**RECRUITMENT NOTICE**

Applications are hereby invited for engagement of Contractual Consultants, Contractual Junior Consultants and Contractual Data Entry Operators for State Public Grievance Redressal Cell under the Chief Ministers' Office on purely temporary and contractual basis **by the 3rd Party Agency**. Details of eligibility criteria for applying to the posts are given below:-

**i) Name of the Assignment : Contractual Consultant**

(1) Engaging Authority : State Government in the Home and Hill Affairs Department
(2) Number : 05 (Five)
(3) Age : Maximum 36 years as on 1st January of the year of advertisement
(4) Qualification : Masters Degree or an MBA/MPA/MPP from an institution of repute
(5) Desirable work place competencies : The candidate should be able to (a) work with utmost professionalism and integrity; (b) display a commitment and passion for public service ; (c) take ownership and be self-motivated ; (d) work independently with minimal supervision, as well as within a team ; (e) work in a multi-cultural environment with people from various backgrounds and demonstrate cultural sensitivity
(6) Experience : Minimum of 05(Five) years of work experience relevant to the job description
(7) Consolidated Remuneration : A sum of Rs. 1,25,000/- per month
(8) Tenure : Minimum two years subject to possible renewal based on performance review.

**ii) Name of the Assignment: Contractual Junior Consultant**

(1) Engaging Authority : State Government in the Home and Hill Affairs Department
(2) Number : 05 (Five)
(3) Age : Maximum 36 years as on 1st January of the year of advertisement
(4) Qualification : Masters Degree or an MBA/MPA/MPP from an Institution reputed
(5) Desirable work place competencies : The candidate should be able to (a) work with utmost professionalism and integrity : (b) display a commitment and passion for public service : (c) take ownership and be self-motivated : (d) work independently with minimal supervision, as well as within a team : (e) work in a multi-cultural environment with people from various backgrounds and demonstrate cultural sensitivity.
(6) Experience : Minimum two years of work experience relevant to the job description
(7) Consolidated Remuneration : A sum of Rs. 75,000/- per month
(8) Tenure : Minimum two years subject to possible renewal based on performance review

i) **Name of the Assignment : Contractual Data Entry Operator**

(1) Engaging Authority : State Government in the Information Technology and Electronics Department

(2) Number : 10(Ten)

(3) Age, Qualification and Experience : As may be prescribed by the Information Technology and Electronics Department

(4) Consolidated Remuneration : A sum of Rs. 25,000/- per month

(5) Tenure : Minimum two years subject to renewal based on performance review.

Interested candidates may apply through e-mail at the e-mail address **: hrd1@wtl.co.in** in the prescribed form attached herewith along with self attested Xerox copies of the following particulars.

1. Copy of Admit Card- in support of date of birth.
2. Copy of Aadhar Card/EPIC
3. Copy of Testimonials of Educational qualifications.
4. Copy of Certificate in support of knowledge in Computer Applications (wherever applicable)
5. Copy of Experience Certificate from the Employer (wherever applicable)

Candidates are to download the attached Application Form from the website of WTL(www.wtl.co.in) and submit the filled in Application form to this end **from their personal e-mail ID along with the scanned copies of all requisite particulars.**

Applications received after the last date and time of submission of application will be summarily rejected.

**1. <u>Selection criteria</u>**

After scrutiny of the applications, the shortlisted candidates will be called for Walk-in-Interview. The date, time and place of interview and the list of eligible candidates will be notified later. Verification of the documents in original will be done at the time of Interview.

**2. <u>Termination</u>**

The engagement to the above contractual posts will be terminated on the following conditions-

a) If the future prospect of the project is ceased due to any unforeseen reason.

b) On expiry of contract period, if not renewed further.

c) Provided that the Engaging authority shall reserve the right for early termination of engagement on one month's prior notice, on the ground of unsatisfactory performance/ indiscipline/ misconduct etc.

**3. <u>General Information for the candidate</u>**

i) The engagement shall be purely temporary on contractual basis, initially for the period of two years which can be renewed further based on the requirement of the project and on satisfactory performance of the incumbent concerned. This engagement does not give any assurance or possibility of being permanent at any point of time.

ii) The engagement to any of these posts does not entertain the candidate to any right of service or claiming any type of benefit from WTL or Engaging Authority.

iii) No TA/DA will be allowed for the interview.

iv) Statutory Deduction will be applicable as per Rule.

v) Eligible persons shall be deployed anywhere in the jurisdiction of Engaging Authority.

vi) No accommodation facilities will be provided to the selected candidates.

vii) Incomplete application shall be liable for rejection.

viii) No interim correspondences will be entertained.

ix) Impersonation /Canvassing in any form will lead to disqualification.

**x)** All correspondences regarding this engagement will be made to the candidates **to their personal email ID.**

**xi) The candidates will have to check their personal e-mail for any updates.**

xii) Selection to the post would be done, if any only if, suitable candidates are found. Decision of the Selection Committee will be final which will be binding to all applicants and all other concerned.

**CEO, WTL**

**APPLICATION FORMAT**

Recent

Pass port Photo

NAME OF THE POST APPLIED FOR: (IN BLOCK LETTERS):

1. Name of the Candidate (IN BLOCK LETTERS):
2. Name of Father/Husband :
3. Date of Birth :
4. Gender (M/F) :
5. Nationality:
6. Domicile:
7. Religion:
8. Caste:
9. Present occupation and remuneration (if employed)

**10.** Name of the organization with address (if employed)__ _ ___

**11.** Address for communication-_____

**City**----------**Pin**----------**email**----------

**Phone no**----------**Mobile**----------

| Examination | Board/Council/University | Year of Passing | Subject taken | Percentage/Grade ** |
|---|---|---|---|---|
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- Enclose attested copies of all Mark Sheets and Testimonials (Scanned softcopy)
- Mention conversion factor, if any.

| Sl. No. | Department/Organization | Gross Salary per annum | Duration of job | | Nature of job |
|---|---|---|---|---|---|
| | | | | | |
| | | | From | To | |
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(To be supported by authenticated experience certificates)

14. Declaration:

I do hereby declare that all the information given by me in this application are true and correct to the best of my knowledge and belief. I am also aware that the post I have applied for is purely temporary with fixed remuneration and on contract basis for on (year duration to be posted anywhere in West Bengal and does not have any possibility of being permanent any point of time ir future. I also note that if any of the above statements are found to be incorrect or false or any information or particular have been suppressed or omitted in this form, I am liable to be disqualified for appearing in the interview, or if detected later, my appointment will be liable for cancellation without any notice. I shall abide by the decision of the selection board and in no way whatsoever would dispute the selection process.

Date ----------

(Signature of candidate in full)