



WEST BENGAL  
ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.  
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)  
11-A Mirza Ghalib Street, Kolkata- 700 087

No.: ECSC/Estt/16/2018/866

Date: 18.02.2020

**NOTICE**

Corporation intends to engage the following personnel, on contractual basis, initially for a term of 01 (one) year which may be extended subject to his/her satisfactory performance and need of the Corporation. Applications are invited from eligible candidates. Applicant must fulfill the eligible criteria mentioned against the said posts.

Sl. No.	Name of Post	Vacancy (s)	Place of Posting	Qualification	Experience	Age (Qualifying date 01.01.2020)	Monthly Remuneration (Consolidated)
1	Deputy General Manager (Finance)	01	H.Q.	i) Hons. Graduate/ B.E./ B.Tech with minimum 55% marks  ii) Chartered/Cost Accountant  Or  MBA (Finance) / PGDBM (Finance) from an Institute approved by AICTE/DEC	03 yrs. Post qualification working experience	Upto 40 yrs.	Rs.40,000/-
2	Assistant General Manager	01	H.Q.	i) Hons. Graduate/ B.E./ B.Tech with minimum 50% marks.  &  ii) Post Graduate Degree (MBA)/ Diploma (from an Institute approved by AICTE/DEC) in Business Management with specialization in Marketing preferably/any other field/ Or MBA/ Post Graduate Diploma (from an Institute approved by AICTE/DEC) in Export Import Management or MBA/ Post Graduate Diploma (from an Institute approved by AICTE/DEC) in Material Management or MBA - Law degree	03 yrs working experience in a Managerial Level	Upto 40 yrs.	Rs.25,000/-

Sl. No.	Name of Post	Vacancy (s)	Place of Posting	Qualification	Experience	Age (Qualifying date 01.01.2020)	Monthly Remuneration (Consolidated)
3	Junior Assistant Manager	03	H.Q.	i) Hons. Degree with 55% marks Or Master Degree with 50% marks. & ii) <u>Computer knowledge:</u> Computer fundamental course (DOS, MS-Office)	02 yrs. working experience in a supervisory level	Upto 40 yrs.	Rs.20,000/-
4	Stenographer	03	H.Q.	i) Hons. Graduate in English, with minimum 50% marks & ii) Dictation speed minimum 100 w.p.m. & iii) <u>Computer knowledge:</u> Computer fundamental course (DOS, MS-Office) & iv) Computer typing speed minimum 40 w.p.m.	02 yrs. in stenography	Upto 40 yrs.	Rs.16,000/-
5	Commercial Inspector	01	H.Q.	i) Hons. Graduate with minimum 50% marks. & ii) <u>Computer knowledge:</u> Computer fundamental course (DOS, MS-Office)	02 yrs. of working experience in procurement/ wire housing /inventory and related field work	Upto 40 yrs.	Rs.16,000/-
6	Law Assistant	01	H.Q.	i) Law Graduate with minimum 50% marks. & ii) <u>Computer knowledge:</u> Computer fundamental course (DOS, MS-Office)	02 yrs. in dealing with Law matter in a firm	Upto 40 yrs.	Rs.16,000/-

379

Sl. No.	Name of Post	Vacancy (s)	Place of Posting	Qualification	Experience	Age (Qualifying date 01.01.2020)	Monthly Remuneration (Consolidated)
7	Assistant Grade-II	19	H.Q.	i) Minimum marks in Secondary examination equivalent & Graduate Degree & ii) <u>Computer knowledge:</u> Computer fundamental course (DOS, MS-Office)	Nil	Upto 40 yrs.	Rs.12,000/-
		11	Different District Offices throughout West Bengal				

Pay protection shall be given for applicants selected in the interview who are already employed in any Govt. Company/ PSUs/ Govt. Department, if applicable.

Successful applicant will have to attend the office on all the working days and on holidays also, as and when required.

A complete C.V. as per the enclosed proforma detailing the qualification and experience with supporting documents and a colour passport size photograph affixed on the top right hand corner of the covering application should reach the Headquarters of W.B.E.C.S.C. Ltd. within **5<sup>th</sup> March, 2020** by **05:15 P.M.** The post applied for must be clearly mentioned in the application.

The tentative date of interview and dictation & typing test (for the post of stenographer) for the posts at **Sl. No.-1 to 6 is 17<sup>th</sup> March, 2020** and that for the post at **Sl. No.-7 is 18<sup>th</sup> March, 2020**. However, the eligible applicants will be informed the final date and time of interview by e-mail/SMS.

  
**Managing Director**  
**W.B.E.C.S.C. Ltd.**