

West Bengal Municipal Service Commission

149, Acharya Jagadish Chandra Bose Road, Kolkata - 700014

Advertisement No. - 16 of 2020.

Recruitment Examination, 2020 for different category of posts of West Bengal Essential Commodities Supply Corporation Limited (WBECSCLtd.) under administrative control of Food and Supplies Department, Govt. of West Bengal.

On-line applications are invited through our website www.mscwb.org from the Citizens of India for recruitment to different category of posts under West Bengal Essential Commodities Supply Corporation Limited (WBECSCLtd.) on and from 02/11/2020.

Sl. No.	Name of the Post	No. of Vacancy	Category	Pay Scale (As per ROPA 2019)	Essential Qualification & Experience	Age Limit as on 01.01.2020
1.	Deputy General Manager (Finance)	3 (Three)	U.R.-01 S.C.-01 S.T.-01	Level-17 in Pay Matrix	i) Hons. Graduate / B.E. / B.Tech. with minimum 55% marks & ii) Chartered / Cost Accountant or MBA (Finance) / PGDBM (Finance) from an Institute approved by AICTE / DEC. Experience: 3 years post qualification working experience.	21yrs. up to 40yrs.
2.	Deputy General Manager	2 (Two)	S.C.-01 S.T.-01	Level-17 in Pay Matrix	i) Hons. Graduate / B.E. / B.Tech. with minimum 55% marks & ii) Post Graduate Degree (MBA) / Diploma (from an Institute approved by AICTE / DEC) in Business Management with specialization in Marketing preferably / any other field / OR MBA / Post Graduate Diploma (from an Institute approved by AICTE / DEC) in Export Import Management OR MBA / Post Graduate Diploma (from an Institute approved by AICTE / DEC) in Material Management OR MBA- Law Degree. Experience: 3 years working experience in Managerial Level.	21yrs. up to 40yrs.

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3.	Assistant General Manager	6 (Six)	U.R.-02 +01(PWD) OBC(A)-01 S.C.-01 S.T.-01	Level-16 in Pay Matrix	i) Hons. Graduate / B.E. / B.Tech. with minimum 50% marks & ii) Post Graduate Degree (MBA) / Diploma (from an Institute approved by AICTE / DEC) in Business Management with specialization in Marketing preferably / any other field / OR MBA / Post Graduate Diploma (from an Institute approved by AICTE / DEC) in Export Import Management OR MBA / Post Graduate Diploma (from an Institute approved by AICTE / DEC) in Material Management OR MBA- Law Degree. Experience: 3 years working experience in a Managerial Level.	21yrs. up to 40yrs.
4.	District Manager (Equivalent to the post of Assistant General Manager)	12 (Twelve)	U.R.-05 + 01(PWD) OBC(A)-01 OBC(B)-01 S.C.-03 S.T.-01	Level-16 in Pay Matrix	i) Hons. Graduate / B.E. / B.Tech. with minimum 50% marks & ii) Post Graduate Degree (MBA) / Diploma (from an Institute approved by AICTE / DEC) in Business Management with specialization in Marketing preferably / any other field / OR MBA / Post Graduate Diploma (from an Institute approved by AICTE / DEC) in Export Import Management OR MBA / Post Graduate Diploma (from an Institute approved by AICTE / DEC) in Material Management OR MBA- Law Degree. Experience: 3 years working experience in a Managerial Level.	21yrs. up to 40yrs.
5.	Junior Assistant Manager	2 (Two)	S.C.-01 S.T.-01	Level-12 in Pay Matrix	i) Honours Graduate with minimum 55% marks OR Master Degree with minimum 50% marks & ii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office). Experience: 2 years working in a supervisory Level.	21yrs. up to 40yrs.
6.	Procurement Officer (Equivalent to the rank of Junior Assistant Manager)	13 (Thirteen)	U.R.-05 + 01(PWD) OBC(A)-01 OBC(B)-01 S.C.-04 S.T.-01	Level-12 in Pay Matrix	i) Honours Graduate with minimum 55% marks OR Master Degree with minimum 50% marks & ii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office). Experience: 2 years working in a supervisory Level.	21yrs. up to 40yrs.

7.	Junior Assistant Manager (Finance)	6 (Six)	U.R. - 01 +01 (PWD) OBC(B) - 01 S.C. - 02 S.T. - 01	Level-12 in Pay Matrix	i) B. Com (Hons.) with minimum 55% marks OR M.Com. with minimum 50% marks & ii) Computer Knowledge: Financial Accounting Course (Tally etc.) from a Govt. / Govt. Aided organization / a very reputed institution. Experience: 2 years in Accounting works.	21yrs. up to 40yrs.
8.	Accounts Officer & DDO (Equivalent to the rank of Junior Assistant Manager) (Finance)	9 (Nine)	U.R. - 03 +01 (PWD) OBC(A) - 01 OBC(B) - 01 S.C. - 02 S.T. - 01	Level-12 in Pay Matrix	i) B. Com (Hons.) with minimum 55% marks OR M.Com. with minimum 50% marks & ii) Computer Knowledge: Financial Accounting Course (Tally etc.) from a Govt. / Govt. Aided organization / a very reputed institution. Experience: 2 years in Accounting works.	21yrs. up to 40yrs.
9.	Commercial Inspector	28 (Twenty-Eight)	U.R. - 12 +01 (PWD) +01 (Merit orious Sportsper son) OBC(A) - 03 OBC(B) - 02 S.C. - 07 S.T. - 02	Level-9 in Pay Matrix	i) Honours Graduate with minimum marks of 50% & ii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office). Experience: 2 years of working in procurement / warehousing / inventory & related field work.	18yrs. up to 40yrs.
10.	Stenographer	4 (Four)	U.R. - 02 S.C. - 01 S.T. - 01	Level-9 in Pay Matrix	i) Honours Graduate in English, with minimum 50% marks & ii) Dictation speed minimum 100 w.p.m. & iii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office) & iv) Computer typing speed minimum 40 w.p.m. v) 40 marks would be divided as 20 for Interview, 10 for Typing speed (minimum speed 40 w.p.m.) and 10 for dictation speed (minimum speed 100 w.p.m) Experience - 2 years in stenography.	18yrs. up to 40yrs.

