

Anandadhara State Office

West Bengal State Rural Livelihoods Mission (WBSRLM)
(A Society under the Panchayats & Rural Development Deptt, Govt. of West Bengal)
Saltee Tech Park, 11th floor, DN-18, Sector-V, Salt Lake, Kolkata – 700 091

No : 920/WBSRLM/Estt/4E-32/2013

Date: 02.09.15

West Bengal State Rural Livelihoods Mission (WBSRLM) under P & RD Deptt, GoWB requires One Administrative Officer from retired WBCS(Exe) Cadre on contract basis. Details are available at website www.wbprd.gov.in & www.anandadhara.org.in . Only online applications for above posts at www.wbprd.gov.in would be accepted. Last date: 5.30 pm of 18/09/2015.



SMD & CEO , WBSRLM

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Notification for Engagement of Administrative Officer from retired WBCS(Exe) cadre on contract basis for WBSRLM

West Bengal State Rural Livelihoods Mission a registered Society under West Bengal Societies Registration Act 1961, intends to recruit Administrative Officer from retired WBCS(Exe) cadre on contract basis.

How to apply :

Interested candidates will have to submit their application online in PRESCRIBED format provided in the website www.wbprd.gov.in. Candidates are advised to read the instructions carefully before submitting online application. Application can be submitted online with effect from 11.00 am of 7th September, 2015. The last date for submission of completed application is 18th September, 2015 upto 5.30 PM.

Important Notes:

1. *The selection will be based on performance in written test, Group Discussion, Computer test and personal interview.*
2. *Applicants are requested to clearly fill in the application form and ensure that personal E-mail id and contact telephone details have been given therein. This is required for quick and timely communication.*
3. *The filled in application must be submitted ONLINE only. Incomplete applications will be rejected. No application will be entertained after last date and time as mentioned or if sent through any others system.*
4. *Condition for rejection of application is mentioned below. All are requested to go through them carefully.*
5. *Any one found to be canvassing in any form will be outrightly disqualified.*

Criteria for rejection of Application

- If application is submitted through other mode than online.
- If application doesn't bear any of the followings.
 - photograph of the candidate
 - mention of the post applied for
 - date of birth
 - address for communication
 - signature of the candidate
 - If the applicant does not possess minimum criterion of educational qualification and experience.
 - If application is received after last date as mentioned in the advertisement.

6. The application will be rejected if any other valid reasons for rejection of application found appropriate at any point of time.

7. Admit card will be sent to the candidates registered e-mail address and it can also be downloaded from website.

9. The list of shortlisted candidates will be uploaded on the website. Applicants are requested to start visiting the said website after last date for receiving application. Shortlisted candidates will be informed about further selection process through E-mail and in the website also.

10. Proficiency in computers and command on MS Office is essential for the selection.

11. Extensive field visit will be required in case of selection.

12. No TA/DA will be paid for appearing in selection process.

13. Any discrepancy observed during testimonial verification will lead to direct disqualification and suitable action as per law.

14. WBSRLM has the right to cancel the recruitment process without assigning any reasons thereof.



State Mission Director & Chief Executive Officer
West Bengal State Rural Livelihoods Mission

Annexure

Name of Post	No. of vacancy	Monthly remuneration	Required Qualification and Experience.
Administrative Officer	1(one)	Negotiable	<p>Applicant should be:</p> <ul style="list-style-type: none"> i) Retired from WBCS(Exe) cadre ii) Age as on 01/10/2015 below 64 years iii) Experience on implementation of Rural Development Programme especially in the field of SHG movement in the State. iv) Communication skill (both oral & writing) in Bengali, English & Hindi. <p>Sound knowledge in computer (Word, Excel and PPT) is must for the post.</p>



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