

**WEST BENGAL FINANCIAL CORPORATION**  
**DD-22, SALT LAKE, SECTOR-I, KOLKATA-700 064**

**Employment Notification No. : 01/2016    Date : 24/05/2016**

**Recruitment of Manager (Accounts) / Manager (Technical) / Dy. Manager (Law) / Officer (Accounts) / Junior Officer(Contractual)**

Applications are invited in the prescribed format for filling up following posts in the West Bengal Financial Corporation as per details given below :-

**1. Manager (Accounts)**

A.	Minimum Educational Qualification :	Chartered Accountant ( Passed final examination ) from the Institute of Chartered Accountants of India.
B.	Minimum Experience :	At least 10 Years' experience mainly in Bank/Financial Institution / Public Sector Undertaking / Commercial / Industrial organization of repute. Must have experience in handling financial matter independently and closing of accounts.
C.	No. of Post	2 (SC – 1, UR – 1)
D.	Pay Scale	Rs. 9000 – Rs.40500 with Grade Pay of Rs.7600. Fitment will be as per Corporation's existing norms.
E.	Desirable	Sound working knowledge in IT.

## 2. Manager (Technical)

A.	Minimum Educational Qualification :	B. Tech. / BE from a recognized university
B.	Minimum Experience :	At least 10 Years' experience mainly in Bank/Financial Institution /Public Sector Undertaking / Commercial / Industrial organization of repute. Must have experience in dealing with appraisal, disbursement, recovery and other aspects of project financing independently.
C.	No. of Post	2 (SC – 1, UR – 1)
D.	Pay Scale	Rs. 9000 – Rs.40500 with Grade Pay of Rs.7600. Fitment will be as per Corporation's existing norms.
E.	Desirable	Sound working knowledge in IT.

## 3. Dy. Manager (Law)

A.	Minimum Educational Qualification :	LLB from a recognized university.
B.	Minimum Experience :	At least 5 Years' experience in handling legal matters and court cases independently in Bank/Financial Institution /Public Sector Undertaking / Commercial / Industrial organization of repute.
C.	No. of Post	2 (SC – 1, UR – 1)
D.	Pay Scale	Rs. 9000 – Rs.40500 with Grade Pay of Rs.6600. Fitment will be as per Corporation's existing norms.
E.	Desirable	Sound working knowledge in IT.

#### **4. Officer (Accounts)**

A.	Minimum Educational Qualification :	Passed in intermediate examination of the Institute of Chartered Accountants of India (CA Inter).
B.	Minimum Experience :	3 years for CA–Inter and one year for Chartered Accountants in Bank/Financial Institution /Public Sector Undertaking / Commercial / Industrial organization of repute. Must have experience in handling financial matters and closing of Accounts.
C.	No. of Post	2 (SC – 1, UR – 1)
D.	Pay Scale	Rs. 9000 – Rs.40500 with Grade Pay of Rs.5400. Fitment will be as per Corporation’s existing norms.
E.	Desirable	Sound working knowledge in IT .

#### **5. Junior Officer (Contractual)** **(Customer Relation – 1, Administration – 1)**

A.	Minimum Educational Qualification :	Graduate in any discipline from a recognized University.
B.	Minimum Experience :	For Customer Relation - Adequate experience in Customer Relations job in any reputed organization. For Administration - Adequate experience in Administrative job. Retired Govt. / Semi Govt. employees will get preference.
C.	No. of Post	2 (Customer Relation-1, Administration-1)
D.	Consolidated Pay	Rs 20.000.00 per month
E.	Desirable	Working knowledge in IT .

For posts at serial no. 1,2 & 3	:	40 years as on 01.01.2016
For posts at serial no. 4	:	35 years as on 01.01.2016
For post at serial no 5		40 years as on 01.01.2016 ( No age limit for retired Govt. Employees )

## **SELECTION PROCESS**

Eligible candidate shall have to appear for written test followed by personality test/interview.

## **HOW TO APPLY**

The candidate should apply on a quality plain paper of full scape size in the prescribed format & send in a closed cover super-scribed as “**Application for recruitment in the Post of .....**”

**Whom to address** : The application duly filled in all respect along with required enclosures duly self attested should be sent to “**The Managing Director, West Bengal Financial Corporation, DD-22, Salt Lake, Sector-1, Kolkata – 700 064.**”

**Important Instructions** : Candidates should send self attested copies of the following certificates along with application.

- i) Certificate in support of Date of birth
- ii) Certificates of Academic qualifications starting from Madhyamik or like
- iii) Candidates already employed should submit their application through proper channel.
- iv) Certificate in proof of residence
- v) Certificate of relevant working experience
- vi) One Recent self attested passport size coloured photograph
- vii) Self attested SC/ST certificate, if applicable

**Last date of receiving application** : 4 PM of 20.06.2016. Any application received thereafter will not be entertained.

**MANAGING DIRECTOR**

## APPLICATION FORMAT

Application for the post of .....

Recent passport  
size photograph

(Self attested)

1	Name	
2	Father's name	
3	Date of birth	
4	Nationality	
5	Address for correspondence (in capital letters)	
	Permanent address	
	Contact No. (Phone no. with STD code)	
	Mobile No.	
	E-mail ID	
	PAN	

6	Educational Qualification	Exam passed	School/Board/ University	Subject	Year	% of marks

7	Experience	Organization served	Period	Post	Last salary drawn
			From      To		

8	Any information related to job	
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SIGNATURE

Date :

Place :