



**Government of West Bengal  
Office of the District Magistrate & Collector  
Paschim Medinipur District, Midnapore-721101  
District Child Protection Unit (SW Section)**

**E-mail: dcpspmd@gmail.com**

**MEMO No.: 917 /DCPU/SW**

**DATE: 06/01/2026**

**NOTICE INVITING APPLICATIONS FOR RECRUITMENT OF STAFF AT CCI**

Applications are invited from Indian Citizens for filling-up of following 26 contractual posts of the Govt. run Child Care Institute (CCI) under **Mission Vatsalya Scheme Guideline** situated at Pragati Balak Bhawan (CCI for boys), Vill.- Tantigeria, PO.- Midnapore, PS.- Kotwali, Dist.- Paschim Medinipur, PIN.- 721102 as per direction of 6217-WCD-17016/4/2024, dated- 25.09.2024 and Department Notifications vide No. 3869-WCD-17030/1/2023, dated - 13.07.2023 & 773-SW/WCD-17026/1/2021, dated - 18.02.2021 read with 3427/SW/0/JJA-25/15, dated - 18.08.2016 following 100-Point roster of vacancies vide Notification No. Labr/110-Emp/1M-01/2025, dated - 13.06.2025 of Labour Department, Govt. of West Bengal.

Sl. No.	Name of the Post	Gender Category for the post	Post	Age as on date of Notification	Eligibility Criteria	Consolidated remuneration per month
01	Officer-in-Charge	Male	SC 01 UR 01	27-42 yrs.	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ At least 3 years of experience of working with the Govt./NGO in Documentation, training &amp; Capacity Building, Project formulation/implementation, monitoring &amp; supervision preferably in the field of Women &amp; Child Development/Social Welfare.</li> <li>➤ Proficiency in Computers.</li> </ul>	Rs. 33,100/-
02	Counsellor	Male	SC 01 UR 01	23-40 yrs.	<ul style="list-style-type: none"> <li>➤ Graduate in Social Work / Sociology / Psychology / Public Health / Counselling from a recognized university <b>OR</b> PG Diploma in Counselling and Communication.</li> <li>➤ At least 1 year of working experience with the Govt. / NGO preferably in the field of Women &amp; Child Development.</li> <li>➤ Proficiency in Computers.</li> </ul>	Rs. 23,170/-

Sl. No.	Name of the Post	Gender Category for the post	Post	Age as on date of Notification	Eligibility Criteria	Consolidated remuneration per month
03	Child Welfare Officer (CWO)/ Case Worker/ Probation Officer	Male	SC 01 UR 01 EWS- EC 01	21-40 yrs.	➤ Graduate preferably in Social Work/Sociology/Social Science or LLB from a recognized university. ➤ <b>Experience</b> 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 rights & protection issues. ➤ Weightage for work experience candidate. Proficiency in Computers.	Rs. 23,170/-
04	House Father	Male	SC 01 UR 01 EWS- EC 01 ST 01	21-40 yrs.	➤ H.S. or equivalent. ➤ <b>Other Preferred Qualification:</b> At least 3 years' experience in child care programme/Institutes.	Rs. 14,564/-
05	Para Medical Staff	Male	SC 01 UR 01	21-40 yrs.	➤ H.S. passed & Diploma in Nursing/ Pharmacy. ➤ <b>Other Preferred Qualification:</b> At least 3 years' experience in the relevant field.	Rs. 12,000/-
06	Store Keeper cum Accountant	Male	SC 01 UR 01	21-40 yrs.	➤ Graduate in Commerce / Accountancy (Hons.) will get weightage. ➤ <b>Other Preferred Qualification:</b> Knowledge of computer operation & 3 years' experience in the relevant field.	Rs. 18,536/-
07	Cook	Male	SC 01 UR 01 EWS- EC 01 ST 01	18-40 yrs.		Rs. 12,000/-
08	Helper-cum-Night Watchman (Erstwhile Helper)	Male	SC 01 UR 01 EWS- EC 01 ST 01	18-40 yrs.	➤ M.P. or equivalent (relaxed to class VIII passed for Home inmates only) ➤ <b>Other Preferred Qualification:</b> Experience in relevant field	Rs. 12,000/-
09	House Keeper	Male	SC 01 UR 01 EWS- EC 01	18-40 yrs.		Rs. 12,000/-

#### **Recruitment Process:**

- All the eligible intending candidates have to submit their Application Form only online in the District website (i.e. <http://www.paschimmedinipur.gov.in>). After online submission, the candidate must submit hard copy of application along with Acknowledgement slip and all **required documents** either through registered post or at the Drop Box at the District Child Protection Unit, Office of the District Magistrate, PO.- Midnapore, Dist.- Paschim Medinipur, Pin.- 721101, West Bengal.

