

## **West Bengal Industrial Development Corporation Ltd.**

West Bengal Industrial Development Corporation Limited 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 professional 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 Limited invites applications from eligible and qualified professionals for engagement in the Corporation on purely temporary and contractual basis at 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 vacant posts for each category is as follows:

### **1. Officer -On-Special Duty (Incentive-I, Finance & Accounts)**

**Total number of posts** : 2 (Two)

**Educational Qualification:** Qualified Chartered Accountant or Cost Accountant with knowledge of computer based accounting packages,

**OR**

Honors degree in Commerce and MBA in Banking /Finance (2 years course) with knowledge of computer based accounting packages.

**Preferred Experience** : Two years' of work experience in finance and accounts, in a responsible position of a reputed organization and exposure in ERP package.

**Age Limit** : Upto 30 years as of 01.01.2014, relaxable by 5 years in case of SC/ ST and 3 years in case of OBC candidates.

### **2. Officer -On-Special Duty ( Industrial Parks & Project)**

**Total number of posts** : 5 (Five)

**Educational Qualification:** Degree in Civil/ Electrical from AICTE accredited recognized University with working knowledge of Computer.

**Preferred Experience** : Two years' of work experience in project appraisal/ project development/ project engineering in a responsible position of a reputed organization.

**Age Limit** : Upto 30 years as of 01.01.2014, relaxable by 5 years in case of SC/ ST and 3 years in case of OBC candidates.

**3. Officer -On-Special Duty ( Legal & Agreements)**

**Total number of posts** : 4 (Four)

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

**Preferred Experience** : Four years of work experience in a responsible position of a reputed organization OR in legal practice (High Court & Lower Courts). Should have sound knowledge of civil, criminal and corporate laws, familiarity with court procedures and expertise in drafting of different kind of legal documents.

**Age Limit** : Upto 30 years as of 01.01.2014, relaxable by 5 years in case of SC/ ST and 3 years in case of OBC candidates.

**4. Officer -On-Special Duty ( Corporate Communication)**

**Total number of posts** : 1 (One)

**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 Experience** : Two years of work experience in Public Relations/Corporate Communication in any reputed organization

**Age Limit** : Upto 30 years as of 01.01.2014, relaxable by 5 years in case of SC/ ST and 3 years in case of OBC candidates.

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

**Total number of posts** : 4 (Four)

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

**Preferred Experience** : Two year's of work experience in project appraisal/ project development/ project engineering, in a responsible position of a reputed organization.

**Age Limit** : Upto 30 years as of 01.01.2014, relaxable by 5 years in case of SC/ ST and 3 years in case of OBC candidates.

- **Conditions of Engagement**

The candidates selected for OSD/ EA will be engaged on a consolidated monthly remuneration for 11 (eleven) 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 candidate.

- **How to apply**

Application furnishing a comprehensive bio-data, including Name of the applicant, Father's name, Date of birth, Details of SC/ST/OBC certificate (if any), Postal address (Permanent & Present) with Contact number, Email ID, Details of educational qualification and work experience supported by attested copies of documents along with two copies of colored passport size photograph in a sealed envelope, superscripted as "Application for the category of ....." (Mention category applied for).

Your application should reach us at WBIDC Ltd, Protiti, 23 Abanindranath Thakur Sarani, Kolkata-700 017 by 20/09/2014.

Number of vacant positions may be subject to change.

WBIDC reserves the right to change any or all criteria at any point of time without assigning any reason.

- **Last Date**

20/09/2014

- **Contact Details**

West Bengal Industrial Development Corporation Ltd.

Protiti, 23 Abanindranath Thakur Sarani,

Kolkata- 700 017

Phone:- 2255 3700-705

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