

Advertisement for SITUATION VACANT

West Bengal Infrastructure Development Finance Corporation Ltd., wholly owned by the Government of West Bengal, invites applications for the following posts on contractual basis:-

- 1) One Assistant Company Secretary
- 2) One Engineer –in-Charge
- 3) One Loan Officer
- 4) One Investment Officer
- 5) One Commercial Manager
- 6) One Executive Assistant (Loan)
[Reserved for Scheduled Caste candidates]
- 7) One Executive Assistant (Investment)
- 8) One Project Assistant

Applicant along with his /her bio data, should submit his/her application mentioning the post applied for on the body of the envelope within 15days of the publication of this advertisement to the 'Box' to be kept in the Administrative Office of the West Bengal Infrastructure Development Finance Corporation Ltd. 'Mangalam Building' Block – A, 1st floor, 24, Hemanta Basu Sarani, Kolkata – 700001 or by post/courier. Applications sent through E-Mail will not be entertained. [Applications for two posts by the same candidate will not be accepted]. Last date of receipt of applications is 18.12.15(upto 5 p.m.)

In reference to the advertisement in the Times of India on 02.12.2015 and in Ei Samay on 03.12.2015, West Bengal Infrastructure Development Finance Corporation Ltd., wholly owned by the Government of West Bengal, invites applications for the following post on contractual basis:-

Assistant Company Secretary (on contractual basis).

Name of the Post	Assistant Company Secretary
Number of Post	One
Qualifications :	A Member of the Institute of Company Secretaries of India.
Experience:	At least two years post-qualification experience as the Company Secretary in a Listed or reputed Company/ Bank/Financial Institution/NBFC etc. Hands-on experience of working in a computerized environment is essential.
Age Limit:	Not more than 45 years as on 01.01.2015 Relaxable for SC/ST/OBC/Ex-defence personnel or for deserving candidate.

Job responsibilities: i) Assist in management of all Secretarial Compliance matters including Secretarial Audit, Compliance Reporting etc.
ii) Assist in drafting of notice, agenda, minutes of the Board, Committees & General Meetings, Directors' Report, Annual Return etc. ensuring compliance with Secretarial Standards and Corporate Laws and arrangement of meetings.
iii) Preparation & maintenance of Statutory Registers & Records.
iv) Arrange for filling and filing of various forms including e-forms with Ministry of Corporate Affairs, Govt. of India
v) Managing Compliance matters relating to Bonds issued by the Corporation and liaison & compliance with stock exchange and other regulatory authorities.
vi) Assist in overall Corporate Governance matters and day to day activities.
vii) Assist in Corporate Social Responsibility activities of the Company.
viii) Any other matter as may be advised by the Managing Director or the Secretary.

Remuneration: Rs.38,100/- p.m. (consolidated) plus P.F., Gratuity and Medical Benefits etc. as per Company's norms.(Negotiable)

Engineer –in-Charge on contractual basis

Name of the Post: Engineer- in- Charge
Number of Post: One
Qualifications : Graduate in Civil Engineering from a recognized University or equivalent. Knowledge in M.S. Excel and M.S. Project/Primavera preferred.
Experience: Minimum 20 years' experience in construction of Project.
Age Limit Not more than 62 years as on 01.01.2015.
Job Profile: To be entrusted by the management.
Remuneration: Rs.38,100/- p.m. (consolidated) plus P.F., Gratuity, Medical Benefits etc. as per Company's norms. (Negotiable).

Loan Officer on contractual basis

Name of the Post: Loan Officer
Number of Post: One
Qualifications : M.Com/ Hons. Graduate with a full-time PGDM/MBA in Finance or a fresh qualified CA or equivalent.
Experience: Minimum 3 years work experience in the Banking and Financial Services Sector. Hands-on experience of working in a computerized environment and good communication skill are essential.
Age Limit: Not more than 40 years as on 01.01.2015. Relaxable for SC/ST/OBC/Ex-defence personnel or for deserving candidates

Role Responsibilities:	<p>and 1. Marketing for new business, interaction with Merchant Bankers, Other lenders/ Agencies, sharing budgetary responsibility in terms of booking of new business.</p> <p>2. Maintaining Market intelligence reports, data on industry and economic scenario</p> <p>3. Industry analysis / miscellaneous data / information compilation from CIBIL and other sources, checking of specific and routine returns / MIS prepared by Executive Assistant</p> <p>4. All work related to existing and future loans to Government - Processing of loan requests, Approval, Disbursement and Repayment, Reports and Analysis of implications of pre-payment.</p> <p>5. Maintenance of all existing and new non-Government Loan Accounts from commencement of repayment stage. Tracking repayments and servicing of these accounts, Inspection, Documentation, Consortium obligations & Exchange of information with consortium members, ROC/CERCAI related works.</p> <p>6. Management of NPA/ Potential NPA Accounts, Recovery measures.</p> <p>7. Taking action for risk mitigation as required under various policies i.e. Credit Policies, Operational Risk etc.</p> <p>8. Audit matters including credit audit.</p> <p>9. Appraisal of increase/decrease/prepayment of limits.</p> <p>10. Budgetary responsibility in terms of recovery and maintenance of quality of advances.</p> <p>11. Annual review of all accounts.</p> <p>12. Checking of all returns prepared by Executive Assistant (Loans)/Preparation of all returns in the absence of EA(Loan).</p> <p>13. Checking of loan data entered into CMC Software by Executive Assistant (Loans).</p> <p>14. Checking of loan related records (like insurance documents, statutory approvals etc.) maintained by the Executive Assistant</p>
Remuneration:	Rs.29,028/-p.m. (consolidated) plus P.F., Gratuity, Medical Benefits etc. as per Company's norms. (Negotiable)

