

### **Interview for the post of Recruitment of Assistant Chief Financial Officer**

In supersession of our website notification dated 13.06.2017, this is to advise that the personal interview of candidates shortlisted in respect of recruitment to the above post in WBIDFC, will be held at 12-00 noon on Saturday, 1st July, 2017 at the Administrative Office of the Corporation, instead of 17th June, 2017 as advised earlier. The candidates who have been short listed for personal interview in respect of recruitment to the above post in West Bengal Infrastructure Development Finance Corporation Ltd. have been advised individually through e-mails.

The candidates who had appeared at the written and computer usage tests on 11.6.2017 are requested to check their e-mail. In case of non-receipt of the e-mail, they may please contact the Head(HRD & PER) of WBIDFC at 94335-10976.

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“This is to notify that the process of recruitment for the posts of Accountant-SSS and Office Assistant for the 3S- Scheme, initiated through notification on this website on 06.04.2017, has been cancelled due to unavoidable circumstances arising out of closure of the scheme. The inconvenience caused to the candidates in this regard is sincerely regretted. “

### **Recruitment of Assistant Chief Financial Officer**

The candidates who have been short listed for personal interview in respect of recruitment to the above post in West Bengal Infrastructure Development Finance Corporation Ltd. have been advised individually through e-mails. The date of interview is 17th June, 2017 at 12-00 noon.

The candidates who had appeared at the written and computer usage tests on 11.6.2017 are requested to check their e-mail. In case of non-receipt of the e-mail, they may please contact the Head(HRD & PER) of WBIDFC.

## 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 post on contractual basis."

One Engineer-in-Charge on contractual basis.  
One Manager (HRD & Personnel) on contractual basis.  
Eligible candidates will have to appear for a Written Test at Kolkata.  
Last date for submission of application: 23.06.2017 upto 4-30 P.M.  
For further details please visit (Career) at our website [www.wbidfc.co.in](http://www.wbidfc.co.in)

Date of publication in the newspaper :- Anandabazar Patrika 06.06.2017  
Bartaman 06.06.2017  
The Telegraph 06.06.2017

Applicant should submit his/her Bio-data in the prescribed format mentioning the post applied for on the body of the envelope, before 4-30 P.M. on 23.06.2017 directly by hand to 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 must be supported by self-attested copies of the 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.

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

Relaxation of upper age limit will be as per Act.

**Applications, in the prescribed format, 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 :-**

## (1) Engineer in-Charge on contractual basis.

<b>Number of Post:</b>	One
<b>Qualification:</b>	Graduate in Civil or Electrical Engineering from a recognized University or equivalent. Knowledge in M.S. Excel and M.S. Project/Primavera are essential.
<b>Experience:</b>	Minimum 8 years' experience in construction of high rise buildings with modern technology and knowledge of different Acts and Regulations related with construction of multistoried buildings in Kolkata and other parts of the State of West Bengal. Preference will be given to candidates having experience of construction of high rise buildings <b>with modern top-class finishes and e-tendering.</b>
<b>Age limit:</b>	Not more than 40 years as on 01.01.2017.
<b>Remuneration:</b>	Rs.38,100/- p.m. (consolidated). Other benefits as per Corporation's Rules.
<b>Job details:</b>	<p>Job profile of Engineering-In-Charge</p> <ol style="list-style-type: none"><li>1). To act as the Head of the Engineering Department of the Corporation and submit all reports, progress charts, cost estimates etc. related to all engineering works of the Corporation.</li><li>2). To ensure processing of all <b>engineering</b> matters of the Corporation including execution of all constructional works with proper compliance of concerned Acts, Rules, Regulations etc.</li><li>3). To implement/execute all works of the Corporation as per approved quality, true to specifications and in cost effective manner.</li><li>4). To render all assistance and co-operation, as required by the Corporation, in respect of registration of flats with allottees of <b>Sankalpa Housing Project</b>, collection of maintenance charges from the allottees, formation of registered Apartment Owners' Association of the allottees, handing over of the sites to the respective Apartment Owners' Associations etc. in respect of Sankalpa Housing Project of the Corporation.</li><li>5). To prepare tender notice, tender documents, comparative statements etc. for all tenders to be invited by the Corporation and also invite tenders and issue Work Orders, if so requested by the Appropriate Authority.</li><li>6). To ensure that measurements of all works of the Corporation are being properly recorded in Measurement Books and kept in safe custody.</li><li>7). To check all architectural, structural and other technical drawings for all works of the Corporation and point out discrepancies and clarifications, if any.</li><li>8). To scrutinize, check and recommend payment of bills of all <b>engineering</b> works of the Corporation and suggest any correction, modification, deletion etc., if required.</li><li>9). To keep liaison with various authorities like Kolkata Municipal Corporation, New Kolkata Development Authority, Public Works Department, Fire &amp; Emergency Services Department, Archaeological Survey of India, Pollution Control Board, Directorate of Electricity, Real Estate <b>Regulator /Authority</b> [when formed] etc. for obtaining necessary clearance/NOC in respect of various works/projects of the Corporation. <b>He will sign all applications and documents in this regard.</b></li><li>10). Attend meetings, as and when requested by the appropriate authority in WBIDFC.</li><li>11). Any other duty that may be entrusted by the Managing Director of the Corporation.</li></ol>

