

Applications are invited from eligible candidates for appointment to the post of **Consultant for Prevention of Child Trafficking in West Bengal** on purely contractual basis.

**Terms of Reference for the Contract**

**A. Major Tasks to be accomplished.**

Sl. No.	Tasks	Deliverables
1	<ul style="list-style-type: none"> <li>Maintain, update, &amp; compile, data of Bangladeshi children &amp; women and for victims of interstate trafficking.</li> <li>Release of SPA AHT at the state level and roll out of State Plan of Action on Prevention of Trafficking: Promote mechanisms for community based prevention of trafficking in two major source districts</li> <li>Organize orientation of BSF and SSB on Anti Human Trafficking at the bordering districts like North 24 Pargana, South 24 Pargana, Nadia , Malda, Murshidabad &amp; Jalpaiguri</li> </ul>	<ul style="list-style-type: none"> <li>Updated, compiled monthly database of BD Children and women and victims of interstate trafficking maintained and shared with Dept of CD WD &amp; SW , UNICEF and TF Members</li> <li>Concept Note, agenda, and report with action points. Identify partner, proposal finalized and roll out plan in place</li> <li>Meetings minutes with action points for follow up</li> </ul>
2.	<ul style="list-style-type: none"> <li>Maintain ,update, &amp; compile, data of Bangladeshi children &amp; women and for victims of interstate trafficking</li> <li>Support DCRT in organizing meeting of West Bengal Task Force</li> <li>Documentation on good practices regarding interstate and inter country restoration and repatriation</li> </ul>	<ul style="list-style-type: none"> <li>Updated, compiled monthly database of BD Children and women and victims of interstate trafficking maintained and shared with Dept of CD WD &amp; SW , UNICEF and TF Members</li> <li>Meetings minutes with action points for follow up</li> <li>1 document/Report on good practice finalized and shared with Dept.</li> </ul>
3.	<ul style="list-style-type: none"> <li>Compile monthly reports and activities on Trafficking</li> <li>Preparation of Bengali FAQ on Restoration and Repatriation for stakeholders related to this process.</li> </ul>	<ul style="list-style-type: none"> <li>Annual report on Trafficking</li> <li>Bengali FAQ ready for release and disseminated amongst stakeholders</li> </ul>

**B. Duty Station**

- Department of Child Development ,Women Development and Social Welfare, Government of West Bengal including Directorate of Child Rights and Trafficking, Government of West Bengal.
- The Consultant will visit UNICEF Office as and when required.

**C. Qualifications or Specialized Knowledge and/or experience required:**

- Degree in Social sciences, law or related field.
- Working experience of at least five to eight years in issues related to child protection and knowledge of relevant statutes, rules related to child protection.

- Excellent writing skills in English and an ability to analyze and present data.
- Good Reporting and computer skills.
- Oral and written proficiency in Bengali and Hindi.
- Experience of working with Government Departments and understanding of Government systems will be an advantage.

**D. Age**

- The age of the candidate will be between 25 Years-45 Years.

**E. Remuneration**

- Rs.65, 000/-Per Month.

**F. Supervisors**

- Secretary, Department of CD,WD&SW,Government of West Bengal and Director of Child Rights and Trafficking, Government of West Bengal under the technical guidance of the Child Protection Specialist,UNICEF Office for West Bengal.

**G. Selection Process**

- The written examination followed by Viva-voce.

**H. Vacancy**

- One (01) - Unreserved.

**I. Where to apply**

- The Application in the prescribed format along with attested copies of all testimonials in a sealed envelope super scribing the word **"Consultant for Prevention of Child Trafficking in West Bengal"** should reach to the following address within 07.01.2017 by ~~registered~~/Speed Post –  
**"Director of Child Rights and Trafficking, SHAISHALI, Salt Lake City, Sector-I, DF Block, Kolkata-700064."**

**APPLICATION FORM FOR CONTRUCTUAL ENGAGEMENT OF CONSULTANT  
FOR PREVENTION OF CHILD TRAFFICKING IN WEST BENGAL**

(To be filled up in English Block Letter only)

Post Applied for: \_\_\_\_\_

**Personal Details**

**General Information:**

Applicant's Name: \_\_\_\_\_

(In Block Letter)

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City/Town: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City /Town \_\_\_\_\_ Pin \_\_\_\_\_

State: \_\_\_\_\_

Tel No. (With STD Code): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_

Father's / Husband's Name: \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_

Age as on 01.01.2017 \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YY)

Nationality \_\_\_\_\_

Cast: Gen \_\_\_\_\_ SC \_\_\_\_\_ ST \_\_\_\_\_

Recent colored  
Passport size  
Photograph (3.5cm  
x 3.5cm) to be  
pasted and duly  
attested on photo  
by the applicant