Investment Officer on contractual basis

Name of the Post:	Investment Officer
Number of Post:	One
Qualifications :	M.Com/Hons. Graduate with a full-time PGDM/MBA in Finance or fresh qualified CA or equivalent.
Experience:	Minimum 4 years' work experience in the Banking and Financial Services Sector. Hands-on experience of working in a computerized environment and good communication skill are essential.
Age Limit :	Not more than 40 years as on 01.01.2015. Relaxable for SC/ST/OBC/Ex-defence personnel or for deserving candidates

Job profile:

1. To work as Convener of Investment Committee, with responsibility of preparing Minutes, Action Taken Reports, Agenda, etc.
2. Checking/Preparation of all reports and returns related to Investments [as warranted].
3. Maintaining Liaison with all empanelled Brokers / Arrangers / Primary Dealers, and putting up recommendation for review of the panel every year
4. Maintenance and custody of specimen signatures of empanelled brokers / dealers / arrangers
5. Daily scrutiny of RBI and other sites to check for Investment opportunities
6. Maintenance of Market information on investment scenario / brokers / dealers / corporates
7. Providing inputs in respect of various policies and operating guidelines in vogue.
8. Preparation of Investment Proposals for signature of the Head of Investment.
9. Maintenance and periodical checking of call logs in respect of the recorded telephone line, and putting up reports thereof
10. Responsible for all operational matters related to Investments for "Supervisor", as outlined in the "Operating Guidelines for Investments"
11. Initiating and preparing the monthly physical verification reports for bank and non-bank investments, and related correspondence
12. Verification of entries related to Investments in the CMC system
13. Preparation of responses related to all kinds of audit queries
14. Assisting the Head of Investment in matters related to ALCO.
15. Scrutiny of on-line ALCO data submitted to RBI by Assistant (Investment)
16. Initiating correspondence with RBI in related matters.
17. Maintaining Liaison with all other related Departments
18. Preparation of budget and monitoring there against
19. Any other job / function that may be assigned by Management.

Remuneration:

Rs.29028/-p.m. (consolidated) plus P.F., Gratuity, Medical Benefits etc. as per Company's norms. (Negotiable).

Commercial Manager on Contractual basis

Name of the Post :	Commercial Manager
Number of Post :	One
Nature of the post:	Contractual
Period of Contract:	One year initially which is renewable on satisfactory performance as per Corporation's Rules.
Minimum Qualification:	Graduate (Honours) and basic computer knowledge. Preference may be given to candidates having a degree in law.
Upper Age Limit:	Not more than 62 years as on 01.01.2015.
Experience:	Minimum 5 years with a reputed organization in the similar capacity. Preference shall be given to the candidates worked in PSB/Govt. Organisation in last assignment.
Salary:	Rs.35,000/- p.m. (negotiable) and other applicable benefits viz. PF, Gratuity, Medical benefit etc. as per Corporation's Rules.
Duties Responsibilities:	<p>& A. To manage the Estate, Logistics, Safety and Security functions of the Corporation including:</p> <ol style="list-style-type: none"> i. oversee the Security Arrangement including fire safety, ii. verify the Attendance Register of Security Guards, iii. upkeep the maintenance of offices & sites, iv. maintain AMCs with different Companies and follow up,

- v. maintain the owned cars, keep liaison with the Car Vendors to ensure availability of vehicles to the Users in time.
- vi. prepare Tender documents for various purposes as and when necessary.
- vii. arrange transport and refreshment for the Directors on the date of Board Meeting/Committee Meeting.
- viii. arrange transport to the Expert Members/Retainers as and when necessary.
- ix. issue Fuel Slips for the vehicles hired and owned by the Corporation,
- x. check statutory requirements/documents of rented cars,
- xi. arrange sitting arrangement of employees and Auditors.
- xii. to keep close contact with KMC, Local Police Station, Security Agencies, WB Fire & Emergency Services, CESC Ltd., Calcutta Telephones, Shri Mangala Services, Petrol Pumps, National Insurance Company Ltd., Labour Department, Govt. of WB etc.

