

**SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME, WEST BENGAL**

C/o Directorate of Industrial Training, West Bengal

Vocational Training Institute Building

B/7, 2<sup>nd</sup> Floor, Action Area-III, Rajarhat, Newtown.

Kolkata-700156.

E-mail: meswestbengal@gmail.com , ssdiswb@gmail.com

**NOTICE**

**FOR**

**Engagement of Staff on purely temporary contractual assignments in the Society for Skill Development Initiative Scheme, West Bengal (SSDIS, WB)**

Applications are invited from dedicated, energetic and hardworking candidates having the requisite qualifications/experience for the following **purely temporary contractual** assignments in the **Society for Skill Development Initiative Scheme, WB**:

- A) **Senior Executive (One Post)**: B.E in Mechanical/Electrical/Computer/IT Branch or MSC in IT or Computer Science or MCA from an AICTE affiliated Institute / any recognized University. At least 2 (Two) years working experience is required for all of the above cases. Knowledge in Computer Application in case of B.E.(Mechanical) and B.E. (Electrical) is essential.
- Nature of Job: Inspection of Training Centre's in districts/blocks (as technical expert) and also to do the related desk work as well as other works as assigned by the Society (SSDIS, WB).
  - Maximum Age: 35 years as on 01.06.2014
  - Remuneration: Rs 27,500/- per month (Consolidated)
- B) **Engineering Executive (Two Post)**: Diploma in Mechanical/ Electrical/ Computer/ IT Branch from an AICTE affiliated Institute. At least 2 (Two) years working experience is required for all of the above cases. Knowledge in Computer Application in case of Diploma (Mechanical) and Diploma (Electrical) is essential
- Nature of Job: Inspection of Training Centre's, recording data and preparation of MIS report and also to assist Senior Executive and to do the related desk work and other works as assigned by the Society (SSDIS, WB).
  - Maximum Age: 35 years as on 01.06.2014
  - Remuneration: Rs 22,000/- per month (Consolidated)
- C) **Executive Assistants (Minimum Three Posts)** : Bachelor Degree in Commerce or Science from any recognized University with proficiency in computer application.
- Nature of Job: Inspection of Training Centre's recording data and preparation of MIS report and also to assist Engineering Executive and to do the related desk work and other works as assigned by the Society (SSDIS, WB).
  - Maximum Age: 35 years as on 01.06.2014
  - Remuneration: Rs 18,000/- per month (Consolidated)

Selected candidates may have flexible working hours.

Interested candidates may apply in plain paper as per enclosed **FORMAT** via post / courier etc with in **23<sup>rd</sup> June, 2014 without any enclosure** to:

**The Secretary, Society for Skill Development Initiative Scheme, West Bengal,**

**C/o Directorate of Industrial Training, WB,**

**2<sup>nd</sup> Floor, B/7, Action Area III; New Town, Rajarhat, Kolkata-700156**

However, Complete biodata, copies of supporting documents related to educational qualification/experience etc (duly attested by a Group A Govt. Officer) and other related papers are to be furnished at the time of Interview. If any of the information submitted by the candidate is found to be incorrect, he/she shall be liable to be disqualified in appearing in the interview or for joining. Higher remuneration may be considered for exceptional candidates.

The candidates shall be shortlisted on the basis of a written examination to be followed by an interview. No TA/DA will be provided for appearing in examination or attending the Interview, for which intimation will be given to the eligible candidates over cell phone by sms

Canvassing in any form will invite disqualification.

Encl: Application Format

**Secretary, SSDIS, WB  
& Director of Industrial Training, WB**

**FORMAT**

**APPLICATION FORM FOR THE POST OF:** \_\_\_\_\_

Paste  
recent passport size  
Photograph  
here

1. Name of Applicant ( in BLOCK LETTERS): \_\_\_\_\_
2. Father's Name (in BLOCK LETTERS): \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Age as on 01.06.2014 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Full Postal Address for Communication: \_\_\_\_\_
6. Permanent Address: \_\_\_\_\_
7. Educational Qualification & Experience :-

Sl no.	Academic/Professional Qualification	Board/University	Course Duration	Year of Passing out	Division/ Grade	% of Marks	Subject

Experience:-

Sl No:	Designation	Name of the Organization	Duration		Nature of Work & salary
			From	To	

Separate sheet may be attached for nature of work if so required.

8. Detail of Computer Application Knowledge : \_\_\_\_\_
9. Phone (R) : \_\_\_\_\_ ( M ) : \_\_\_\_\_
10. Email Address: \_\_\_\_\_
11. Documents attached: No photocopy is required to be enclosed now but original documents along with attested copies by any Group A Govt. Officers are to be produced before the Interview.

**UNDERTAKING**

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the contractual assignment after selection.

Date:  
Place:

(Signature of the Candidate)

Note: The photocopies of requisite documents enclosed should be attested by a Gazetted Officer.