

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

Advertisement No. 02/2018/WBAIC Ltd.

Applications, in the prescribed format given, are invited from Indian citizens for recruitment to the under mentioned **Contractual Post** for a period of 01 (one) year under West Bengal Agro-Industries Corporation Ltd., A Govt. of W.B. Undertaking.

1. Assistant Engineer (Civil) - 04 (Four) posts

Qualification : a) Essential - A Degree in Civil Engineering of a recognized University or equivalent qualifications (Candidates having higher qualification may also apply).

b) Desirable – Experience in Design / Construction / Preparation & Checking of estimates of Civil Engineering work under any Govt. / Undertaking / Reputed Organisation. Knowledge in Computer application & Auto CAD, tender rules & contract.

c) Age – Not below **18 years** & not more than **40 years** as on 01.01.2018.

Consolidated Pay : Rs. 28,000/- Per month. No other allowances are admissible.

2. Junior Engineer (Civil) – 08 (Eight) posts

Qualification : a) Essential - A Diploma in Civil Engineering from the State Council for Engineering and Technical Education, West Bengal or its equivalent. Candidates having higher qualification in Civil Engineering may also apply.

Desirable – Working experience in execution of Civil Engineering works under any Govt. / Undertaking / Reputed Organisation. Knowledge in Computer application & Auto CAD.

c) Age – Not below **18 years** & not more than **40 years** as on 01.01.2018.

Consolidated Pay : Rs. 25,000/- Per month. No other allowances are admissible.

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 **Secretary-cum-Chief Personnel Officer, West Bengal Agro Industries Corporation Ltd, 23B, Netaji Subhas Road, 3rd 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. **An applicant would be eligible to make application for one category of post only. The choice of the applicant for multiple category of post will not be entertained and in such cases the application of the said applicant would be cancelled for all categories of post applied for. Submission of more than one application for one particular post is strictly forbidden. The candidature of a candidate, who submits more than one application for admission to the selection procedure, will be cancelled even if he/she is admitted to the same.**
3. The last date of receipt of application by this office is **20.12.2018 upto 4.30 PM**. Applications received after **4.30 PM on 20.12.2018** will not be considered due to any reason whatsoever even if it is sent by post/ courier service prior to any date of **20.12.2018**.
4. Candidate should put his/ her full signature in the application form and it should be identical during interview and subsequent correspondences. Otherwise his/ her candidature may be cancelled.
5. 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 Secretary-cum-Chief Personnel Officer, West Bengal Agro Industries Corporation Ltd, 23B, Netaji Subhas Road, 3rd Floor, Kolkata – 700001 within due date.
6. The selected candidates in all cases are liable to be posted / transferred anywhere within the state of West Bengal.
7. 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.
8. 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.
9. Upper age limit not more than 40 years as on 01.01.2018 (i.e. born not earlier than 2nd January, 1978). The upper age limit is relaxable by 05 years for SC and ST candidates of West Bengal and by 03 years for BC candidates of West Bengal.
10. Date of birth as recorded in Madhyamik or Equivalent Admit Card/Certificate will only be accepted.
11. The list of eligible candidates and interview schedule for the post would be published in the website of this Corporation (www.wbagroindustries.com). No queries regarding eligible candidates/interview schedule would be entertained.
12. The requests for change of interview schedule will not be entertained.
13. 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.

14. The candidate must have good health and character and suitability in respects for appointment to Govt.-Undertaking.
15. **No claim to Regularisation of this contractual service shall be entertained under any circumstances.**
16. The candidates called for the examination/interview will not be entitled for reimbursement of any travelling expenses.
17. **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.**
18. Application Form not properly filled up or incomplete in any respect (e.g. without signature & required documents) would summarily be rejected.
19. 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.
20. Applications received through E-mail/Fax will not be entertained.
21. 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.
22. No TA/ DA is admissible for the interview.
23. The recruitment process may be cancelled / postponed / suspended / terminated without any prior notice assigning any reasons at any stage.
24. Those who have applied for any posts earlier on the basis of any Recruitment Circular issued by this Corporation earlier, need to apply again.

N.B. Venue, date & time of interview will be published in the WBAIC Ltd. website (www.wbagroindustries.com).

Dated : Kolkata,
The 11/12/2018

Secretary-cum-Chief Personnel Officer
WBAIC Ltd.

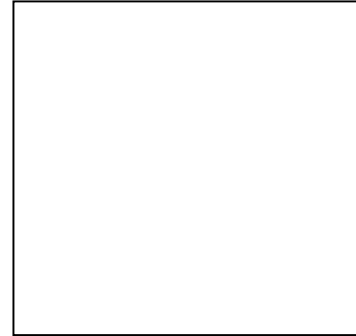
APPLICATION FORMAT

Applicant's Passport size Photo

(Self attested)

To

The Secretary-cum-Chief Personnel Officer,
West Bengal Agro Industries Corporation Ltd.,
23B, Netaji Subhas Road, 3rd Floor,
Kolkata – 700001



Sir:

With reference to your advertisement published in _____ on _____ and in your website Advertisement No. 02/2018/WBAIC Ltd. Dated 13.12.2018 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 01.01.2018 : _____ Years _____ Months

4. Postal/Communication Address : _____

5. Permanent Address : _____

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

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

7. Work Experience:

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

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 the all 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)