



WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

(Micro Small Medium Enterprises & Textile Department)

12, B.B.D.Bag, Kolkata – 700 001

Website: www.wbkvib.org.in/Web Portal: www.banqlarkhadi.in



Memo No.: 793 /ESTB(22)22-23

Date: 20/03/2024

WALK-IN-INTERVIEW

The West Bengal Khadi & Village Industries Board, a Statutory Board under the Government of West Bengal Invites retired employees of Central Government / State Government / PSUs / Statutory / Local Bodies having maximum age of 64 yrs. (as on 01.04.2024) to attend the Walk-in-Interview with an application in prescribed format available in the website of this office, before the interview Board on 16.04.2024 at 11.00 A.M. at Conference Hall of the West Bengal Khadi & Village Industries Board at 12 B.B.D. Bag, Kolkata 700001 for engagement on contract basis for one year for the post as mentioned below and **candidates of Home district is preferable.**

Sl. No.	Designation	Place of Posting	No of persons to be engaged	Essential Qualification	Age (as on 01.04.2024)	Remuneration	Tenure
1	Accountant Cum Cashier	Darjeeling	01 (One)	Retired from Government Department/ Autonomous body/local body/PSU/ Statutory/ Undertaking having B.Com/B.sc/M.Com/M.sc or equivalent with vast knowledge of Accountancy	60-64 Years	25,000/- (Consolidated)	1 year, that may be extended, if required
2	Accountant Cum Cashier	Jalpaiguri	01 (One)		60-64 Years	25,000/- (Consolidated)	1 year, that may be extended, if required
3	Accountant Cum Cashier	Uttar Dinajpur	01 (One)		60-64 Years	25,000/- (Consolidated)	1 year, that may be extended, if required
4	Accountant Cum Cashier	Dakshin Dinajpur	01 (One)		60-64 Years	25,000/- (Consolidated)	1 year, that may be extended, if required
5	Accountant Cum Cashier	Coochbehar	01 (One)		60-64 Years	25,000/- (Consolidated)	1 year, that may be extended, if required

Applicants should report by 11.00 a.m. on 16.04.2024 at the Conference Hall of the West Bengal Khadi & Village Industries Board. The document verification will be done from 11.00 a.m. to 12.00 noon. The applicants are requested to bring following documents in original with an application in prescribed format for verification.

Terms & Conditions:

- (1) The applicant shall be physically fit and mentally sound to execute the Office work.
- (2) He must have knowledge in computer application and Tally.
- (3) An application in the prescribed proforma will have to be produced before the Interview Board.
- (4) Self attested copies of the certificates in regard to age, qualification, experience; Photo Identification Document Issued by any Govt. Authority (e.g. PAN Card, Electors Photo Identity Card, PPO etc.) will have to be produced before the interview board.
- (5) NO TA / DA will be provided for appearing before the interview board.


Chief Executive Officer

Date: 20/03/2024

Memo No.: 793/1(2)/ESTB(22)22-23

Copy forwarded for information to:

- 1) Chairman, West Bengal Khadi & Village Industries Board
- 2) The Principal Secretary to the Government of West Bengal, Micro Small & Medium Enterprises & Textiles Department, Silpa Sadan (7th Floor), Abaninandranath Tagore Sarani, (Camac Street), Kolkata -700001.


Chief Executive Officer

FORMAT OF APPLICATION

To
The Chief Executive Officer,
West Bengal Khadi & Village Industries Board,
12 B.B.D. Bag, Kolkata 700001.

**(Space for Photo
duly
self-attested)**

Application for Contractual Appointment in the Post of Accountant cum Cashier in the West Bengal Khadi & Village Industries Board

1. Name of the Candidate (in Block Letters) : _____
2. Father's name/Guardian's Name : _____
3. Date of Birth : _____
4. Age (As on 01.04.2024) : _____ Years _____ Months _____ Days
5. Sex : _____
6. Permanent Address : _____

7. Present Address: _____

8. Contact: (i) Mobile No. _____, (ii) Landline No. _____
(iii) E-mail ID : _____
9. Applied For : i) Darjeeling ii) Jalpaiguri iii) Uttar Dinajpur iv) Dakshin Dinajpur
v) Coochbehar
10. Nationality : _____
11. Educational Qualification:

Sl. No.	Name of the Exam. Passed	Name of the Passing Institute	Name of Board/Council/ University	Year of Passing	(%) of marks	Grade/ Division

12. Other Qualification, if any: _____

13. Working Experience (After passing required qualification of the applied post):

Sl. No.	Name of Organization & address where engaged	Post held	Nature of Works done there	Period of engagement from ____ to ____	Monthly emoluments drawn (In Rs.)

14. List of Enclosures: (i) _____ (ii) _____
(iii) _____ (iv) _____ (v) _____

DECLARATION: I do hereby declare that the statements furnished above are true to the best of my knowledge and belief and my candidature is liable to be rejected if any of the particulars above is found incorrect.

Date: _____

Place: _____

(Signature of the Candidate)