

Westinghouse Saxby Farmer Limited ( A Govt. Company under PWD, Govt. of West Bengal) , PWD New Building Complex , 4<sup>th</sup> Floor, V.I.P. Road , Baguiati , Kolkata – 700059, invites applications for preparation of panel for induction in the under mentioned positions on contractual basis.

**1. Accounts Assistant**

- a) **Qualification** : - Commerce Graduate
- b) **Knowledge of Computer** : - MS - Office ( Word, Excel & Power Point) , Certificate Course in Computerized Financial Accounting System (Tally ERP 9 , GST ) , Internet
- c) **Age** : - 25-35 years ( Relaxable for suitable candidates)
- d) **Experience** : - 1 Year in any industry
- e) **Tenure** : - Initially for two years
- f) **Remuneration** : - Rs.10,409/- plus P.F. & E.S.I. as per statute

**2. Office Assistant**

- a) **Qualification** : - Minimum H.S. in any discipline
- b) **Knowledge of Computer**: - MS - Office ( Word, Excel , Power Point ) , Internet , 40 w.p.m. Computer typing Speed
- c) **Age** : - 25-35 Years (Relaxable for suitable candidates)
- d) **Tenure** : - Initially for two years
- e) **Remuneration** : - Rs.9,409/- plus P.F. & E.S.I. as per statute

**3. Trainee ( Commercial / Accounts)**

- a) **Qualification** : - Minimum H.S. in any discipline
- b) **Knowledge of Computer** : - MS - Office ( Word, Excel & Power Point), Internet
- c) **Age** : - 25-35 Years
- d) **Tenure** : - Initially for one year
- e) **Stipend** : - As per Company's rule.

**4. Trainee Assistant Supervisor ( Personnel & Administration )**

- a) **Qualification** : - Graduate in any discipline with Diploma in Personnel Management
- b) **Knowledge of Computer** : - MS - Office ( Word, Excel & Power Point), Internet
- c) **Age** : - 25-35 Years
- d) **Tenure** : - Initially for one year
- e) **Stipend** : - As per Company's rule.

(After completion of successful training period trainees may be engaged as per policy of the Company)

The panel shall be valid for 6 (six) months from the date of publication of panel in Company's web site.

**Mail To: [info@wsf-ltd.co.in](mailto:info@wsf-ltd.co.in)**