



WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED

(A Wholly Owned Company of Govt. of West Bengal)

HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700021

Tel.: (033) 2262 5267, Tele Fax: (033) 2262 5266, Email: info@wbhdcl.gov.in

Corporate Identity Number U45203WB2012SGC180687

www.wbhdcl.gov.in

Memo No. 09 /WBHDCL

Date: 03.01.2018

Recruitment Notice

West Bengal Highway Development Corporation Limited, a wholly owned company of the Govt. of West Bengal requires to engage 1(one) Deputy General Manager (Finance), 1(one) Manager (Legal), 1(one) Office Executive (Secretarial & Legal) on contractual basis.

Those interested may send duly filled form in prescribed application format available on www.wbhdcl.gov.in along with the documents required as per the criteria mentioned in this notice within **05.02.2018**.

Short-listed candidates will be called for an interview.

The required minimum criteria for the given posts are detailed below:-

SL No	Post	Essential Educational qualification	Relevant Experience (Minimum)	Maximum Age Limit (as on 01.12.2017).	Relevant Experience is defined as under (as on 01.12.2017).
1.	DGM (Finance)	Graduate with Professional Qualification of CA/ICWA	8 years	45 years	Experience should be in different areas of Finance viz., Financial Management including Company Finance in Infrastructure Sector, Taxation-Direct/Indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of contracts/offers/estimates etc. Exposure in, treasury, fund management & investment proposal, negotiation/discount of bills, costing, project accounting, MIS, budget control, compilation of annual accounts and audit thereof, direct & indirect taxation, computerized accounts, risk management, work experience in ERP environment. Knowledge of SAP is must. Any experience rendered in an articleship/internship/training shall not be counted.
2.	Manager (Legal)	(i) Graduate with LLB Degree OR Integrated LLB Degree. (ii) Law degree possessed by candidates should be First Class to be eligible for	5 years	35 years	Experience of practice in High Court and Civil Courts and experience in handling legal matters pertaining to drafting, vetting and review of contracts/commercial ventures/ service /Tender Evaluation, Vetting of contracts/offers/ and establishment matters/labour laws and good knowledge of arbitration. Equivalent experience in legal profession working as in-house counsel in Govt. Depts./ PSU/ Companies shall also be considered. Candidates having experience of practice in court(s) shall have to produce

		above posts.			experience certificate issued from the office of the BAR association concerned. Experience gained after completion of degree shall only be considered and experience of Internship shall not be counted.
3.	Office Executive (Secretarial & Legal)	Graduate with LLB Degree / Integrated LLB Degree and CS Executive qualified	2 years	28 years	Handle secretarial and legal matters of the company, including preparation of minutes, annual reports, maintain and update company secretarial records including minute books, registers, company website etc, liaison with law firms and Government Departments, secretarial and legal bill processing and other day to day activities. Any experience rendered in an articleship/internship/training shall not be counted.

A. General Conditions for all the above posts:

1. The Contract period will initially be of 1 (one) year and may be renewed at the discretion of the Competent Authority. Consolidated pay commensurate with Government / Industry standard. **Salary will be in commensurate with experience. It is negotiable for the candidates with higher qualification and work experience.**
2. The Essential Qualification mentioned above (except CA/ICWAI/ICSI) should be of full time Regular courses only and should be recognized by State/Central government/UGC/AICTE (University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act, 1956). Full Time Course means where a student has attended class room sessions full time throughout the course. In case of any dispute regarding admissibility of any particular qualification, the decision of WBHDCL shall be final and binding.
3. Candidates possessing Essential Qualification in Part Time / Correspondence/ Distance Education/E-learning mode are **not eligible to apply**.
4. Only Indian Nationals are eligible to apply.
5. Preference shall be given to candidates having relevant experience at the given level in Central/State PSU, Central/State Govt. Departments /Infrastructure Sectors/ Autonomous bodies.
6. No fee is required to be paid for applying to the above posts.
7. All candidates have to mandatorily furnish self - attested documentary proof of experience with duly filled in application form. Non-receipt of Proof of Experience within the stipulated date will be treated as incomplete application and will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.
8. Candidates who are already employed under Central/State Govt./PSUs/ Autonomous Bodies have to provide a "No Objection Certificate" from the employer concerned, either along with form or at the time of the interview. Candidates will not be allowed to attend interview without submission of No Objection Certificate.
9. The candidates shall be called for interview based on the declaration of age, qualification, experience, etc., furnished in the application and proof of experience. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
10. Candidates called for interview will have to mandatorily produce all relevant original documents in proof of details furnished in their application submitted, at the time of interview. If any information furnished is found to be wrong or false, the candidate will not be interviewed
11. It is for the candidate to ensure that he/she fulfills the eligibility criteria and complies with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to read the advertisement carefully and complete the application form and submit the same as per instructions given in this regard.
12. No interim correspondence will be entertained.
13. WBHDCL will not be responsible for any kind of expenditure borne by the candidates appearing for the interview.
14. Applications received after the last date of receipt of Application Form and documents shall be rejected. WBHDCL does not bear any responsibility for any delay in post/courier for any reason whatsoever.
15. WBHDCL reserves the right to fill or not to fill the posts and mere fulfillment of qualifications and other requirements laid down does not entitle a candidate to be called for Interview.
16. Engagement of selected candidates is subject to verification of Educational / Technical Qualifications, Memberships, Experiences, Pay Particulars (CTC /Last Pay Certificate), Caste and Character & Antecedents as the case may be with the Concerned Authorities, as per the Rules of the Company.

