



West Bengal Swarojgar Corporation Limited

(Govt. of West Bengal Undertaking)

Nodal Ministry : Self Help Group & Self Employment Department

No : 580 – WBSCL/15 -16/R – 7

Date: 08/12/2016

EMPLOYMENT NOTICE

Applications on plain paper are invited for the following posts on contractual basis, initially for a period of one year which may be extended further on satisfactory performance

Sl. No.	Name of the Post & No	Age Limit	Essential Qualifications	Consolidated Remuneration	Scope of Work
1	Accounts Assistant (1 in No.) - Unreserved	Upto 40 Years	1. Graduate in Commerce (minimum 50 % Marks) 2. Last 3 years experience in Tally Based Accounting system in an organization of repute 3. Knowledge in Computer Application	Rs.18,000.00 per month	Preparation and Posting of vouchers, maintenance of cash book, bank reconciliation statement, various accounting registers, assisting the Accounts officer and the Chief Financial Officers, etc.
2	Field Assistant (2 in nos.) - Unreserved	Upto 40 years.	1. Passed Higher Secondary Examination 2. At least 2 years experience in Marketing / Development field. 3. Preference will be given to those who are holding certificate of proficiency in Computer Application from an Institute of repute.	Rs.15,000.00 Per month	He / She will monitor, supervise the trainings and the projects executed by WBSCL. He / She shall have to visit various Districts of the State, interact with the BDOs and local authorities for expediting the work of the Corporation. He / She will explore new avenues of business relating to training and project implementation for the SHGs & prepare reports on various aspects of work, etc.

Note:

1. The upper age limit is relaxable for the candidates belonging to S.C., S.T. & O.B.C as per norms of the State Government.
2. The applications with self –attested photocopies of all requisite documents (documents of experience, educational & professional qualifications) with filled application format must reach to the Managing Director, West Bengal Swarojgar Corporation Ltd., 20B, Abdul Hamid Street, Kolkata – 700 069 (Beside Great Eastern Hotel) within 26/12/2016, failing of which your application will treated as cancelled.
3. The place of posting shall be in Kolkata. The Management will, however, have the discretion to transfer the officials in any place in West Bengal.
4. Selection of candidates will comprise of Tally Test for Accounts Assistant & Computer Test for Field Assistant followed by Written Test and Personal Interview.
5. Name of the post should be mentioned clearly on the top of the envelop, otherwise the application shall be treated as cancelled.


Managing Director

East India House, 1st Floor, 20B, Abdul Hamid Street, Kolkata - 700 069

Phone : (033) 2262 1823/24, E-mail : wbscl@yahoo.com

CIN : U93000WB2009SGC139803

Application Format

To
The Managing Director
West Bengal Swarojgar Corporation Limited,
20B, Abdul Hamid Street,
Kolkata - 700 069

Date:

Affix 1 Passport
Size Photograph
duly signed by the
Applicant

Sir,

In response to your advertisement in the Dated I do hereby
apply for the post of in your office, I am submitting herewith all the necessary
documents in support of my candidature for the above mentioned post.

Yours faithfully,

(Name of the Candidate)

1. Name :
2. Father's Name :
3. Present Address :

4. Permanent Address :

5. Phone Number :
6. Date of birth :
7. Age (as on 01/12/2016) :
8. Whether belongs to
SC/ST/ OBC. If so, please
Produce the certificate :

9. Qualification

a) Academic :

Examination	Board/University	Year	Total Marks	Marks Obtained	% of Marks	Division / Class

b) Professional :

5. Details of Previous Experience :

Sl.	From	To	Duration	Name of the Organization / Employer	Name of the Post

I do hereby declare that all my particulars given above are true.

Signature of the Applicant