

West Bengal State Warehousing Corporation

(A Statutory Corporation)

Khadya Bhavan, B-Block (4th Floor)

11-A, Mirza Ghalib Street, Kolkata – 700 087.

Phone: (033)2252 0334 / 0335; Fax: (033)2252 0555

Website: www.warehousingwb.com ## E-mail: swc@wb.gov.in

Memo No: 5678/Genl./R(I)-14/SWC/2016

Dated: 29.12.2020

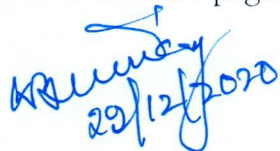
RECRUITMENT NOTICE

Online Application is being invited from eligible candidates for recruitment to the post of P.A. to the Managing Director and P.A. to the Chief Engineer, WBSWC (two posts only) on purely contractual basis at a consolidated monthly remuneration of Rs.15,000/- (Rupees Fifteen Thousand only) initially for 01 (one) year.

The eligibility conditions of the applicant are mentioned below:

1. Age: Maximum age of 62 years as on 01st January, 2021.
2. Qualification:
 - i) The candidate should possess a degree of a recognised University.
 - ii) The candidate should have good command of English and Bengali language (reading, writing and speaking) and working knowledge of Hindi (speaking).
 - iii) The candidate should have minimum typing speed of 25 words per minute with accuracy.
 - iv) The candidate should have sound knowledge of Computer and Internet. Working knowledge of MS Office and other Internet tools.
3. Experience: Prior Work Experience of minimum 02 (two) years as Personal Assistant / Personal Secretary / Confidential Assistant or in its equivalent post in a Govt. or reputed organisation is essential.
4. Condition: The above mentioned post is purely contractual in nature. Renewal, on successful completion of one year in question, will be at sole discretion of the Corporation and may be done for another year on the existing terms and conditions. **However, request/application from any employee appointed, in question, through this process of recruitment to get permanent employment will not be entertained in future under any circumstances.**

Online Applications and publication of relevant Notices in this regard will be available at the official website of WBSWC (www.warehousingwb.com) as per the schedule mentioned in the next page:

A handwritten signature in blue ink, followed by the date '29/12/2020' written in blue ink.

Commencement of submission of Online Application	30 th Dec, 2020
Closing date for submission of Online Application	8 th Jan, 2021 (up to 12:00 midnight)
Commencement of downloading of Online Admit Card	15 th Jan, 2021 (tentative)

Applications can be submitted through online mode only. However, submission of more than one application by the same candidate is strictly forbidden and such applications are liable to be cancelled. Candidates are also requested to go through the details of posts and instructions as well as on the website carefully and follow the website regularly for updates in this regard hence forth. A detailed Instruction & Syllabus is annexed herewith.

Online Admit cards will be issued to eligible candidates post scrutiny of submitted Online Applications satisfying eligibility criteria and completeness of the filled in Applications.

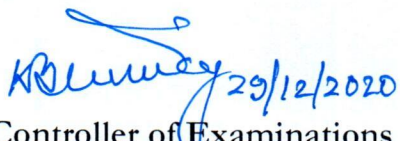
The Examination will be held in four successive stages, viz., (i) Written Examination (English Language), (ii) Computer Typing Speed & Accuracy Test (Practical), (iii) Computer Proficiency Examination (Practical) and (iv) Personal Interview followed by Document Verification.

Eliminations on the basis of results will be done at each stage of selection. Selected candidates in each stage will be called to take part in the next stage of the examination. Date, Time and Venue of Examinations will be mentioned in the Online Admit Card. Written Examination, Typing Speed & Accuracy Test, Computer Proficiency Examination and Personal Interview will be held in Kolkata. **No TA/DA shall be admissible.**

WBSWC reserves all rights of cancelling the Recruitment Notification at any point of time or any candidature without assigning any reason and that the decision of the authority of WBSWC will be final in this regard.

All the candidates appearing for the Examinations are hereby requested to strictly abide by the COVID-19 norms as per Govt. guidelines issued time to time. No candidate will be allowed inside the Examination Hall without mask.

Encl: As stated


Pr. Controller of Examinations
&
General Manager (Admin.)
WBSWC

INSTRUCTION & SYLLABUS

(for recruitment in the contractual post of P.A. to the Managing Director and P.A. to the Chief Engineer, WBSWC, 2020-21)

1. Application for the post of P.A. to the Managing Director and P.A. to the Chief Engineer, WBSWC can be made through ONLINE mode ONLY. Application in other mode except online mode will not be accepted in any case. Multiple applications received from an applicant will be rejected.
2. Before applying for such post, applicants are required to go through Notification, Instructions and Syllabus of the examination carefully.
3. For applying online, log on to <http://warehousingwb.com/pa/>
4. Fill in the online application properly and submit.
5. Erroneous and/or incomplete application will be rejected.
6. The applicants whose applications will be accepted by WBSWC can download their "Admit Card" from the official website of WBSWC (www.warehousingwb.com).
7. Applicants are required to refer to the official website of WBSWC for further updates.
8. Candidates will be allowed to enter in the examination hall only after production of original Admit Card. No photocopy/ scanned copy of Admit Card will be entertained in this regard. The candidates should bring their valid photo identity card (eg.- EPIC/AADHAAR/Passport etc.) for the purpose of identity verification.
9. Selection process will be held in four successive stages, viz., i) Written Examination (English Language - Descriptive type), ii) Typing Speed & Accuracy Test (Practical), iii) Computer Proficiency Examination (Practical) and iii) Personality test followed by Document Verification. Eliminations on the basis of results will be done at each stage of selection.
10. The medium of the examinations mentioned above would be **English only**.
11. Any electronic communication gadget (details in admit card) in the premises of the examination is banned.
12. Adopting of any unfair means in the examination hall shall result in cancellation of candidature and penal action will also be taken for such unfair practices.
13. All the candidates appearing for the Examinations are hereby requested to strictly abide by the COVID-19 norms as per Govt. guidelines issued time to time. No candidate will be allowed inside the Examination Hall without mask.

Syllabus for Written Examination (English Language):

1. Drafting a letter.
2. Paragraph Writing.
3. Grammar.


Handwritten signature and date: 29/12/2020