

SITUATIONS VACANT

“West Bengal Infrastructure Development Finance Corporation Ltd., a company wholly owned by the Government of West Bengal, invites applications in the prescribed format for the following posts on contractual basis.”

9 (Nine) posts of Accountant (SSS) for different centres in West Bengal

(2 Reserved for SC candidates and 1 reserved for ST candidate)

9(Nine) posts of Office Assistant for different centres in West Bengal

(2 Reserved for SC candidates and 1 reserved for ST candidate).

Centres:- Barasat, Berhampore, Chinsurah, Burdwan, Diamond Harbour, Durgapur, Howrah, Medinipur, Siliguri.

Written Tests will be held at (1) Kolkata & (2) Siliguri

Last date for submission of application: 17.04.2017 before 5:00pm

For further details please visit (Career) at our website www.wbidfc.co.in

Applicant should submit his/her Bio-data in the prescribed format mentioning the post applied for on the body of the envelope, on 17.04.2017 before 5 P.M. directly by hand to in the dedicated ‘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 speed post/courier. Applications sent through E-Mail will not be entertained. [Applications for two posts by the same candidate will not be accepted and both the applications will be rejected]. Applications must be supported by the self-attested copies of following documents, without which the same will be rejected.

- 1. Proof of address (Voter ID, Aadhar card, Passport, Utility Bills etc.)**
- 2. Proof of age (Madhyamik, Higher Secondary Admit Card/Aadhar Card.)**
- 3. Copies of certificates for Educational Qualifications.**
- 4. Computer Proficiency Certificate.**
- 5. Caste Certificate for SC/ST candidates.**

Eligible candidates will have to appear for a Written Test, and short listed candidates will be called for an Interview thereafter, the date for which will be communicated in due course.

Written Tests will be held simultaneously at (1) Kolkata and (2) Siliguri

Only those candidates who are in a position to join immediately, need apply.

Applications, addressed to the Managing Director, West Bengal Infrastructure Development Finance Corporation Ltd., Mangalam Building, 24, Hemanta Basu Sarani, Block-A (1st floor), Kolkata – 700001 are invited for the posts of :-

Applicants may exercise their option about the center of examination in their application form

(1) Accountant(SSS) [Contractual]

Number of Post:	09. 2 [two] reserved for SC and 1(one) for ST candidates.
Qualification:	Graduate with basic computer knowledge.
Experience:	5 years in office work
Upper age limit:	40 years as on 01.01.2017
Remuneration:	Rs.13,500/- p.m. with other incentives.
Job details:	As may be fixed by the appropriate authority.

(2) Office Assistant (Contractual)

Number of Post:	09. 2 [two] reserved for SC and 1(one) for ST candidates.
Qualifications :	Higher Secondary passed with basic computer knowledge.
Experience :	3 years in office work
Upper age limit:	40 years as on 01.01.2017.
Remuneration:	Rs.11,500/- p.m. with other incentives.
Job profile :	As may be fixed by the appropriate authority.