

West Bengal Joint Entrance Examinations Board
AQ-13/1, Sector-V, Salt Lake, Kolkata-700 091

Adv. No. 001/16, dated 27.09.2016

Information regarding engagement of Accounts Officer (contractual basis)

West Bengal Joint Entrance Examinations Board (WBJEEB) intends to engage one ‘**Accounts Officer**’ purely on temporary contractual basis with a monthly consolidated remuneration of Rs. 30,000/- only per month for West Bengal Joint Entrance Examinations Board.

In this regard applications are invited from Indian Citizen in prescribe “Application Form” (downloadable) available in this website with fulfilling the requisite criteria as follows :

- a) Age Limit : As on 1st October, 2016 shall not exceed 45 (forty five) years.
- b) Education Qualification : (i) Minimum post graduate in Commerce from a UGC recognised University or Chartered Accountant / Cost Accountant from a recognised Institute in India
- (ii) Master of Business Administration (Finance) from a recognized University.
- (iii) Preference will be given to the candidates having at least Diploma in Computer System Management.
- c) Experience : (i) At least 5 (five) year working experience in Accounts not below the rank of Manager/Executive in any Govt. / non-Govt. organization.
- (ii) Experience in TALLY EXP 9, Income Tax , Service Tax, Sales Tax, Professional Tax, PF are desirable.

Tenure of Appointment :

Initially for 12 months or till regular appointment of “Accounts Officer” are being made whichever is earlier. However, the contractual period may be extended subject to satisfactory performance and approval of the WBJEEB

Termination clause :

The tenure of contractual period may be terminated at one month notice / with one month salary as decided by the WBJEEB.

Process of Selection :

The eligible candidates will be invited to appear before the Selection Committee for interview within 03.10.2016 (7-00 p.m.) through their respective e-mail ID / SMS or both (as mentioned in the duly filled in application form). The Interview will be held on **Tuesday, the 4th October, 2016 from 3-00 p.m. at the office of West Bengal Joint Entrance Examinations Board.** In case of exigencies, the date of interview may be changed. In such case intimation in advance will be communicated to the interviewee.

Submission of Application :

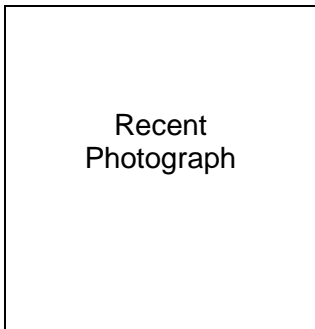
Application form in the prescribed proforma may be downloaded from the website www.wbjeeb.in w.e.f 27.09.2016. Duly filled in Application Form accompanied with self attested photocopies of certificates / credentials, proof of age issued by the appropriate authorities must be sent either by Speed Post or by hand which should be addressed **to the Chairman, West Bengal Joint Entrance Examinations Board, AQ-13/1, Sector-V, Salt Lake, Kolkata-700 091** and must reach **on or before 03.10.2016 up to 3.30 p.m.** Application received after the last date and time will not be entertained under any circumstances whatsoever. The WBJEEB will not be responsible for late receipt of application caused due to postal delay.

The decision of the WBJEEB as to eligibility or otherwise of a candidate for interview or selection will be final and no correspondence/ personal enquiries will be entertained.

Application received after the closing date or incomplete in any respect will be rejected.

Chairman,
West Bengal Joint Entrance Examinations Board

APPLICATION FORM
(Adv. No. 001/16, dated 27.09.2016)



1. Name of the candidate –

First name :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle name :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last name :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Permanent residential address :

e-mail id	Pin-code	Telephone No.

3. Address for communication (to be filled-in if different from permanent address) :

e-mail id	Pin-code	Telephone No.

4. Age (as on 1st October, 2016) :

5. Gender :

6. Nationality :

(2)

Academic Details –
(from Higher Secondary onwards)

Name of the examinations passed	Percentage of marks obtained excluding additional subject	Year of passing	Name of the Board / University / recognized Institute

7. Whether undertaken any short term :
course related to Accounting package in Computer
from any recognized Institute /
Organisation (give details)

8. Experiences :
(may use separate sheet, if needed)

9. Any other relevant information :
(may use separate sheet, if needed)

10. Declaration by the candidate –
I declare that the above mentioned information as given by me are true and complete
to the best of my knowledge and belief.

(Full signature of the candidate with date)

List of document(s) attached :

- 1)
- 2)
- 3)
- 4)