

West Bengal State Warehousing Corporation

(A Government Undertaking)

Khadya Bhavan, B-Block, (4th Floor)

11A, Mirza Ghalib Street,

KOLKATA- 700087.

Website : www.warehousingwb.com

Email : warehousing_corporation@rediffmail.com

File No : P(l)-1 / 415 /SWC

Dated : 24 / 05 /2016

Employment Notification

Applications on plain paper as per proforma given below, are being invited from the retired govt./ Semi Govt./PSU employees for contractual engagement of PA to Managing Director/ other Senior Officers. The eligibility conditions of the applicant is mentioned below :-

1. Age : Below 64 years
2. Qualification: - a) Educational - Minimum H.S. passed with sound knowledge in drafting / writing in English.
b) Professional – Must be well versed in stenography (speed -100 words/minute & Computer typing (30 words / minute) and Computer applications .
3. Remuneration: - Rs. 15000/- (Rupees Fifteen thousand only) consolidated per month.
4. Preference will be given to candidates having experience as P.A. to office executive while in service.

The application with copy of all relevant documents must reach to the undersigned on or before 08/06/2016.

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