



Memo No : 5009(Estt)/000/050/01/04/2023/P-3

Date- 24 January 2025

NOTICE


Interested retired Government / Semi Government Organisation officials with experience of working as Head Assistant at least or equivalent in Government / Semi Government Organisation with experience to deal with the establishment, Pay Fixation, Pension and Service matters etc. are requested to appear before the selection committee **on 07.02.25** at **Venue : - Mrittika Bhavan, 18/9, DD Block, Sector-I, Salt Lake, Kolkata - 7000064** for the engagement of 01 (one) Head Assistant at the WBCADC,HQ as noted hereunder on contractual basis .

Sl No.	Name of the Office	Address
1	Head Quarter, WBCADC	Mrittika Bhavan, Plot no-18/9, Block-DD, Sector-I, Salt Lake, Kolkata-700 064

Interested retired officials are requested to appear before the **Interview Board** constituted for the said **Walk-in-Interview** with an application along with self attested copy of PPO, testimonials in support of age, academic qualification and working experience by **2:00 pm** on the scheduled date and venue.

Eligibility criteria are as under:-

- **Age (as on 31/08/2024):** From 60+ years to 63 years.
- **Contractual monthly remuneration :** Rs. 24,000/-
- **Academic Qualification :** Graduate on any discipline from recognised University.
- **Working Experience :** Experience of working as Head assistant with experience in establishment and service matters.


Administrative Secretary
WBCADC