**Qualification Details (as on 01.01.2017)**

Exams Passed	Board/University	Subject	Year of Passing	Results

**Language Known: (Please Tick)**

	Read	Write	Speak
English			
Bengali			
Hindi			
Others: Pl Specify			

**Details of Work Experience: (Supporting Certificates to be produced if called for interview)**

SL No	Name of the Organization/Institution	Key tasks assigned	Period (From-To)
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**Details of Computer Knowledge /Qualification**

Exams Passed	Board /University	Subject	Year of Passing	Results

**“I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage of recruitment thereafter it shall disqualify me for the post applied for and /or I shall be liable for any other action that may be taken under the extant rules”**

**Date:**

**Place:**

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**Signature of the Applicant**

**Filled application form is to be submitted through speed post only. In the following address Director of Child Rights and Trafficking, SHAISHALI, Salt Lake City, DF Block, Kolkata-700064 by 7<sup>th</sup> January'2017.**

### Important Guidelines

- 1) Only Indian citizen can apply.
- 2) Download the application form and Information brochure from the website [www.wbcdwdsw.gov.in](http://www.wbcdwdsw.gov.in) / [www.wbscps.in](http://www.wbscps.in) and take print out on A4 size paper.
- 3) Read all the instructions in the information brochure before filling in the application form.
- 4) Use only black dot pen for filling in the application form.
- 5) Application form is to be filled in with ENGLISH BLOCK LETTERS ONLY.
- 6) All photocopies of certificates and testimonials should be self-attested.
- 7) Both the photos on application form and call letter are to be signed in full by the applicant.
- 8) The application is to be sent to Director of Child Rights and Trafficking, SHAISHALI, Salt Lake City, DF Block, Kolkata-700064 only by Speed Post.
- 9) A self-addressed envelope affixing postage stamp of Rs.5/- only is to be enclosed.
- 10) Name of the post applied for and candidates' address should be clearly noted on the Envelope containing application form.
- 11) Any overwriting should be authenticated by the candidate by initialing it.
- 12) The reference date for minimum and maximum age is 01.01.2017.
- 13) Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
- 14) The Department reserves the right to cancel any application not properly filled in or received after **07.01.2017**.
- 15) In case of application received after the cutoff date the same will be rejected.

### General Instructions:

- ❖ No TA & DA is admissible for attending Written/ Computer/ viva examination.
- ❖ If at any stage after issue of Call Letter, a candidate is 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.
- ❖ Candidates in service of Government, a local or statutory body are required to apply through proper channel.
- ❖ No Objection Certificate from present employer has to be furnished if selected for appointment.
- ❖ Candidates who knowingly or willfully furnished incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of contract.
- ❖ Candidates have to produce the Call Letter to the Supervisor / Invigilator, failing which s/he may be debarred from appearing in the examination.
- ❖ The candidate must abide by instructions as may be given by Supervisor/Invigilator of the examination centre. If the candidate fails to do so or indulges 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 Society may deem fit to impose.
- ❖ 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 and also debarment from future examinations and selections as may be decided by the Society according to the circumstances of the case.
  - I. Incomplete application will be reject
  - II. Canvassing in any form will disqualify the candidature.

## **CHECKLIST FOR CANDIDATES**

**The following must be enclosed and complied with**

- 1) All the columns of the application form are duly filled in
- 2) Attested copy of Educational qualification and Experience certificate.
- 3) Original copy of Residential proof certificate.
- 4) Attested copy of Age Proof Certificate. (only copy of admit card /certificate of madhyamik or equivalent examination will be accept)
- 5) Two self-signed colour passport size photograph (3.5cm x 3.5cm) pasted on application form and call letter.
- 6) Self-addressed envelope affixing Rs.5/- postage stamp.
- 7) Name of the post written on the body of the covering envelope.

The covering envelope is addressed to Director of Child Rights and Trafficking, SHAISHALI, Salt Lake City, DF Block, Kolkata-700064.

## **General Guidelines**

### **Selection Procedure:**

- I. The eligible candidates will be informed by mail/letter/phone about the date and venue of Written Examination.
- II. The qualified candidates in the written examination will be interviewed on the same day and also computer skill will be tested.
- III. The written examination will have objective type multiple choice questions/Subjective Questions on English, General Studies and subject specific issues. The distribution of marks is as follows:
  - a. General Studies: 25 marks
  - b. Subject specific issue: 50 marks

Viva Voce: 25 Marks.

- IV. Written test and viva examination will be held at Kolkata.

**Syllabus:**

The questions on general studies will include every day science, current events and problems with special reference to India.

The subject specific questions will match with the nature of the post such as JJActs.Rules, Child related laws, Child Trafficking, Integrated Child Protection Scheme, IPC, CrPC, CPC, Adoption, Protection of Child Rights Etc.