

West Bengal Handicrafts Development Corporation Limited (MANJUSHA)
(A Government of West Bengal Undertaking)

CORRIGENDUM

CIN-U17123WB1976SGC030557

Advertisement No.933/02/OG/HDC/EST/19-20

Dated : .27/06/19

Advertisement No. 686/02/OG/HDC/EST/19-20 dated 10.06.19 published in our website at www.manjusha.in inviting application from Indian citizen for recruitment to various posts should be read as follows.

Sl No	Name of the post	No of post	Minimum Qualification	Maximum age as on 01.04.19	Remuneration
1.	Company Secretary	1	Company Secretary ship from the Institute of Company Secretaries of India	40 years	Rs. 50,000/- (approximately)
2.	Manager Accounts	1	Chartered Accountant from the Institute of Chartered Accountants of India and knowledge of e-accounting	40 years	Rs. 50,000/- (approximately)
3.	Sales Manager	1	Chartered/Cost Accountant from the Institute of Chartered Accountants of India or Institute of Cost Accountants of India/ MBA (Marketing) from a recognized University/ Institution and knowledge of e-business (Five years experience shall be preferred)	40 years	Rs. 50,000/- (approximately)
4.	Manager Planning & Project	1	Chartered/Cost Accountant from the Institute of Chartered Accountants of India or Institute of Cost Accountants of India / Post Graduate (50% marks)/ MBA (Material Management/ Retail Management) from a recognized University/ Institution	40 years	Rs. 50,000/- (approximately)
5.	Senior Sales Assistant (Contractual) Specify your preference of posting in application	4	Graduate (Hons) from a recognized University/ Institution and Basic Computer Knowledge (Five years experience in retail selling) To be posted at Durgapur/Balurghat/New Delhi/Suri	35 Years	Rs. 15,000/-
6.	Junior Sales Assistant (Contractual) Specify your preference of posting in application	5	Higher Secondary from a recognized Board and Basic Computer Knowledge (Two years experience in retail selling. Local candidates preferred) To be posted at Durgapur/Balurghat/Suri/ Raiganj/ New Dlehi	30 Years	Rs. 11,500/-
7.	Data Entry Operator (Contractual)	2	Higher Secondary from a recognized Board. English typing speed 35 WPM & Bengali typing speed 20 WPM	30 Years	Rs. 11,500/-

***Last date of submission of application 15/07/2019 upto 05.00 pm.**

Information

1. All the degrees/ certificates mentioned in the advertisement must have been obtained from recognized University/ Institutions.
2. Age may be relaxed for deserving candidate.
3. Screening test (Written/Interview) will be held in Kolkata.
4. If at any stage even after issue of a letter of recommendation for appointment, a candidate is found ineligible in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.
5. Application form not properly filled in or incomplete in any respect may be summarily rejected. If any candidate submits more than one application against same post, the last application received in respect of that candidature would be considered only.
6. Canvassing in any form will disqualify the candidate.
7. All information regarding recruitment to the above post will be published from time to time in Corporation's website at **<http://www.manjusha.in>**

8. **SUBMISSION OF APPLICATION:** Application can be submitted through online and offline (paper mode) only in prescribed format (given herein under).
 - a) **In case of online (e-mail address) : managing_director@manjusha.in**
In case of offline (postal address) : Karuangan, Block IB-181, Sector-III, Salt Lake, Kolkata - 700106 (Landmark - Beside Big Bazar)
 - b) Closing date for receipt of application is **15/07/19 upto 5.00 PM.**

9. All the requisite certificates regarding educational qualifications, proof of age, other relevant experience and other requisite documents must be furnished with self attestation.

APPLICATION FORM

(Note: Please delete whichever is not applicable)

Advertisement Notice NO.

Date :

❖ Name of the post applied for

❖ For Senior/Junior Sales

Assistant please specify the
place of posting

Self attested
Passport size
photograph

- 1. Name of the Applicant (In block letter) :
- 2. Father's/Husband Name :
- 3. Communication Address with PIN Code :
- Mobile No. :
- E-mail Id :
- 4. Educational Qualification :
- (Authentic supporting documents to be enclosed)

Examination	Board/Council/University/Institute	Year of Passing	% of Marks Obtained

5. Date of Birth :

(Authentic supporting documents to be enclosed)

6. Age as on 01.01.2019 : _____ years and _____ months

7. Name of present Organization where serving at present

8. Post held therein as on the date of Advertisement :
(Authentic supporting documents to be enclosed)

9. Last pay drawn

(Authentic supporting documents to be enclosed):

10. Any other relevant information :

DECLARATION

I _____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Place :

Date :

Signature in full of the Applicant

Name in full : _____