

## RECRUITMENT

### WEST BENGAL FINANCIAL CORPORATION

(Incorporated under SFC's Act 1951)

12 A, Netaji Subhas Road,

Kolkata-700001

WBFC, a State level Financial Institution, intends to engage Trainee Officers from different disciplines, as hereunder, initially on contract basis with provision for absorption after three years' satisfactory service in its offices situated in different parts of the State of West Bengal:

Name of the Post	No. of Posts				
	UR*	SC	ST	OBC-A	Total
Officer (Mechanical)	1				1
Officer ( Electrical )	1				1
Officer ( Civil)	1				1
Officer ( Electronics & Communication)	1				1
Officer ( Computer Science)	1				1
Officer ( Chemical)	1				1
Officer ( Chartered Accountant)	1				1
Officer ( Corporate Law)	1				1
Officer ( Civil Law)	1				1
Officer ( General)	3	1	1	1	6
Total	12	1	1	1	15

UR\*: Unreserved

1. Eligibility and other terms of engagement are given below:
  - i. Minimum Educational Qualifications:
    - (a) **Officer (Accounts):** C.A. with 2 years' professional experience & adequate IT exposure;
    - (b) **Officer (Law):** Law Graduate from a recognized university/ institute with minimum 55% marks (50% for SC/ST) with two years' practicing experience & adequate IT exposure.
    - (c) **Officer (Technical):** First Class (55% for SC/ST) Engineering Graduate from a recognized university/ institute in relevant subject and admitted through any recognized competitive entrance examination & having adequate IT exposure.
    - (d) **Officer (General):** First Class (55% for SC/ST) Post Graduate in Physics/Chemistry/Mathematics/Economics/Statistics/Commerce with adequate IT exposure or First Class (55% for SC/ST) Engineering Graduate, as qualified under category **C** above.
  - ii. Age limit: Between 22 years & 40 years as on 31.08.2011 (Relaxation upto 5 years for SC/ST/OBC candidates).
  - iii. Knowledge of at least one official language of the State of West Bengal will be necessary.
  - iv. Trainee Officers [TO] for the first three years will receive a consolidated sum of Rs.25000 per month as remuneration and no other benefit/allowance will be admissible, except leave & traveling allowances as applicable to other officers at WBFC.
  - v. The Corporation will have a holding policy for the Trainee Officers under which they will be held with the Corporation for a period of one year from the date of taking up employment and in the event that any officer decides to leave the job before a period of one year he/she should refund

25% of the annual remuneration i.e. Rs.75000. He/she will also be required to give at least three months notice of resignation and in lieu of that additional refund for the balance notice period will have to be made.

- vi. For other service conditions the Rules/Regulations as contained in the WBFC Staff Regulations will be followed.

2. **How to Apply:**

- i. **Candidates are required to apply Online through WBFC's web-site at <http://www.wbfconline.org>. No other means/mode of application will be accepted.**
- ii. **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment. The company may send call letters for written test, interview etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- iii. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- iv. **Applicants are first required to go to the WBFC's web-site at <http://www.wbfconline.org> and open the link 'Recruitment'. Thereafter, open the Recruitment Notification titled as 'WBFC RECRUITMENT - 2011'**
- v. **Take a print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.**
- vi. **Fill in the Fee Payment Challan** in a clear and legible handwriting in BLOCK LETTERS. Go to the nearest Branch of State Bank of India with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee in **Account No. 31824104458** with **State Bank of India, N.S. Road Branch, Kolkata**, in favour of WEST BENGAL FINANCIAL CORPORATION.  
  
Applicants are required to pay **Rs. 500/- (Rs.100/- for SC/ST )** towards non-refundable application processing charge in the form of a bank challan as mentioned above.
- vii. Obtain the counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount** filled by the Branch Official.

- viii. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the WBFC's website and going to the sublink titled "**Online APPLICATION FOR WBFC RECRUITMENT 2011**". **Click on this sublink will open up the appropriate Online Application Format.**
- ix. Carefully fill in the necessary details from the Fee Payment Challan in the Online Application Form at the appropriate places and submit the same Online.
- x. **Original counterfoil of the fee payment challan will have to be submitted with the Call Letter at the time of written test. Without counterfoil of the fee payment challan, the candidates will not be allowed to appear in the written test. Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan for future use.**
- xi. **The candidates should take a printout of the online application, affix a recent passport size photograph and preserve it with them for their record and should not be sent at the company's address or any other address. The application printout with photograph affixed will also have to be submitted at the time of written examination alongwith the attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non Creamy Layer, as applicable.**
- xii. **The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change / alteration found may disqualify the candidature.**

**IMPORTANT DATES:-**

Website Link Open	From 17.08.2011 To 14.09.2011
Date of Written Test	16.10.2011
Payment of fees at SBI Branches	From 17.08.2011 To 14.09.2011

- 3. Selection Procedure: Selection will be made through a process of **written Test** to be conducted at **Kolkata, Durgapur & Siliguri**, followed by personal **interview of the short-listed candidates at Kolkata & Siliguri.**

**MANAGING DIRECTOR**

