

West Bengal Agro-Industries Corporation Ltd.
(A Govt. Undertaking)
23B, Netaji Subhas Road, 3rd Floor, Kolkata- 700001




Recruitment Circular No. 01/2024/WBAIC Ltd. Dated 16.01.2024

Applications in the prescribed format given, are invited from Indian citizens for recruitment to the under mentioned **Regular Post** under West Bengal Agro-Industries Corporation Ltd., A Govt. of WB Undertaking.

1. Deputy Chief Personnel Officer: 01 (One) post.		
Essential Qualification	i)	A Bachelor Degree in any discipline from recognized University.
	ii)	A Bachelor Degree in any discipline and Post Graduate Diploma in Human Resources Management from a recognized University.
Experience	i)	A Bachelor Degree in any discipline from recognized Institution of India, having 10 years' practical experience in a responsible position involving Human Resources Management in a reputed firm of Government Undertaking / commercial Organization, out of which 5 Years' experience must be in the independent capacity of handling Human Resource, Establishment of Government Industrial undertakings or Commercial Organization of repute.
		OR
	i)	A Bachelor Degree in any discipline and Post Graduate Diploma in Human Resources Management from a recognized University, having 6 years' practical experience in a responsible position involving Human Resources Management in a reputed firm of Government Undertaking / commercial Organization, out of which 3 Years' experience must be in the independent capacity of handling Human Resource, Establishment of Government Industrial undertakings or Commercial Organization of repute.
Pay Level as ROPA 2019	Rs. 67300-173200 – Pay Level 17	
Age Limit	Not exceeding 35 years as on 01.01.2024. Relaxable upto 5 years for SC, ST and Departmental Candidates.	

IMPORTANT INFORMATION TO CANDIDATES

1. The interested candidates having required qualifications and experience may make application in the prescribed format to be downloaded from the website (www.wbagroindustries.com).. The application in the downloaded format along with self-attested photocopies of documents in support of qualification, experience, age, caste etc. and duly completed in all respect and duly signed by the applicant is to be submitted to the **Secretary-cum-Chief Personnel Officer, West Bengal-Agro Industries Corporation Ltd, 23B, Netaji Subhas Road, 3rd Floor, Kolkata – 700001** in a closed envelope in the format of “Application for the Post of

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“Deputy Chief Personnel Officer”. Recent self-attested passport size photograph is to be pasted on the right hand corner of the application.

2. The last date of receipt of application by this office is **02.02.2024 up to 4.00 PM**. Applications received after **4.00 PM on 02.02.2024** will not be considered due to any reason whatsoever even if it is sent by post/ courier service prior to any date of **02.02.2024**.
3. Candidate should put his/her full signature in the application form and it should be identical during interview and subsequent correspondence. Otherwise his/her candidature may be cancelled.
4. Candidates in service either in Govt. / local statutory body / Govt. Undertaking should apply through proper channel. They may submit an advance copy of application addressed to the Managing Director, West Bengal Agro-Industries Corporation Ltd., 23B, Netaji Subhas Road, Kolkata- 700001 within due date or have to produce No Objection Certificate (NOC) at the time of interview.
5. The selected candidates will be posted at Kolkata, West Bengal.
6. In cases where no Division/ Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence, if required.
7. Upper age limit not exceeding 35 years as on 01.01.2024. Relaxable upto 5 years for SC, ST and Departmental Candidates.
8. Date of birth as recorded in Madhyamik or Equivalent Admit Card/Certificate will only be accepted.
9. The list of eligible candidates selected for interview and interview schedule for the post would be published on the website of this Corporation (www.wbagroindustries.com). Queries regarding selection process/ candidates selected or not selected for interview/ interview schedule will not be entertained.
10. The requests for change of interview schedule will not be entertained.
11. The prescribed ‘essential qualifications’ are the minimum and mere possession of the same does not entitle applicants to be called in for the interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Corporation to interview all the applicants the Corporation may restrict the number of candidates for interview to a reasonable limit on the basis of either higher qualifications in the relevant subjects/higher standard of marks/grade obtained in the essential qualifications and / or experience in relevant field higher than the minimum prescribed in the advertisement.
12. The candidate must have good health and character and suitability in respect for appointment to Govt. Undertaking.


