

HOPE FAMILY TRUST, KALIMPONG

Memo no. 03/SAA/HFT/KPG/2024

Date: 25.02.2024

ADVERTISEMENT FOR THE RECRUITMENT OF VARIOUS POSTS UNDER SAA (SPECIALISED ADOPTION AGENCY) AT HOPE FAMILY TRUST, KALIMPONG

In pursuance of Memo No.224 dated 06/02/2024 of Directorate of Child Rights & Trafficking, Govt. of West Bengal, applications in prescribed format are invited from District Kalimpong for the following vacant posts on temporary and contractual basis in the Specialised Adoption Agency (SAA) at Hope Family Trust, Kalimpong for the implementation of Mission Vatsalya. Eligible candidates shall be required to apply on or before the closing date i.e.,**16/03/2024 up to 4:00pm**.The relevant particulars like post, qualification, age limit, gender, monthly remuneration and anticipated vacancy position is stated in the following table. A candidate must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any point of time during the recruitment process without further intimation. Selection will be made through an evaluation of educational qualification, computer test and vice-voce to be conducted by the Selection Committee, for implementation of Mission Vatsalya, Kalimpong. The details of the vacancies are as follows:

TABLE: A

<i>Sl. No.</i>	<i>Name of the post</i>	<i>No. of post</i>	<i>Age</i>	<i>Academic Qualification</i>	<i>Experience</i>	<i>Other preferred qualification</i>	<i>Consolidated pay per month</i>
1	Project Coordinator	1 (Female -UR)	23-40 years as on date of advertisement	PG in Psychology/Social Work with diploma in Commuter Operation by any Govt. recognized agency/Institution	At least 2 years' experience in Child welfare and Counselling	<ul style="list-style-type: none">Proficiency in speaking, reading & writing English and Nepali language	23,170/-
2	Social Worker cum Early Childhood Educator	1 (Female -UR)	21-40 years as on date of advertisement	Graduate in Psychology / Social Work with diploma in Commuter Operation by any Govt. recognized agency/Institution	At least 1 year experience in Child welfare / Early Childhood Care and Education (ECCE)/Counselling	<ul style="list-style-type: none">Master Degree in Psychology/Social work.Knowledge on Early Childhood Care and Education (ECCE) may be an added advantage.Proficiency in speaking, reading & writing English and Nepali language	18,536/-

3	Nurse	1 (Female -UR)	23-40 years as on date of advertisem ent	H.S or Equivalent Diploma in Nursing/GNM (General Nursing and midwifery Course), General Duty Assistant	At least 1year experience in the relevant field	Nil	11,916/-
4	Ayah	6 (Female) [UR-2, SC-1, ST-1 OBC A- 1, OBC B-1]	25-50 years as on date of advertisem ent	Passed in Madhyamik Pariksha or equivalent examination and for home in- mates, qualification is relaxed up to Class VIII pass	At least 6 months experience in the relevant field	<ul style="list-style-type: none"> Proficiency in Nepali language (speaking, reading & writing) Basic knowledge in English language. 	7,944/-
5	Chowkidar	1 (Male- UR)	25-40 years as on date of advertisem ent	Passed in Class VIII	Experience in the relative field	<ul style="list-style-type: none"> Proficiency in Nepali language (speaking, reading & writing) Basic knowledge in English language. 	7,944/-

- Candidates from Scheduled Castes/Scheduled Tribes and Other Backward Classes will get relaxation of age 5(Five) years and 3(Three) years as applicable over the prescribed age limit, respectively. Physically challenged persons having requisite certificate issued from competent authority of West Bengal shall also get relaxation in age up to 5 (five) years.
- Qualification as stated in the table must be possessed by the candidate on or before the date of publication of advertisement. If it is found during verification of testimonials at any later stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.
- All columns of the application form are to be duly filled in.
- In case of regular/contractual employee, NOC from the current employer is required. It is to be submitted at the time of document verification.
- Mode of Selection:** The selection will be based on the following scoring system.

<i>Sl. no.</i>	<i>Name of the post</i>	<i>Name of the Unit where the staff will be engaged</i>	<i>Academic Score</i>	<i>Weightage to be given to the candidates who are working in the field of Women & Child Dev./Social Welfare/ related field</i>	<i>Computer Test</i>	<i>Vice-Voce/ Interview</i>	<i>Total Marks</i>
1	Project Coordinator	Specialised Adoption Agency (SAA) at Hope Family Trust, Kalimpong	20 marks based on academic score in the examination of the prescribed qualification mentioned in	10 marks (5 marks for a minimum of 2 years' of experience and 1 mark to be added for additional 1 year and so on up to a maximum of 10 marks).	15 marks	5 marks	50 marks

