

Ph no. 2252-0335

Fax : 2252-0555

West Bengal State Warehousing Corporation  
( A Government Undertaking )  
Khadya Bhavan, B-Block, (4<sup>th</sup> Floor)  
11A, Mirza Ghalib Street,  
KOLKATA-700087.  
Website: www.warehousingwb.com  
Email : swc@wb.gov.in

=====

Memo No: 1725/Estab/R(I)-16/SWC/18-19

Dated : 04/09/2018

## NOTICE FOR RECRUITMENT OF CLERKS

West Bengal State Warehousing Corporation, a statutory Body Corporate under the Administrative Control of Food & Supplies Dept., Govt. of West Bengal, intends to engage 10 (ten) nos. of Clerk cum D.E.O. on purely Contractual and Temporary Basis for an initial period of one year only.

### Eligibility Criteria:

1. Graduate in any subject from a UGC recognized University.
2. Good knowledge of English language reading and drafting.
3. Knowledge of basic Internet usage, email, browsing, MS Office and MS Excel.

**Desirable:** Diploma/ Certificate in Computer application.

**Age Limit :** Maximum 35 years as on 01/01/2018.

**Job responsibilities:** Drafting work, both manual and computer-based, basic file works, internet surfing, email, online forms and documents, browsing and searching.

**Consolidated Professional Fees (paid per month):** Rs. 11,000/- (Rupees eleven thousand only).

### Mode of selection:

Number of stages of selection process will be fixed depending upon the number of applications received with minimum one writing skill and computer aptitude test, followed by Interview. Weightage shall be given for relevant experience.

The interested candidates may fill up the attached Application Form and send by email to:  
**wbswc.jobs@gmail.com**

No additional documents need to be attached with the application. All original certificates shall be verified during Interview or after selection. Strict legal action will be taken against any application giving wrong details in the Application Form.

Addition, alteration, corrigendum, if any will be published in this website (www.warehousingwb.com) only.

Sd/-  
Managing Director  
WBSWC.

# West Bengal State Warehousing Corporation

## Application form for recruitment of clerks

Name	
Sex	
Date of Birth	
% in Graduation	
Additional qualification in computers	No cognisance shall be taken in the absence of certificates.
Previous Work Experience	No cognisance shall be taken in the absence of certificates.
Address	
Mobile	
Email	

---

(Signature of Applicant)

Print, fill and sign, scan and email to [[wbswc.jobs@gmail.com](mailto:wbswc.jobs@gmail.com)].

Write "Recruitment of Clerks." in **Subject** line.

Your email must reach us latest by [04/10/2018].