

## NOTICE

Memo No. 6849/XXIV-DCPU/LVI/15/03

Date: 14 / 01 / 2026

Subject: Recruitment in various posts on contractual basis in the District Child Protection Unit, Alipurduar & the Juvenile Justice Board, Alipurduar and the Govt. run Specialised Adoption Agency, in Alipurduar.

In pursuance of the orders of the Women and Child Development and Social Welfare Department, Govt. of West Bengal and Mission Vatsalya Guideline, applications are invited in the prescribed format (Annexure - A) for the various contractual posts, for the District Child Protection Unit, the Juvenile Justice Board and the Govt. run Specialised Adoption Agency in Alipurduar District, from candidates fulfilling the following criteria.

Details about the vacancies eligibility and remuneration as follows: -

For the District Child Protection Unit, Alipurduar District:

Sl. No.	Name of Position	Age (as on date of Notice)	No. of Vacancies	Specific Minimum Qualification	Remuneration
1.	Protection Officer – Non Institutional Care (PO-NIC)	18-45	01 (One) (1 – SC)	Post Graduate degree in Social Work/Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University.  OR Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers	@ Rs.27,804/- per month
2.	Legal cum Probation Officer (LCPO)	18-45	01 (One) (1 – Unreserved)	LLB from recognized university Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Proficiency in Computers.	@ Rs.27,804/- per month
3.	Social Worker	18-35	02 (Two) (1 – EWS & 1 – ST)	Graduate preferably in B.A in Social Work / Sociology/ Social Sciences from a recognized university. Weightage for work experience candidate. Proficiency in Computers.	@ Rs.18,536/- per month
4.	Out-Reach Worker	18-35	01 (One) (1 – EWS)	12th passed from a recognize Board/ Equivalent Board	@ Rs.10,592/- per month

				<b>Good Communication Skills Weightage for work experience candidate.</b>	
5.	Assistant cum Data Entry Operator for Juvenile Justice Board (ADEO for JJB)	18-35	01 (One) (1 - Unreserved)	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate.	@ Rs.11,916/- per month

For the Juvenile Justice Board, Alipurduar District:

Sl. No.	Name of Position	Age (as on date of Notice)	No. of Vacancies	Specific Minimum Qualification	Remuneration
1.	Bench Clerk	21-40	01 (One) (1 - Unreserved)	Higher Secondary Knowledge in Computer application and typing ability.	@ Rs.13,500/- per month
2.	Lower Division Clerk	21-40	01 (One) (1 - Unreserved)	Madhyamik Knowledge in Computer application and typing ability.	@ Rs.13,500/- per month
3.	Counselor	21-40	01 (One) (1 - Unreserved)	Graduate in Psychology	@ Rs.13,500/- per month
4.	Orderlies	21-40	02 (Two) (1 - SC & 1 - Unreserved)	Class VIII	@ Rs.12,000/- per month

For the Govt. run Specialised Adoption Agency, Alipurduar District:

Sl. No.	Name of Position	Age (as on date of Notice)	Vacant	Specific Minimum Qualification	Remuneration
1.	Ayah	21-50	02 (Two) (1 - ST & 1 - OBC-A)	Passed in Madhyamik or equivalent examination. For Home inmates qualification is relaxed up to Class VIII pass. Experience in the relative field	@ Rs.7,944/- per month

**How to apply:**

1. Application is to be submitted in the prescribed format (Annexure – A) only which is available in the District website, the hyperlink of which has been given below.  
[https://alipurduar.gov.in/notice\\_category/recruitment/](https://alipurduar.gov.in/notice_category/recruitment/)
2. Duly filled in application along with all the requisite documents as listed below are to be submitted in a sealed envelope.
3. One self-addressed envelope affixing **postal stamp minimum of Rs. 22/- or as applicable** should also be provided inside the envelop having the application with the requisite documents. The sealed envelope must reach the office of District Magistrate and Collector,

Social Welfare Section, Alipurduar at DooarsKanya, 1<sup>st</sup> Floor (room no. 114), pin - 736122, through registered post between **10:00 a.m. and 05:30 p.m. on all office days from 14.01.2026 up to 30.01.2026.**

