

West Bengal Financial Corporation (WBFC)
DD-22, Salt Lake City, Kolkata-700 064

Notification for Contractual engagement

WBFC invites application to fill up following posts on contract basis:

Name of the post	Credit Appraisal & Recovery Officer [On Contractual Basis]
Type of Engagement	Purely Contractual for 1 year. May be extended further depending upon performance.
No. of posts	4 [Four]
Qualification	Graduate. Preference will be given to candidates having B.E/B.Tech/MBA. Proficiency in computer operation is desirable.
Experience	Preference will be given to those having working experience in Financial Institutions.
Age limit	As on 01.07.2023— Lower Age limit: 21 years Upper Age limit: 36 years Relaxation in upper age limit will be provided for SC/ST/OBC candidates as per directives of Government of West Bengal (GoWB)
Remuneration	Rs.40,000/- p.m (consolidated).
Other benefits	Leave as per prevailing norm of GOWB for such engagement
How to apply	<p>1. Application format(provided at the last page) can be down loaded from the Corporation's website www.wbfconline.org (under Circular & Notices) and may submit the filled in form along with the following document:</p> <p>2] Hard copy of the Application form, duly filled in, should be sent to the Managing Director, West Bengal Financial Corporation, DD-22, Salt Lake City, Kolkata-700 064 along with self-attested photocopies of following documents:</p> <p>i) Mark sheets/certificates relating to educational qualifications.</p> <p>ii) Proof of identity (Voter card/PAN card/ AADHAR Card/Passport)</p> <p>iii) Admit card of X-level exam/certificate/other document in support of date of birth.</p> <p>iv) Certificate of professional qualification, if any.</p> <p>v) Certificate relating to working experience, if any,</p> <p>vi) Experience certificate, if any</p> <p>vii) 'No objection' from the existing employer, if any, regarding application for this post.</p> <p>viii) Caste certificate, if any.</p> <p>3] 2 Copies of colour passport size photograph (4.5 cm X 3.5 cm). 1 no. should be affixed on the application form at the marked space and signed as stated therein. 1 no. photograph, duly signed on the reverse side, should be provided in a small size envelope.</p> <p>4] Envelope containing the application and supporting documents as above should be super scribed with ' Application for engagement of Contractual Officer'</p>

	5] Last date of receipt of application: 14.08.2023 till 5.30 p.m.
Mode of selection	Selection will be made by written test and/or interview with prior information to all the eligible candidates. This will be duly notified in the website of WBFC later on.
Communication procedure	Applicants must have a valid e-mail Id and mobile phone number which should be kept valid for the entire duration of recruitment process. No change in e-mail Id would be permissible. WBFC shall not be responsible for any non-delivery of e-mail/any other communication sent to the applicant. Candidates should therefore check their mails and website of WBFC regularly for updates.
Rejection	Incomplete application form and those which do not contain requisite certificates/documents/information as above will be rejected and no correspondence will be made in this regard.

To
The Managing Director
WEST BENGAL FINANCIAL CORPORATION
H.O: DD-22, Salt Lake City,
Kolkata-700 064

Please affix one passport size colour photograph(4.5 cm X 3.5 cm), duly signed by the applicant across the photograph (not over face) and signature should be partly on application and partly on the application form)

Sub : **Application for contractual engagement of Credit Appraisal & Recovery Officer**

1. Personal details:

NAME IN FULL (In Block letters)	
Father's/Husband's name	
Present Address (with compulsory mention about P.S & PIN)	
Permanent Address (with compulsory mention about P.S & PIN)	
Date of birth	
Gender	
Religion	
Category	
Mobile No.	
Alternative no., if any	
E-mail Id	
Present occupation	
Age (As on 01.07.2023)	
Relaxation in age limit sought for	Yes/No
If yes, reason thereof and the details of document furnished.	

2. Educational Qualification (start from X level exam and attach self-attested copies of proof):

Exam passed	Board/University	Year of passing	% of marks obtained

3. Details of Professional Qualification (if any):

4. Experience, if any:

(Please state chronologically and attach self-attested copies of proof)

Name of the Organisation	Designation	From	To	Functional responsibilities held

5. Declaration:

I do hereby declare that all the details furnished in this application are true, complete and correct to the best of my knowledge and I have not concealed any material information and am well aware of the fact that in the event any information is found false or incorrect in future, then this application and subsequent engagement, if made, is liable to be rejected/cancelled.

Date:
Place:

Signature of the candidate