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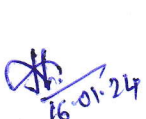
13. The candidates called for the examination/interview will not be entitled for reimbursement of any travelling expenses. No TA/ DA is admissible for the interview.
14. **The candidates must ensure that they have requisite qualification and experience shown against each post and thus fulfil the required criteria before applying for the post.**
15. Application Form not properly filled up or incomplete in any respect (e.g. without signature & required documents) would summarily be rejected.
16. **CANVASSING IN ANY FORM WILL DISQUALIFY THE APPLICANT.** The candidate should conduct properly with project officials/ other candidates before and after his/her interview inside the office premises otherwise his/her candidature may be cancelled.
17. Applications received through E-mail/Fax will not be entertained.
18. The applicants are advised to go through the full particulars of the advertisement and make sure that he/she satisfies all the requirements as per advertisement. In case, it is detected at any stage of recruitment/selection i.e. during test/interview/verification of documents etc. that an applicant has furnished incorrect/false information or suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
19. The recruitment process may be cancelled/ postponed/ suspended/ terminated without any prior notice assigning any reasons at any stage.

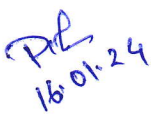
N.B. Venue, Date & Time of interview will be published in the WBAIC Ltd. Website (www.wbagroindustries.com).

Place: Kolkata
Dated: 16.01.2024


Secretary-cum-Chief Personnel Officer
WBAIC Ltd.


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APPLICATION FORMAT

Applicant's Passport size Photo

(Self attested)

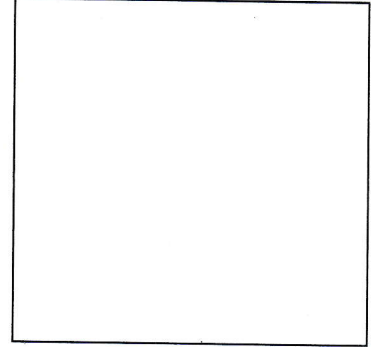
To

The Managing Director,

West Bengal Agro-Industries Corporation Ltd.,

23B, Netaji Subhas Road, 3rd Floor,

Kolkata – 700001



Sir:

With reference to your advertisement published in _____ on _____ and in your website Recruitment Circular No. 01/2024/WBAIC Ltd. Dated _____ for recruitment for the post of _____ (Mention category of post) I am furnishing below my candidature for your kind consideration for the said category of post.

1. Name in Full (Block Letter) : _____
2. Father's/Husband's Name : _____
3. (a) Date of Birth : _____
- (b) Age as on 01.01.2024 : _____ Years _____ Months
4. Postal/Communication Address : _____

5. Permanent Address : _____

6. Aadhaar Card No. : _____

7. (a) Educational & (b) Technical Qualification :

Sl. No.	Examination Passed	Name of Board/University	Year of Passing	% of Marks

8. Work Experience:

Sl. No.	Name of Organization	Nature of work (In short)	From	To	Office Address	Total Period	Last Salary Drawn (₹)

9. Telephone (LL)/ Mobile No. : _____
10. E-Mail ID : _____
11. Nationality : _____
12. Religion : _____
13. Caste Category (Gen/SC/ST/OBC) : _____

Declaration: I hereby declare that the all information furnished above is true and best to my knowledge and belief. In case it is detected at any stage of interview and/or selection process and/or even after appointment that I have furnished any incorrect/false information or have suppressed any material fact(s), my candidature will automatically stand cancelled/services are liable to be terminated without notice.

Date: _____

(Full Signature of the Applicant)