Code _____
State _____

9. Caste/Category:

10. Educational Qualification: (Mention from Matriculation & upwards and attach self- attested copy)

Sl. No	Exam Passed	Board/ University	Year of passing	Total Marks	Marks obtained	% of marks

11. Qualification in Computer: _____ (attach self-attested copy)

12. Work experience/Any other professional qualification _____ (attach self-attested copy)

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