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 : swc@wb.gov.in Phone: (033)40019846

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Memo No : 1783 /Genl./R(I)-14/SWC Date : 25/08/2023

RECRUITMENT NOTICE

Applications on plain paper as per pro-forma given as Annexure-I, are being invited from the eligible retired Govt./ Semi-Govt./PSU employees for contractual engagement to the post of P.A. to the Secretary, WBSWC and Chief Engineer, WBSWC 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, 2024.
2. Qualification :
   i) The candidate should be a Graduate in any stream.
   ii) The candidate should have sound knowledge of computer and internet. Working knowledge of MS Word, Excel, Power Point and other internet tools are required for above mentioned recruitment.
   iii) The candidate should have minimum typing speed of 40 words per minute with accuracy.
   iv) The candidate should have good command of English and Bengali language (reading, writing and speaking) and working knowledge of Hindi (speaking).
3. Remuneration: Rs. 15,000/- (Rupees Fifteen Thousand) only consolidated per month.
4. Experience: Preference will be given to candidates having experience as P.A. to office executive while in service.

The applicant should send their applications with copies of documentary evidence in support of their eligibility criteria to this office only through e-mail (E-mail ID : swc@wb.gov.in).

The application with copy of all relevant documents must reach to the undersigned on or before 20/09/2023.

25/8/23
Secretary

Annexure-I

PROFORMA

1. Name of Applicant (Capital Letter) :
2. Father's Name :
3. Residential Address :
4. Contact No. & E-Mail ID :
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. Knowledge in Computer :
9. Experience :
10. Particulars of Documents enclosed (Self-Attested) :

Affix recent stamp size photograph

SIGNATURE