

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

CIN-U17123WB1976SGC030557

Advertisement No:- 3207/08C/HDC/EST/19-20

Dated : 21/01/2020

Application in the prescribed format given in the Corporation's website at <http://www.manjusha.in> are invited from Indian citizens for recruitment to the posts mentioned herewith. Please go through the information and apply if you are eligible. Remuneration shall be as per the Government norms for contractual employee.

Sl No.	Post	Minimum Qualification	Experience (Preferable)	Max Age
1	Junior Assistant (Accounts)	B.Com with comprehensive knowledge on Tally & GST matters	Three years (03)	35 years
2	Junior Assistant (Sales)	Graduate with adequate knowledge in MS Word & Excel	Two years (02)	35 years
3	Data Entry Operator	Higher Secondary with minimum English Typing Speed of 35 WPM & Bengali Typing Speed of 20 WPM	One year (01)	35 years

***All positions are outside Kolkata.**

Information

1. All the degrees/ certificates mentioned in the advertisement must have been obtained from recognized University/ Institutions.
2. Age relaxation shall be applicable for SC/ST/OBC candidate as per Government rules.
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 this 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 only in prescribed format (given herein under).
 - a) **Online (e-mail address) : engagement@manjusha.in**
 - b) **Closing date for receipt of application is 15/02/2020 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

Advertisement Notice No.

Date :

❖ Name of the post applied for

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 :

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6.
(Authentic supporting documents to be enclosed)

7. Age as on 01.01.2020 : _____ years and _____ months

8. Name of present Organization where serving at present

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

10. Last pay drawn
(Authentic supporting documents to be enclosed):

11. 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 : _____