			the concerned notice.				
2	Social Worker cum Early Childhood Educator	Specialised Adoption Agency (SAA) at Hope Family Trust, Kalimpong	20 marks based on academic score in the examination of the prescribed qualification mentioned in the concerned notice.	10 marks (5 marks for a minimum of 1 year of experience and 1 mark to be added for additional 1 year and so on up to a maximum of 10 marks).	15 marks	5 marks	50 marks
3	Nurse	Specialised Adoption Agency (SAA) at Hope Family Trust	20 marks based on academic score in the examination of the prescribed qualification mentioned in the concerned notice.	10 marks (5 marks for a minimum of 1 year of experience and 1 mark to be added for additional 1 year and so on up to a maximum of 10 marks).	NA	5 marks	35 marks
4	Ayah	Specialised Adoption Agency (SAA) at Hope Family Trust, Kalimpong	10 marks based on academic score in the examination of the prescribed qualification mentioned in the concerned notice.	NA	NA	10 marks	20 marks
5	Chowkidar	Specialised Adoption Agency (SAA) at Hope Family Trust, Kalimpong	10 marks based on academic score in the examination of the prescribed qualification mentioned in the concerned notice.	NA	NA	10 marks	20 marks

6. **Scrutiny of applications:** The Selection Committee shall verify the applications of the candidates.
7. The short-listed candidates will be called for Viva Voce, Computer test (in case of Project Coordinator and Social Worker cum Early Childhood Educator) and document verification. The short-listed candidates for viva-voce shall bring the documents in original. Self-attested photocopies to be submitted with the application form (in respect of identity proof, academic qualification, caste certificate (if any), date of

birth, certificate of knowledge in computer, experience certificate, etc.). Verification of original documents will be done on the date of interview.

8. The final merit list & panel of wait listed candidates will be prepared on the basis of total marks obtained in the Academic Score, experience related field, computer test and Viva-Voce test.
9. The Selection Committee reserves the right to reject any application not properly filled in or received after due date or to change the schedule of any examination at any stage.
10. No TA/DA will be provided to attend this examination.
11. The Selection committee reserves the right to change the procedure of any examination on the vacancy mentioned in this notice at any stage prior to selection.

12. How to apply:

- a) The candidate shall apply offline. Hard copy of application form along with self – attested photocopies of relevant documents by hand or in ordinary post / registered post will be entertained / accepted. The offline application needs to be submitted in the following address:

**To,
The Director
Hope Family Trust,
Printam Road,
Kalimpong,
Pin: 734301
West Bengal**

Date of opening of offline application from on 25/02/2024 from 10:30 am.

Closing date for submission of offline application on 16/03/2024 up to 4:00 pm.

The admit card shall be shared via post on the self-addressed envelopes attached by the candidate.

- b) Candidate should provide his / her own mobile number. The said mobile is required to be kept active during the entire process of recruitment as information of recruitment may be communicated there from time to time.
- c) **Self-attested photocopies of relevant documents to be provided during the submission of application form and original documents to be produced during the interview/vice-voce:**
 - I. **Age Proof:** BirthCertificate/Admit Card/Registration Certificate/Pass Certificate of Madhyamik Pariksha or recognized equivalent examination/School Certificate (in case of Class VIII pass)
 - II. **Proof of Residence:** Voter Card (EPIC)/Aadhar Card/Ration Card.
 - III. **Academic Qualification & Qualification in Computer skills:** Academic & relevant computer course certificates as specified in Table-A.
 - IV. **Caste Certificate:** Caste certificate received from an appropriate authority is required to be provided.(Certificate issued outside of West Bengal will not be considered and candidate having such certificate shall be considered as general candidate).
 - V. **Person with Disability Certificate:** Self-attested copy of Person with Disability Certificate received from an appropriate authority is required (Certificate issued outside of West Bengal will not be considered).
 - VI. **Experience Certificate:** Experience certificate from appropriate authority as mentioned in Table-A is required to be provided.
 - VII. **Three Colour passport size photograph (not more than six months old):** The candidate is required to paste one colour passport size self attested photograph of himself/ herself during

submission of application and provide two colour passport size photographs along with the application.

- VIII. **Two Self-addressed envelopes:** The candidate is required to attach two self-addressed envelopes with requisite postal stamps (minimum Rs. 5/-) for sending admit cards via post.

CLOSING DATE FOR SUBMISSION OF OFFLINE APPLICATION: 16/03/2024 up to 4:00 pm.

For further details and information relating to document verification, computer test and viva voce, the candidate is required to follow the notification in the organization's website: www.hopefamilytrusts.org. Relevant updates will be given there from time to time.

Note: The admit cards shall be shared via post on the self-addressed envelopes (with requisite postal stamps) for the shortlisted candidates only.

NB: UR = Un reserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class (A and B) Category.



**Managing Trustee
Hope Family Trust
Kalimpong**

**Kiran Chettri, Managing Trustee
Specialised Adoption Agency (SAA) at Hope Family Trust
(Under Mission Vatsalya)
Kalimpong**