



West Bengal Swarojgar Corporation Limited

(Govt. of West Bengal Undertaking)

Nodal Ministry : Self Help Group & Self Employment Department

EMPLOYMENT NOTICE

No:- WBSCL/1R-01/20/850

Dated : 03.11.2020

Applications are invited from suitable candidates for filling up the posts under WEST BENGAL SWAROJGAR CORPORATION LTD.(WBSCL) as shown in the table below:-

Sl No.	Name of the Post	Category wise No. of vacancies	Consolidated Pay	Qualification	Age (As on 01.11.20)
1.	Procurement Officer	01 (Unreserved)	Consolidated Remuneration – Rs. 35,000/- per month	1. Graduate in any discipline with Post Graduate Degree / Diploma in Marketing / Masters in Business Administration from any recognised Institute. 2. At least 3 years' experience in marketing, sales and distribution management under the Government or an organization of repute in a responsible position	Age not more than 35 years as on 01.11.2020
2.	Assistant	02- Unreserved 01 Reserved (SC)	Consolidated Remuneration – Rs. 20,000/- per month	1. Graduate in any discipline 2. At least 3 years' experience in an organization of repute.	Age not more than 35 years as on 01.11.2020.

Note:-

- 1) The engagement are purely contractual initially for one year, may be renewed by the authority of the WBSCL on the basis of performance.
- 2) No candidate will be allowed to apply for more than one post.
- 3) The upper age limit is relaxable for the candidates belonging to S.C./S.T./OBC as per norms of the State Government

East India House, 1st, 2nd & 3rd Floor, 20B, Abdul Hamid Street, Kolkata - 700 069

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CIN : U93000WB2009SGC139803

How To Apply

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of West Bengal Swarojgar Corporation Ltd. (www.shg.wbscl.in/). Candidates claiming reservation must have to enclose copy of relevant certificate issued by Competent Authority.

2. Application must be dropped directly by the candidates or his/her representative into the appropriate Drop Box specifically defined for each type of post situated **at the erstwhile Society office, Senco Gold Building, 2nd Floor , 7 & 8 CIT Road, Kolkata-700014**, superscribing on the envelope "i) Employment Notice No. ii) Name of post applied for" so as to drop on or before the closing date during the office hours (11 AM to 4 PM) in the working days. **The closing date of receiving application is 26/11/2020 up to 4 PM.** If the application is submitted in the post office through speed post/registered post within the last date of receiving application, a grace period of 7 (seven) days may be allowed from the last date of receiving applications for postal delay.

Please be noted that application through ordinary post, courier service, E-mail, WhatsApp etc shall not be accepted.

3. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the Applicant.

i) Age proof certificate, ii) S.C certificate issued by the competent authority, iii) Mark-sheet and /or certificates for each examination passed iv) Certificate of experience .

4. RESERVATION/AGE RELAXATION

- The benefit of reservation will be admissible to the SC Candidates of West Bengal only, if such reservation is notified against the posts for respective category.
- The benefit of age relaxation for SC candidates will be admissible to all such candidates as per relevant Govt. Rules and Regulations.
- SC CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

5. Three nos. of self attested recent coloured passport size photograph (4.5 cm X 3.5 cm) of the candidate must be enclosed with the application (One to be pasted on the application form at appropriate space and two as enclosure to application in prescribed format).

6. Canvassing in any form will disqualify the candidate.

7. Candidates may obtain the details of the posts, relevant information and application format through the .WBSCL's "website: <https://shg.wbscl.in/>".

8. Last date of submission of application:- 26/11/2020 up to 4-00 P.M

9. If at any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled.

10. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever:

11. The candidates who apply for the post should ensure that they fulfill all the eligibility conditions thereof. Their admission at the stage of Written Examination and the Interview / Viva-voce for which they are admitted by this Authority will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination, if any as the case may be and the Interview / Viva-voce, if it is found that they do not fulfill any of the eligibility condition, their candidature for the examination shall stand cancelled without any notice and / or further reference.

12. Applications incomplete in any form or those not in prescribed format or received after the due date are liable to be rejected summarily.

There will be 'Written Examination' followed by interview.

MODE OF EXAMINATION :-

A. WRITTEN EXAMINATION:-

Candidates shall have to appear at a Written Examination of 80 (Eighty) marks which will be conducted under supervision and control of the Chairman of the Selection Committee. Duration of Written Examination will be one and a half hour. There will be 80 (Eighty) Multiple Choice type Questions, carrying 1(one) mark each covering the subjects as detailed below:-

For Procurement Officer :

Subject	Standard of Questions	No. of Questions
General Awareness : (History, Geography, Culture, Indian & State Political affairs and current affairs.)	Standard	10
General Arithmetic	Class X standard	20
General English	Class X standard	20
Bengali	Class XII standard	10
Management aptitude proficiency skills	Graduate Level	20

For Assistant :

Subject	Standard of Questions	No. of Questions
General Awareness : (History, Geography, Culture, Indian & State Political affairs and current affairs.)	Standard	20
General Arithmetic	Class X standard	20
General English	Class X standard	20
Bengali	Class X standard	20

- Questions will be set in English.
- Candidates will have to mark answers in respect of Multiple Choice type Questions in OMR Answer Script.
- There will be no negative marking for wrong answer.

A list of candidates qualified for interview in the ratio of 1:5 will be prepared on the basis of marks obtained in the written examination in the descending order.

B) INTERVIEW:-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be called separately for document verification followed by an interview for 20 marks.

NOTE:- Final Merit List will be prepared on the basis of total marks obtained by the Candidates in Written Examination (80marks) and Interview(20 marks).

13. Candidates must abide by the instruction as may be given by the venue supervisor/ Invigilator of the Examination Venue. If the Candidate fails to do so or indulge in disorderly or improper conduct, he/ she will rendered himself/herself liable for expulsion from the Examination Hall and /or such other punishment as the Selection Committee may deem fit to impose.

