

## West Bengal Industrial Development Corporation Ltd.

West Bengal Industrial Development Corporation Ltd. is the premier agency of Government of West Bengal for promotion of industrial investments in the State. It creates industrial parks and provides a package of services to potential investors. WBIDC offers a challenging career to young professionals from various streams. We are inviting interested professionals to apply for an invaluable job experience in the State's premier organization.

West Bengal Industrial Development Corporation Ltd. invites applications from eligible and qualified professionals for engagement in the Corporation on purely contractual basis at a remuneration of Rs.29,273/-for OSDs and Rs.18,517/- for EAs. Emoluments will be negotiable for exceptional candidates.

The eligibility criteria and total number of posts for each category is as follows :

- 1. Officer – On – Special Duty (Finance & Accounts, Loan and Investment, Incentive-I, SCAD and Appraisal & Credit-I) :**  
**Total Number of posts : 7**  
**Educational Qualification :** Qualified Chartered Accountant or Cost Accountant with knowledge of Computer based accounting packages, OR Honours Degree in Commerce and MBA (2 years Course) in Banking / Finance with knowledge of Computer based accounting packages  
**Preferred Experience:** Two years work experience in finance and accounts in a responsible position in a reputed organization and exposure to ERP package.  
**Age Limit:** Upto 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.
  
- 2. Officer – On – Special Duty (Appraisal & Credit-II)**  
**Total No. of post : 1**  
**Educational Qualification:** Post Graduate Degree in Economics, preferably with specialization in Econometrics /Statistics.  
**Preferred Experience :** Two years work experience in a reputed organization in qualitative and quantitative analysis / research work, b) Ability to utilize computer for carrying out different economic and statistical analysis c) familiarity with different softwares is desirable d) Ability to do field work including collection of data.  
**Age Limit:** Upto 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates
  
- 3. Officer – On – Special Duty (Industrial Parks, Project and Incentive-II)**  
**Total No. of posts : 5**  
**Educational Qualification:** Degree in Civil/ Electrical from AICTE accredited Recognized University with working knowledge of Computer.  
**Preferred Experience :** Two years work experience in project appraisal / project development / project engineering in a responsible position.

**Age Limit:** Upto 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.

**4. Officer – On –Special Duty (Legal & Agreements)**

**Total No. of posts : 5**

**Educational Qualification:** Degree in Law from a recognized University with working knowledge of Computer.

**Preferred Qualification :** Four years work experience in a responsible position in an organization OR in legal profession ( High Court and Lower Courts).Should have sound knowledge of civil, criminal and corporate laws, familiar with procedures in courts and have expertise in drafting of various types of documents and conveyancing.

**Age Limit :** Up to 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.

**5. Officer – On – Special Duty (Corporate Communication)**

**Total No. of post : 1**

**Educational Qualification :** Graduate in Mass Communication or Post Graduate in any discipline with Diploma in Advertising and Public Relations with working knowledge of Computer. Candidates must be fluent in written and communicative English.

**Preferred Qualification :** Two years work experience in Public Relations / Corporate Communication in any reputed organization.

**Age Limit :** Up to 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates

**6. Officer – On – Special Duty (Human Resource Development)**

**Total No. of posts : 2**

**Educational Qualification :**MBA / PGDM in HR from a recognized University.

**Preferred Qualification :** Two years work experience in HR in a responsible position in a reputed organization.

**Age Limit :**Up to 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.

**7. Officer – On –Special Duty (Corporate Affairs)**

**Total No. of post : 2**

**OSD (CA-I)**

**Educational Qualification :** Post Graduate in Information Technology / MCA from a recognized University

**Preferred Qualification:** Two years work experience in any IT Company.

**Age Limit:** Up to 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST candidates and 3 years for OBC candidates.

**OSD(CA-II)**

**Educational Qualification :** Associate member of Institute of Company Secretaries of India

**Preferred Qualification:** Minimum 2-years post qualification experience in a secretarial department of a reputed company.

**Age Limit:** Up to 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST candidates and 3 years for OBC candidates.

**8. Officer – On – Special Duty (Shilpa Sathi)**

**Total number of post : 1**

**Educational Qualification :** MBA – Systems and/or MCA from recognized institute.

**Preferred Experience :** Two years experience of handling IT-enabled services (ITes).

**Age Limit:** Upto 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.

**9. Executive Assistant (Loan & Investment, SCAD)**

**Total number of posts : 2**

**Educational Qualification:** B.Com (Hons) and Inter CA / Inter ICWA with working knowledge of Computer.

**Preferred Experience:** Two years work experience in finance and accounts in a responsible position, in a reputed organization.

**Age Limit:** Upto 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.

**10. Executive Assistant (Industrial Parks and Projects)**

**Total No. of posts : 4**

**Educational Qualification:** Diploma in Civil / Electrical Engineering from a recognized University with working knowledge of Computer.

**Preferred Qualification :** Two years work experience in project appraisal / project development / project engineering in a responsible position

**Age Limit :** Upto 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST and 3 years for OBC candidates.

**11. Executive Assistant (Special Project)**

**Total No. of post : 1**

**Educational Qualification:** Hons Graduate in any discipline from a recognized University with working knowledge of Computer.

**Preferred Qualification:** Two years work experience in any reputed organization.

**Age Limit :** Up to 30 years as on 1.1.14. Relaxable by 5 years in case of SC / ST candidates and 3 years for OBC candidates.

**Conditions for Engagement :**

The candidates selected for OSD/EA will be engaged on a consolidated monthly remuneration for 11 months on a purely contractual basis. Such engagement may be extended from time to time depending on the requirement of this Corporation as well as suitability and performance of the candidates.

## **How to apply :**

- Application furnishing a comprehensive bio-data including Name, father's name, Date of Birth, Details of SC / ST certificate if any, postal address with contact number, details of qualification and experience supported by attested copies of documents along with two copies of passport size colour photograph in a sealed envelope superscripted with "Application for the Category of ....." (category to be mentioned for which application is being made). Your application should reach us at WBIDC Ltd, PROTITI, 23 Abanindrath Thakur Sarani, Kolkata 700 017 by **17.2.2014**
- Number of vacant positions may be subject to change.

## **Last Date : 17.2.14**

### Contact Details :

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Website : [www.wbidc.com](http://www.wbidc.com)