#### **Documents required:**

- Self-attested copies of Date of Birth, Caste Certificate (where applicable), Address Proof & certificate & mark sheet of MP or equivalent examination, HS, Degree & Master Degree as per post criteria.
- Self-Attested Basic Computer course certificate (where applicable).

- iii) Experience Certificates must consist of employers & employee's name, name of the post, date of joining & date of leaving otherwise experience certificate will be treated as invalid.
- iv) Candidature will be cancelled if candidate fails to submit any requisite document(s).

After scrutiny of submitted application forms, admit cards for eligible candidates shall be uploaded at abovementioned website wherein date, time & venue of examination(s) will be mentioned. For more detailed information District Child Protection Unit, District Collectorate, PO.- Midnapore, Dist.- Paschim Medinipur, Pin.- 721101 may be contacted.

Working candidates applying for the said posts will have to submit the "**No Objection Certificate to appear for the examination**" from the present employer.

District Authority reserves the right to cancel the recruitment process at any stage. No representation in this matter will be entertained. No TA/DA for appearing in the examination will be given. All the contractual posts are renewable every year.

**Examination procedure:** Written test, Computer test and Viva-voce/Personality test.

**Details of examination Syllabus:**

- **For Sl. No. 1, 2 and 3:** Written test (Arithmetic – 20 marks, G.K. – 15 marks, English – 15 marks, Bengali – 10 marks, Child Protection- 20 marks) of 80 marks (multiple choice), Computer test (Ms-Office, Internet, e-mail) 10 marks and Viva-voce 10 marks, will be held.
- **For Sl. No. 4:** **Written test** (Arithmetic – 20 marks, G.K. – 20 marks, English – 15 marks, Bengali – 15 marks, Child Protection- 20 marks) of 90 marks (multiple choice) and Viva-voce of 10 marks will be held.
- **For Sl. No. 5:** **Written test** (Arithmetic – 20 marks, G.K. – 20 marks, English – 15 marks, Bengali – 15 marks, Child Health- 20 marks) of **90 marks** (multiple choice) and **Viva-voce 10 marks** will be held.
- **For Sl. No. 6:** **Written test** (Arithmetic – 20 marks, G.K. – 15 marks, English – 15 marks, Bengali – 10 marks, Accountancy- 20 marks) of **80 marks** (multiple choice), **Computer test** (Ms-Office, Internet, e-mail) **10 marks** and **Viva-voce 10 marks** will be held.
- **For Sl. No. 7, 8 & 9:** Viva-voce test of **10 marks** will be held.

**Last date of online and hard copy submission of application with required documents:**  
30.01.2026 up to 5 p.m.

Additional District Magistrate (Dev)  
Paschim Medinipur

**MEMO No.:** 917/1(29)/DCPU/SW

**DATE:** 06/01/2026

Copy forwarded for information and publication on Notice Board to the:-

- 1) The Director of Child Rights & Trafficking, Govt. of West Bengal, 3rd Floor, Shaishali Building, DF Block, Sector-I, Salt Lake City, Kolkata – 700 064.
- 2) The Deputy Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10th Floor, Salt Lake, Kolkata-700 091.
- 3-5) The SDO, Medinipur Sadar/Kharagpur/Ghatal, Paschim Medinipur are requested to display in their office Notice Board.
- 6-26) The BDO... (all), Paschim Medinipur are requested to display in their office Notice Board.
- 27) The DIO (NIC), Paschim Medinipur is requested for publishing in the District Website.
- 28) The DICO, Paschim Medinipur is requested for publishing in 2 daily newspapers.
- 29) CA to the District Magistrate, Paschim Medinipur with a request to bring it to the notice of District Magistrate, Paschim Medinipur.

Additional District Magistrate (Dev)  
Paschim Medinipur