- 4. One candidate can apply for only one post.**
5. Documents to be submitted with the application: -
  - a. Proof of Identity (Voter ID / AADHAR)
  - b. Age proof (Birth certificate / Madhyamik Admit card or equivalent certificate / certificate issued by the school authority)
  - c. Residential proof: AADHAR Card / Voter ID Card / Certificate from the concerned Municipality authority / BDO.
  - d. Proof in support of educational qualification /professional qualification, experience certificate etc. like certificate and mark sheet from standard - X onwards. Candidates, who are only class VIII pass, shall submit the mark sheet up to that class.
  - e. Three copies of recent passport size photograph should be provided along with application of which one is to be affixed at the right top box of the application format.
  - f. Caste certificate has to be submitted where applicable.
6. All the above documents need to be self-attested by the candidate.
7. The name of the Post for which the application is being made shall have to be super scribed in **Capital letters** on the envelope containing the application.
8. Incomplete / defective / illegible application is liable to be cancelled straight forward without assigning any reasons whatsoever from this end.
9. **For the recruitment of Orderlies for Juvenile Justice Board of Alipurduar district and Ayah of Govt. run Specialised Adoption Agency shall be filled up through Walk-in Interview on 31<sup>st</sup> January, 2026 in the office chamber of Additonal District Magistrate (Dev), Alipurduar.**

**Mode of Selection:**

1. District Level Selection Committee shall conduct the recruitment process for the selection of the candidate against the vacancies.
2. Candidates will be selected on the basis of merit on academics, computer test (where ever applicable) and written test (MCQ) and VIVA-VOCE except Orderlies for Juvenile Justice Board of Alipurduar district and Ayah of Govt. run Specialised Adoption Agency of Alipurduar district.
3. The recruitment of Orderlies for Juvenile Justice Board of Alipurduar district and Ayah of Govt. run Specialised Adoption Agency of Alipurduar district shall be filled up through Walk in Interview.
4. After the recruitment process is completed, a panel of candidates will be made. The candidates selected for the appointment shall have to sign an agreement (having certain terms and conditions) with the Office. The panel will be valid for a period of one year for District Child Protection Unit & Juvenile Justice Board and a period of two year for Govt. run Specialised Adoption Agency.
5. Note: The posts are purely contractual in nature, with an initial engagement for a period of one year renewable for further period depending up on the performance of the candidates / decision of the Govt. in this regard.

  
District Social Welfare Officer  
Alipurduar

Memo No. 6849/I(8)/XXIV-DCPU/LVI/15/03 Date: 14 / 01 / 2026

Copy forwarded for kind information to :-

1. The Director, Directorate of Child Rights and Trafficking, Govt. of West Bengal.
2. The Sabhadhipati, Alipurduar Zilla Parishad, Alipurduar.
3. The Additional District Magistrate, (Gen / LR / ZP), Alipurduar.
4. The Sub-Divisional Officer, Alipurduar.
5. The Block Development Officer, ..... Block.
6. The District Informatic Officer, NIC with a request to publish the notice in the District Official website of Alipurduar District on 14.01.2026.
7. P.A. to the District Magistrate, Alipurduar.
8. Office copy.

*Grav.*  
S. 19-01-2026  
District Social Welfare Officer

 Alipurduar

## Annexure-A

### **Application Format**

One Self  
Attested recent  
passport size  
photograph

**Name of the post applied for (Please Put a (✓) mark against vacancy applied for)**

- A. Protection Officer – Non Institutional Care (PO-NIC)**
- B. Legal cum Probation Officer (LCPO)**
- C. Social Worker**
- D. Out-Reach Worker**
- E. Assistant cum Data Entry Operator for Juvenile Justice Board (ADEO for JJB)**
- F. Bench Clerk**
- G. Lower Division Clerk**
- H. Counselor**
- I. Orderly**
- J. Ayah**

#### **Personal Details**

Applicant's Name (In Block Letters)	First Name	Middle Name	Surname
Father's / Husband's Name			
Address For Communication	Village / Ward	Post Office	Block / Municipality / Corporation
Permanent Address	Police Station	District	Pin No.
	Village / Ward	Post Office	Block / Municipality / Corporation
	Police Station	District	Pin No.

<b>Mobile No.</b>			
<b>Email Address</b>			
<b>Date of Birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>
<b>Age (as on 01.01.2026)</b>	<b>Year</b>	<b>Month</b>	<b>Day</b>
<b>Gender (Male/Female/Others)</b>			
<b>Category (Gen/SC/ST/OBC/EWS)</b>			
<b>Nationality</b>			
<b>Religion</b>			

### **Educational Qualifications (From Class X Onwards), except Gr. D Post.**

## Experience

<b>Professional / Technical Qualification</b>	
<b>Work Experience</b>	

## Declaration

I solemnly declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of information being found suppressed / false / incorrect or any ineligibility is detected my candidature / enrolment will stand cancelled.

Place:

Date:

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(Full Signature of the candidate)

Mob No.