B. To manage the stores and purchase functions of the Corporation including:

- i. Act as a member of the Purchase Committee of the Corporation.
- ii. Procurement of goods and services as and when asked for by the competent authority and put up notes/agenda notes connected therewith.
- iii. Draft tender documents in respective areas of working.
- iv. evaluate tenders/quotations received from Vendors.
- v. maintain Fixed Asset Register and other related registers.
- vi. verify stocks of stores with Register as and when necessary.
- vii. check bills of vendors and submit to higher authority with recommendation.
- viii. arrange office equipment, furniture and fixture for the employees.

C. To ensure compliance with applicable laws as functional head in the area of working.

D. Any other work as may be assigned by the competent authority.

Executive Assistant (Loan) on contractual basis [Reserved for Scheduled Caste candidates]

Name of the Post :	Executive Assistant (Loan)
Number of Post:	One
Qualification :	Commerce Graduate (with Honours)
Experience:	Minimum 2 years' work experience in handling of Accounts. Hands-on experience of working in a computerized environment is essential.
Age Limit:	Not more than 40 years as on 01.01.2015. Upper age relaxation of five years.
Job responsibilities:	<ol style="list-style-type: none"> 1) Issue of Monthly Demand Notices to all the borrowers & periodical checking of borrowal accounts. 2) Issue of usual letters to all the borrowers. 3) Preparation of Disbursement Memorandum and liaison with Accounts Department for remittance of fund to the borrower. 4) Collection and maintenance of records in respect of insurance documents, statutory approvals, others important documents related to loan accounts of the borrowers. 5) Maintenance of all the registers of credit department. 6) Support to officers in respect of appraisal of loan proposals. 7) Preparation of Returns and MIS for external and internal authorities.

- 8) Entry of loan related data in CMC Software.
- 9) Preparation of reply to the internal auditor.
- 10) Preparation of data relating to compliance with stipulations of Rating Agencies / other external agencies.
- Industry analysis/Miscellaneous data/information compilation from CIBIL and other sources and analysis. Specific and occasional MIS.
- 11) Liaison with Accounts Department for monitoring of accounts- putting up status reports to officials.
- 12) Any other work which the management may deem fit.

Remuneration: Rs.20100/-p.m. (consolidated) plus P.F., Gratuity, Medical Benefits etc. as per Company's norms. (Negotiable)
[Candidates must enclose copy of S.C. Certificate issued by the competent authorities with the application. Applications without copy of the certificate shall be treated as cancelled.]

Executive Assistant (Investment) on contractual basis

Name of the Post: Executive Assistant (Investment)
Number of Post: One
Qualification : Commerce Graduate (with Honours)
Experience: Minimum 3 years' work experience in handling of Account in Banking & Financial Services sector. Hands-on experience of working in a computerized environment is essential.
Age Limit: Not more than 40 years as on 01.01.2015. Relaxable for SC/ST/OBC/Ex-defence personnel or for deserving candidates
Job profile:

1. All operational matters for "Assistant", as outlined in the "Operating Guidelines for Investments"
2. Preparation of all reports and returns in connection with Investments, including Monthly Report to Chairman etc
3. Maintenance of all registers for Investment in soft form, as well as hard form wherever required.
4. Maintenance of Daily List for interest / Coupon payments due on our investments
5. Preparation of routine matters related to Investment
6. Preparation of fortnightly list of outstanding investments for the purpose of monthly physical verification
7. Maintaining records related to our CSGL and DEMAT accounts
8. Routine correspondence with CSGL and DEMAT account maintaining banks
9. Submission of online data to RBI in respect of ALM
10. Providing periodical data on investments in various time buckets as per ALCO Cash Flow requirements
11. Routine letters to RBI with regard to ALM matters
12. Assisting in Investment Committee meetings and preparation of minutes
13. Any other job or function as may be assigned by Management.

Remuneration: Rs.20,100/-p.m. (consolidated) plus P.F., Gratuity, Medical Benefits etc. as per Company's norms. (Negotiable)

One Project Assistant on contractual basis

Nature of employment: Contractual
Number of Post: One
Salary: Rs.20,000.00 p.m.(consolidated), P.F. Gratuity, Medical Benefits

Qualifications :	Graduate from any recognized University. Hands-on experience of working in a computerized environment is essential.
Experience :	At least 3 years `experience as an Assistant with a reputed Construction Company/Real Estate Developer engaged in construction of multistoried building projects.
Age :	Not exceeding 40 years as on 01.01.2015. Relaxable for SC/ST/OBC/Ex-defence personnel or for deserving candidates.
Role Responsibilities:	<p>and</p> <ol style="list-style-type: none"> 1. Keep all records, assets, documents, stationeries, etc. in proper and safe manner. 2. Ensure safe custody, safety and proper management of the Corporation's properties and assets. 3. Prepare all Progress Reports, correspondences, minutes of meetings, tender notices, advertisements etc. for the project on behalf of the Corporation. 4. Assist the Corporation in various functions regarding the project. 5. Assist the Engineer-in-Charge and other officials of the Corporation in all matters, as required by them. 6. Any other duty that may be entrusted by the Engineer-in-Charge and the Managing Director.