

West Bengal Mineral Development & Trading Corporation Limited.

Advertisement No – MDTC/ Admn/358/832

Dated : August 23, 2018

Applications in the prescribed format given in the website at www.wb.gov.in (<https://wb.gov.in/portal/web/guest/landing>) and www.wbmdtcltd.com/career are invited from Indian citizens for recruitment to the posts mentioned hereunder. All are requested to go through the eligibility criteria and information before submitting application.

| <i>Sl No</i> | <i>Name of the post</i> | <i>No. of Post</i> | <i>Minimum Educational Qualification</i> | <i>Category</i> | <i>Experience</i> | <i>Age as on 01.08.18</i> | <i>Consolidated Monthly Pay</i> |
|--------------|---------------------------|--------------------|--|-----------------|---|---------------------------|---|
| 1 | General Manager (Finance) | 1 | Chartered Accountant preferably with MBA (Finance) from a recognized University / Institution and knowledge of e-accounting. | Regular | 12 years post qualification service experience as a key person in the rank of CFO/ DGM in well reputed company whose annual turnover more than Rs. 200 crores out of which 4 years experience of working in Govt. organization. | Not exceeding 45 years | Pay Band : 28000-52000/- Grade Pay : 7600/- |
| 2 | Protocol Officer | 1 | Graduate in any discipline from a recognized University or Institution | Regular | Minimum 2 years experience of working in Govt. organization in maintaining liaison with different Govt/ Non-Govt offices of the State and outside. | Not exceeding 45 Years | Pay Band : 15600 – 42000/ Grade Pay : 5400/- |

Information:

1. Application fee: Rs 500/= payable through Demand Draft in favour of West Bengal Mineral Development & Trading Corporation Ltd. drawn on any Nationalized Bank payable at Kolkata.
2. All the degrees/ certificates mentioned in the advertisement must have been obtained from recognized University/Institutions.
3. The prescribed qualifications are the minimum and mere possession of the same does not entitle the applicants for consideration in the selection process. When the number of applications received in response to this advertisement is large and is not convenient or possible for the Corporation to interview all the applicants, Corporation may restrict the number of candidates for interview to a reasonable limit on the basis of either qualification or experience higher than the minimum prescribed in the advertisement or on the basis of a screening test.
4. Screening test, if necessary, will be held in Kolkata.
5. Where experience of a number of years is prescribed as an item of qualification this would mean experience in regular employment or article ship / training period experience. Candidates must possess certification from the authorized signatory of Organization / Department for the period of experience claimed clearly mentioning the exact dates of working in that Organization / Department.
6. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement , his/her candidature will be cancelled without further reference to him/her.
7. Application form not properly filled in or incomplete in any respect may be summarily rejected. If any candidate submit more than one application form against this advertisement, the last application received in respect of that candidature would be considered only.

8. Application in prescribed format without admissible fee is liable to be summarily rejected.
9. Canvassing in any form will disqualify the candidate.
10. All information regarding recruitment to the above post will be published from time to time in the website at www.wb.gov.in (<https://wb.gov.in/portal/web/guest/landing>) and www.wbmdtcltd.com/career
11. **SUBMISSION OF APPLICATION**: Application can be submitted through **offline (paper mode) only** in prescribed format (given herein under) at 13, Nellei Sengupta Sarani (Lindsay Street), 2nd Floor, Kolkata - 700087 (Ph No. 033-2252-0643/0644/0645).
 - a) Filling of the application form will be commencing from **27.08.2018**.
 - b) Closing date for receipt of application is **20.09.2018 upto 3.00 PM**
 - c) The application must accompany with the fee through DD as detailed above.
12. All the requisite certificates regarding educational qualifications, proof of age, other relevant experience and other requisite documents must be furnished with self attestation.
13. Candidate who are presently working in any Central/ State Govt./ PSU/ Govt. undertaking must apply for the post through proper channel only. No objection Certificate from the existing employer is to be submitted before the Selection process.

**APPLICATION FOR THE POST OF GENERAL MANAGER (FINANCE) /
PROTOCOL OFFICER UNDER REGULAR CATEGORY IN WEST BENGAL MINERAL
DEVELOPMENT & TRADING CORP. LTD.**

(Note: Please strike out whichever is not applicable)

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| Self attested Passport size photograph |
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1. Name of the Applicant (In block letter) :
2. Father's / Husband Name :
3. Communication Address with PIN Code :
- Mobile No. :
- E-mail Id :
4. Educational Qualification
(Authentic supporting documents to be enclosed) :

| <i>EXAMINATION</i> | <i>BOARD/COUNCIL/UNIVERSITY/INSTITUTE</i> | <i>YEAR OF PASSING</i> | <i>PERCENTAGE OF MARKS OBTAINED</i> |
|--------------------|---|------------------------|-------------------------------------|
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5. Date of Birth :

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|---|---|---|---|---|---|---|---|

(Authentic supporting document to be enclosed)
6. Age as on 01.08.2018 : _____ Years and ____ months
7. Name of present organization where serving at present :
8. Post held therein as on the date of Advertisement
(Authentic supporting document to be enclosed) :

9. Experience:

| <i>NAME OF THE ORGANIZATION</i> | <i>POST HELD THERIN</i> | <i>TENURE OF SERVICE</i> | | <i>NO OF YEARS & MONTHS OF SERVICE</i> |
|---------------------------------|-------------------------|--------------------------|-----------|--|
| | | <i>FROM</i> | <i>TO</i> | |
| | | | | |
| | | | | |
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10. Last pay drawn

(Authentic supporting document to be enclosed) :

11. Details of DD submitted as Application Fee : Amount-Rs.

DD No.-

Date-

Bank Name :

12. Copy of intimation to present employer or NOC for in-service applicants :

13. Details of experience/any other relevant information :

(Use separate sheet with countersign)

DECLARATION

I _____ hereby declare that I have informed my present employer that I am applying for this post and the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Place:

Date:

Signature in full of the Applicant

Name in full: _____