

West Bengal State Warehousing Corporation

(A Government Undertaking)

6A, RAJA SUBODH MULLICK SQUARE, (4th Floor)

KOLKATA-700013.

Email : warehousing_corporation@rediffmail.com

File No : P(I) -1 /2014/ 1839 /SWC

Dated : 15 / 12 /2015

Employment Notification

Applications on plain paper as per proforma given below, are being invited from the retired govt. employees for contractual engagement of PA to Managing Director. The eligible conditions of the applicant is mentioned below :-

1. Age : Below 64 years
2. Qualification: - H.S. passed with sound knowledge in English. He must have capability in drafting / writing in English.
3. Additional Qualification : - knowledge of Stenography and Computer application.
4. Preference will be given to him who was the PA to office executive while in service.

The application with copy of documentary evidence must reach the undersigned on or before 01/01/2016.

Secretary

PROFORMA

1. Name of Applicant (Capital Letters) :
2. Father's Name : -
3. Residential Address :-
4. Contact No. :-
5. Educational Qualification :-
6. Date of birth :-
7. a) Name of the organisation and post held prior to retirement :-
b) Emoluments last drawn & Scale of pay :-
c) Date of retirement:-
d) P.P.O. no. & monthly basic pension amount:-
8. Experience :-
9. Particulars of documents enclosed (self attested) :

Affix stamp size
photograph

Signature