

**West Bengal Agro-Industries Corporation Ltd.**  
**(A Govt. Undertaking)**  
**23B, Netaji Subhas Road, 3<sup>rd</sup> Floor, Kolkata- 700001**

**Recruitment Circular No. 01/2019/WBAIC Ltd. Dated 07.03.2019**

Applications in the prescribed format given, are invited from Indian citizens for recruitment to the under mentioned posts under West Bengal Agro-Industries Corporation Ltd., A Govt. of WB Undertaking.

<b>1.</b>	<b>Executive Engineer (Civil): 01 (One) post.</b>	
	<b>Qualification</b>	A degree in Civil Engineering from recognized Institute of India.
	<b>Experience</b>	Minimum 06(six) years experience in civil construction, handling and maintenance of civil works, preparation of estimates/ project reports, tender documents, evaluation of tenders and other allied jobs. Well conversant in computer application/ Auto CAD.
	<b>Pay Band Scale</b>	Rs. 15600-42000/- (PB-4A) + Gr. Pay Rs. 6600/-.
	<b>Age Limit</b>	Not below <b>18 years</b> and not more than <b>40 years</b> as on 01.01.2019 for general candidates. Age relaxation for SC/ST/OBC candidates as per norms.
	<b>Note</b>	Presently, the vacancy is for 01 (one) post and may increase. The retired Executive Engineer of PWD / WRI&D Deptt. / PHE, Govt. of West Bengal / other Govt. Departments / Organizations having knowledge of road / building construction may also apply. The retired applicant must be within <b>62 years</b> of age as on <b>01.01.2019</b> . The period of contract would be initially for one year and may be extended according to the necessity of such engagement. The salary of the superannuated candidate would be fixed on the principal of last pay drawn minus pension, otherwise salary would be fixed on negotiated term.
<b>2.</b>	<b>Deputy Financial Advisor: 01(One) post.</b>	
	<b>Qualification</b>	Chartered Accountant/ Cost Accountant
	<b>Experience</b>	06 years experience in Finance/ Accounts and Audit/ and Costing or Taxation in a reputed firm of Chartered Accountants/ Govt. Undertaking/ Commercial Organization of which minimum 5 years experience must be in a senior supervisory capacity in the Finance and Accounts Division of Govt. Industrial Undertaking/ Commercial Organization of repute.
	<b>Pay Band Scale</b>	Rs. 15600-42000/- (PB-4A) + Gr. Pay Rs. 6600/-.
	<b>Age Limit</b>	Not below <b>18 years</b> and not more than <b>40 years</b> as on 01.01.2019 for general candidates. Age relaxation for SC/ST/OBC candidates as per norms.

<b>3. Accounts Officer: 01(One) post.</b>	
<b>Qualification &amp; Experience</b>	(i) Chartered Accountant/Cost Accountant with 01(one) year experience in Accounts/ Finance/ Costing/ Taxation, or (ii) Inter CA/Inter Cost with 05(five) years experience in Accounts/ Finance/ Costing/ Taxation, or (iii) M. Com./B. Com. with 08/10(eight/ten) years experience in Accounts/ Finance/ Costing/ Taxation branch in reputed firm/ Corporation/ Govt. offices in a Supervisory capacity of the Accounts Section.
<b>Pay Band Scale</b>	Rs. 15600-42000/- (PB-4A) + Gr. Pay Rs. 5400/-.
<b>Age Limit</b>	Not below <b>18 years</b> and not more than <b>40 years</b> as on 01.01.2019 for general candidates. Age relaxation for SC/ST/OBC candidates as per norms.
<b>Note</b>	Presently, the vacancy is for 01 (one) post and may increase.

### IMPORTANT INFORMATION TO CANDIDATES

1. The interested candidates having required qualifications and experience may make application in the prescribed format to be downloaded from the website. The application in the downloaded format along with self attested photocopies of documents in support of qualification, experience, age, caste etc. and duly completed in all respect and duly signed by the applicant is to be submitted to the **Managing Director, West Bengal Agro Industries Corporation Ltd, 23B, Netaji Subhas Road, 3<sup>rd</sup> Floor, Kolkata – 700001** in a closed envelope in the format of “**Application for the Post of \_\_\_\_\_**”. Recent self attested passport size photograph is to be pasted on the right hand corner of the application.
2. The last date of receipt of application by this office is **20.03.2019 upto 4.30 PM**. Applications received after **4.30 PM on 20.03.2019** will not be considered due to any reason whatsoever even if it is sent by post/ courier service prior to any date of **20.03.2019**.
3. Candidate should put his/her full signature in the application form and it should be identical during interview and subsequent correspondence. Otherwise his/her candidature may be cancelled.
4. Candidates in service either in Govt. / local statutory body / Govt. Undertaking should apply through proper channel. They may submit an advance copy of application addressed to the Managing Director, West Bengal Agro Industries Corporation Ltd, 23B, Netaji Subhas Road, 3<sup>rd</sup> Floor, Kolkata – 700001 within due date.
5. The selected candidates in all cases would be liable to be posted/ transferred anywhere within the state of West Bengal.
6. The actual no. of vacancy to be filled up may increase/decrease as per requirement of the Corporation if the circumstances so warrant. The Corporation reserves the right not to fill up any vacancy/post mentioned herein above.
7. In cases where no Division/ Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence, if required.
8. Upper age limit not more than 40 years as on 01.01.2019 (i.e. born not earlier than 2<sup>nd</sup> January, 1979). The upper age limit is relaxable by 05 years for SC & ST candidates of West Bengal and by 3 years for BC candidates of West Bengal. For the post of Executive Engineer (Civil), the retired applicant, if any, must be within **62 years** of age as on **01.01.2019**.

