**West Bengal Swarojgar Corporation Limited**  
(Govt. of West Bengal Undertaking)  
Nodal Ministry : Self Help Group & Self Employment Department  

No : 287 – WBSCL/7M – 04/18  
Date: 26/02/2020

**EMPLOYMENT NOTICE**

Applications on plain paper are invited for the following post on contractual basis for Muktidhara Project, initially for a period of one year which may be extended further on satisfactory performance.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post &amp; No</th>
<th>Age Limit</th>
<th>Essential Qualifications</th>
<th>Consolidated Remuneration</th>
<th>Scope of Work</th>
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</thead>
</table>
| 1       | Sub-Divisional Supervisor (total 8 posts, 1 post / Sub – Division in Purba Medinipur (4 nos.), Purulia (1 no.) & Birbhum (3 nos.) District) | 18 - 37 years | 1. Graduate in any Discipline  
2. Minimum 2 years experience in Development Sector / SHG movement / Banking Sector in an organization of repute  
3. Diploma / Certificate in Computer Application | Rs.16,000.00 (Rupees Sixteen Thousand Only) per month | 1. Field Level implementation of the project  
2. Beneficiary selection for project implementation.  
3. Market linkage with small and big market players  
4. Liaison with District SHG & SE Officer, Sub – Divisional Officer, Block Development Officers, Block Level Supervisors (SHG & SE Dept.) and other Block level Officials and Gram Panchayats.  
5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCL  
6. Any other work assigned by the authority |

**Note:**

1. The upper age limit is relaxable for the candidates belonging to S.C., S.T. & O.B.C as per norms of the State Government.
2. The applications with self – attested photocopies of all requisite documents (documents of experience, educational & professional qualifications) with filled application format must reach to the concerned District Self Help Group & Self Employment Officer, SHG & SE Section of the concerned Districts within 4 PM on 24/03/2020, failing which your application will be treated as cancelled.
3. The place of posting shall be in Sub – Divisional Muktidhara Project offices of Purba Medinipur, Purulia and Birbhum Districts. Detailed address given in Annexure – I.
4. The Management will, however, have the discretion to transfer the officials in any place in West Bengal.
5. Selection of candidates will comprise of Written Test & Computer Test followed by Personality Test.
6. “Application for the post of Sub – Divisional Supervisor of Muktidhara Project” should be mentioned clearly on the top of the envelop, otherwise the application will be treated as cancelled.

Managing Director  

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East India House, 1st, 2nd & 3rd Floor, 20B, Abdul Hamid Street, Kolkata - 700 069  
Phone: (033) 2262 1823/24, E-mail: wbscl@yahoo.com  
CIN: U93000WB2009SGC139803
District wise address for submission of Application forms:

1. The District Self Help Group & Self Employment Officer, Purulia, Office of District Magistrate & District Collector P.O. - Purulia, District - Purulia PIN - 723 101


3. The District Self Help Group & Self Employment Officer, Birbhum, Office of District Magistrate & District Collector, Birkhum, Suri, District - Birkhum PIN - 731 101
Application Format

To
The District SHG & SE Officer, District
SHG & SE Section,
Office of the District Magistrate, District,
PIN

Sir,

In response to your advertisement in the Dated I do hereby apply for the post of Sub – Divisional Supervisor in your Sub – Divisional Project Office of Muktidhara, I am submitting herewith all the necessary documents in support of my candidature for the above mentioned post.

Yours faithfully,

(Name of the Candidate)

1. Name (in block letters) :
2. Father’s Name :
3. Present Address :
4. Permanent Address :
5. Phone Number :
6. Date of birth :
7. Age (as on 01/01/2020) :
8. Whether belongs to SC/ST/OBC.
9. Qualification -
a) Academic

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<tr>
<th>Examination</th>
<th>Board/University</th>
<th>Year</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>% of Marks</th>
<th>Division /Class</th>
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b) Professional:

5. Details of Previous Experience:

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<tr>
<th>Sl.</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
<th>Name of the Organization/Employer</th>
<th>Name of the Post</th>
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NB. Attach relevant photocopies of Caste, Educational Qualifications, Professional Qualifications, Computer Proficiency, Experience Certificates failing which your application shall be treated as cancelled.

I do hereby declare that all the particulars given above are true to the best of my knowledge and belief.

Signature of the Applicant