11.	Auditor	5 (Five)	U.R.-02 OBC (A) -01 S.C.-01 S.T.-01	Level-9 in Pay Matrix	i) B. Com (Hons.) with minimum 50% marks & ii) Computer Knowledge: Financial Accounting Course (Tally etc.) from a Govt. / Govt. Aided organization or a very reputed institution. Experience: 2 years in auditing works.	18yrs. up to 40yrs.
12.	Law Assistant	1 (One)	U.R. (Single Cadre Post)	Level-9 in Pay Matrix	i) Law Graduate with minimum 50% marks & ii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office). Experience: 2 years in dealing with law matters in a firm.	18yrs. up to 40yrs.
13.	Assistant Engineer (Civil)	1 (One)	S.C.-01	Level-16 in Pay Matrix	Graduate in Civil Engineering from a recognized University or under its College / Equivalent qualification. Experience: Minimum 3 years experience.	21yrs. up to 40yrs.
14.	Sub-Assistant Engineer (Civil)	1 (One)	S.C.-01	Level-10 in Pay Matrix	Diploma in Civil Engineering from a recognized College. Experience: Minimum 3 years experience.	18yrs. up to 40yrs.
15.	Sub-Assistant Engineer (Electrical)	1 (One)	U.R. (Single Cadre Post)	Level-10 in Pay Matrix	Diploma in Electrical Engineering from a recognized Polytechnic College. Experience: Minimum 3 years experience.	18yrs. up to 40yrs.
16.	Assistant Grade-II	32 (Thirty-Two)	U.R.- 13 +02 (PWD) +01(Meritorious Sportsperson) + 01(Ex Service man) OBC(A)-03 OBC(B)-03 S.C.-07 S.T.-02	Level-6 in Pay Matrix	i) Minimum 55% marks in Higher Secondary Exam or Equivalent & ii) Graduate Degree & iii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office).	18yrs. up to 40yrs.
17.	Cashier	2 (Two)	U.R.-01 S.C.-01	Level-6 in Pay Matrix	i) Graduate in Commerce with minimum 50% marks & ii) Computer Knowledge: Computer Fundamental Course (DOS, MS-Office). Experience: 1 year in cash handling and accounting works.	18yrs. up to 40yrs.

Uploading of documents and Certificate: Document regarding Essential Qualifications and experience certificate must be scanned and uploaded along with online application. Experience must be gained within the closing date of Advertisement or before.

Both Men & Women are eligible to apply for above mentioned posts.

Age Relaxation: The upper age-limit shall be relaxable for Schedule Castes, Scheduled Tribes candidates of West Bengal, by 5 years and by 3 years for Other Backward Classes (OBC-A & OBC-B) candidates. In the case of Persons with Disabilities of 40%, the upper age-limit shall be relaxable up to 45 years. Scheduled Castes, Scheduled Tribes & Other Backward Classes candidates of other States shall be treated as general candidates.

Method of Recruitment & Syllabus: The method of recruitment and Syllabus will be notified later on in our website www.mscwb.org.

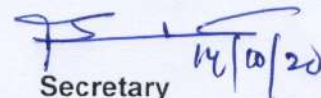
Application Fee: (Non-Refundable)

- 1) Application fee for U.R. & O.B.C. (A & B) candidates are Rs. 150=00 (Rupees One hundred and fifty) plus Processing Charges Rs. 50=00 (Rupees Fifty) plus Rs. 20=00 (Rupees Twenty) towards Bank Charges for Challan deposit.
- 2) For S.C., S.T. & P.H. candidates only Processing Charges Rs. 50=00 (Rupees Fifty) plus Rs. 20=00 (Rupees Twenty) towards Bank Charges for Challan deposit.
- 3) The application fees plus Processing charges as mentioned in Para's (1) and (2) above shall be collected by all the branches of the **United Bank of India** and the same to be deposited to Account No. 0088016000043 through Challan generated after submission of On-line Application at our website www.mscwb.org.
- 4) Besides above, a candidate may opt. for On-line payment of aforesaid fees and charges through Indiaideas.com Limited (Bill Desk).

Miscellaneous: A candidate now in service under Central or the State Government / Semi Government / Local / Statutory Body shall have to ensure that No-Objection Certificate (N.O.C.) from his / her present Employer reaches the Office of the West Bengal Municipal Service Commission within 7 (Seven) days preceding the date of Personality Test / Interview. Otherwise he / she will be considered not eligible for the Personality Test / Interview. If at any stage a candidate is found ineligible for admission in terms of condition of eligibility for this Examination, his / her candidature will be rejected without further reference to him / her.

Last Date: Last date for Registration for on-line application and generation of challan is 01/12/2020 and application fee along with processing charges must be deposited to the Bank by 03/12/2020 and the process of submission of Application must be completed by 04/12/2020.

NOTE: The West Bengal Municipal Service Commission reserves the right to rectify errors and omissions, if any, in the process of holding the Examination and final declaration of result.


Secretary

West Bengal Municipal Service Commission

Dated, the Kolkata
14/10/2020 October, 2020