9. Date of birth as recorded in Madhyamik or Equivalent Admit Card/Certificate will only be accepted.
10. The list of eligible candidates selected for interview and interview schedule for the post would be published on the website of this Corporation ([www.wbagroindustries.com](http://www.wbagroindustries.com)). Queries regarding selection process/ candidates selected or not selected for interview /interview schedule will not be entertained.
11. The requests for change of interview schedule will not be entertained.
12. The prescribed 'essential qualifications' are the minimum and mere possession of the same does not entitle applicants to be called in for the interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Corporation to interview all the applicants the Corporation may restrict the number of candidates for interview to a reasonable limit on the basis of either higher qualifications in the relevant subjects/higher standard of marks/grade obtained in the essential qualifications and / or experience in relevant field higher than the minimum prescribed in the advertisement.
13. The candidate must have good health and character and suitability in respect for appointment to Govt. Undertaking.
14. The candidates called for the examination/interview will not be entitled for reimbursement of any travelling expenses.
15. **The candidates must ensure that they have requisite qualification and experience shown against each post and thus fulfil the required criteria before applying for the post.**
16. Application Form not properly filled up or incomplete in any respect (e.g. without signature & required documents) would summarily be rejected.
17. CANVASSING IN ANY FORM WILL DISQUALIFY THE APPLICANT. The candidate should conduct properly with project officials/ other candidates before and after his/her interview inside the office premises otherwise his/her candidature may be cancelled.
18. Applications received through E-mail/Fax will not be entertained.
19. The applicants are advised to go through the full particulars of the advertisement and make sure that he/she satisfies all the requirements as per advertisement. In case, it is detected at any stage of recruitment/selection i.e. during test/interview/verification of documents etc. that an applicant has furnished incorrect/false information or suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
20. The recruitment process may be cancelled/ postponed/ suspended/ terminated without any prior notice assigning any reasons at any stage.

**N.B. Venue, Date & Time of interview will be published in the WBAIC Ltd. Website ([www.wbagroindustries.com](http://www.wbagroindustries.com)).**

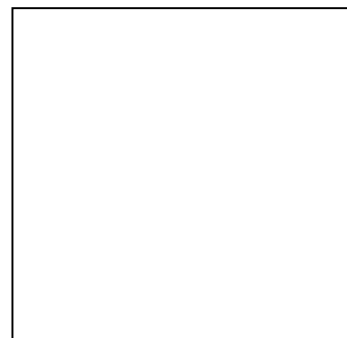
**Dated: Kolkata  
The 07/03/2019**

**Managing Director  
WBAIC Ltd.**

**APPLICATION FORMAT**

**Applicant's Passport size Photo**

**(Self attested)**



**To**  
**The Managing Director,**  
**West Bengal Agro Industries Corporation Ltd.,**  
**23B, Netaji Subhas Road, 3<sup>rd</sup> Floor,**  
**Kolkata – 700001**

**Sir:**

With reference to your advertisement published in \_\_\_\_\_ on \_\_\_\_\_ and in your website Recruitment Circular No. 01/2019/WBAIC Ltd. Dated 07.03.2019 for recruitment for the post of \_\_\_\_\_ (Mention category of post) I am furnishing below my candidature for your kind consideration for the said category of post.

1. Name in Full (Block Letter) : \_\_\_\_\_

2. Father's/Husband's Name : \_\_\_\_\_

3. (a) Date of Birth : \_\_\_\_\_

(b) Age as on 01.01.2019 : \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Postal/Communication Address : \_\_\_\_\_  
\_\_\_\_\_

5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

**6. (a) Educational & (b) Technical Qualification :**

<b>Sl. No.</b>	<b>Examination Passed</b>	<b>Name of Board/University</b>	<b>Year of Passing</b>	<b>% of Marks</b>

**7. Work Experience:**

<b>Sl. No.</b>	<b>Name of Organization</b>	<b>Nature of work (In short)</b>	<b>From</b>	<b>To</b>	<b>Office Address</b>	<b>Total Period</b>	<b>Last Salary Drawn ( ₹ )</b>

8. Telephone (LL)/ Mobile No. : \_\_\_\_\_

9. E-Mail ID : \_\_\_\_\_

10. Nationality : \_\_\_\_\_

11. Religion : \_\_\_\_\_

12. Caste Category (Gen/SC/ST/OBC) : \_\_\_\_\_

**Declaration: I hereby declare that all the information furnished above is true and best to my knowledge and belief. In case it is detected at any stage of interview and/or selection process and/or even after appointment that I have furnished any incorrect/false information or have suppressed any material fact(s), my candidature will automatically stand cancelled/services are liable to be terminated without notice.**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Full Signature of the Applicant)