B. Selection Process:

- i) Selection will be based on the performance in **Interview**.
- ii) Screening will be based on the Educational Qualification, Experiences, Pay-Scale/CTC details provided by the candidate; hence, it is necessary that applicants should furnish full and correct information.
- iii) Only those qualified in assessment/screening will be called for interview. List of the selected candidates will be uploaded on the official website of the Company.

C. Documents required:

Self-Attested copies of the following documents / certificates in proper and prescribed formats are to be enclosed with the application:

- (a) Duly filled in application format.
- (b) 1 recent passport size photograph in the application format.
- (c) Copy of Curriculum Vitae.
- (d) Madhyamik or equivalent certificate for proof of Date of Birth.
- (e) Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable).
- (f) SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable). Community certificate (SC/ST/OBC) should be in the format prescribed by Government of India only. OBC candidates included in the Central List with certificate not more than 12 months old (with clear mention of candidate not belonging to “Creamy Layer”) in the GOI prescribed format only will be considered for the posts reserved for OBC.
- (g) Proof of Identity & Address (Passport, Voter ID, Driving License, Aadhaar Card etc).
- (h) PAN Card.
- (i) Proof of different periods of experience as claimed in the Application Form.
- (j) No objection certificate as stated in General Conditions above, if applicable.
- (k) Any other document in support of candidature.
- (l) Copies of experience certificates from previous employment in respect of claims made by you in your application. In respect of current employment, experience certificate/ joining letter along with last months’ salary slips, or, Form 16 and other documents which clearly prove continuity in the job are to be attached. In case claim is not established from the proofs submitted, application is liable to be rejected. Please check the claims and certificates submitted carefully. Incomplete application, or, insufficient proof would entail rejection of the application. No claims would be entertained at a later stage.

NOTE: Application along with all mandatory documents should be sent by post to the address - “Managing Director, WBHDCL, HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700021” so as to reach here latest by **05.02.2018**. The envelope containing application should be super scribed with “Application for the post being applied in bold letters”. Mention your name on the reverse side of the all the mandatory documents/ certificates.



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APPLICATION FOR THE POST OF _____

Name of the Applicant [to be filled in block letters only]		Paste a recent passport size self- attested photograph
Gender		
Father's/Mother's Name		
Father's/Mother's Occupation		
Marital Status		
Date of Birth (DD-MM-YYYY)		
Age as on 01-12-2017		
Permanent Address		
Address for Correspondence		
Contact Phone No.		
Mobile No.		
E-Mail Address		
Category		
Total Experience		
Nationality		
Language		
Areas of Specialisation		
Person With Disability		

Educational Qualification

Examination	Subject	School/College/University	Percentage of Marks	Year of Passing

Professional Experience (in chronological order)

Sl No.	Name of the Company (Currently working/last worked)	Designation/Position held	Last Drawn Salary	Tenure of Service		Job Description
				From	To	

Signature of the Applicant:

Date:

Place:

Note: (a) Candidates may attach an extra sheet, if required.

(b) All relevant supporting documents as stated in the notice, in proof of details furnished in this application must be self-attested and annexed with the form in order of their application.