**The eligible candidates will have to appear at a written test on [i]**

## (2) Manager (HRD & Personnel)

**Nature of employment:** Contractual

**Min. Qualification: :** MBA (HRD)/ PGDBM (HRD) or equivalent to Masters Degree in Business Management/Administration on full-time basis from a recognized university/ institution.

**Experience :** At least three years' experience of working in the HR Department of a reputed company, preferably in a State or Central PSU with adequate knowledge in labour laws and its compliances.

**Age Limit:** Not more than 40 years as on 01.01.2017

**Remuneration:** Rs.38,100/- p.m. (consolidated) with other benefits as per company's norms.

**Job profile :**

Roles & Responsibilities:

1. Overall Responsibilities: The Manager shall have strategic and functional responsibilities for all of the HR disciplines and report to the Head of the Dept. for day-to-day affairs. The Manager shall act in strict conformity of the Service Rules & other Rules of the Corporation and Office Orders, if any. **He will also be responsible for proper maintenance of employee records.**

2. Compensation, Benefits and Corporate Governance: The Manager shall ensure adherence to the approved compensation and benefit structure of **each employee** of the Corporation. Besides, the Manager shall develop strategic compensation plans **as per govt. rules and other applicable guidelines** align performance management systems with compensation structure and other policies of the Corporation and oversee the Corporate Governance with reference to human resources angle, work disciplines and career advancement

3. Compliance with applicable labour & other laws: The Manager shall ensure compliance with the labour and other laws as may be applicable to the area of functioning of the HR dept. and put up **monthly compliance report(s)** to the Departmental Head.

4. Recruitment and Selection: The Manager shall oversee the recruitment and selection processes as per the Recruitment Rules of the Corporation. The person shall be responsible for decisions related to corporate branding i.e. promoting the company as an employer of choice as it relates to recruiting and retaining talented employees.

5. Training and Development: The Manager shall ensure training and development of employees including new hire orientation, leadership training, succession planning, job analysis, manpower rotation, manpower planning and professional development seminars and workshops.

6. Employee Relations: The Manager shall have the primary responsibility for preserving the employer-employee relationship through designing an effective employee relations strategy by taking

steps for ensuring the overall well-being of employees including safe working environment, free from discrimination and sexual or other harassment, conducting workplace investigations, resolving employee complaints etc.

7. Settlement of disputes, disciplinary proceedings etc.: The Manager shall be the primary contact for legal counsel in risk mitigation activities and monitor disciplinary proceedings and litigation pertaining to employee relations matters.

8. Any other matter as may be assigned by the appropriate authority.

**The eligible candidates will have to appear at a written test on (i) English (ii) H.R. matters (iii) MCQ covering, General Knowledge & (iv) Computer usage.**