

**APPOINTMENT TO THE POSTS OF ASSISTANT MANAGER (F&A)
& JUNIOR EXECUTIVE (F&A)**

REFERENCE TO EMPLOYMENT NOTIFICATION NO. REC/2019/01

Following candidates who were initially shortlisted for recruitment to the posts of **Assistant Manager (F&A) & Junior Executive (F&A)** against the vacancies created due to non-joining of the candidates and the Appointment Letters in favour of them have since been dispatched through Speed Post for joining to the post of Assistant Manager (F&A) & Junior Executive (F&A), are advised to report at **8th Floor, 'D' Block, Vidyut Bhawan, Salt Lake (Karunamoyee), Kolkata-700091 at 10:00 AM on 04.02.2021** along with all the documents mentioned in their appointment letters for joining:

ASSISTANT MANAGER (F&A)			
SL. NO.	ROLL NO.	NAME OF THE CANDIDATE	FATHER'S NAME
1	3154810690	APARAJITA MONDAL	ASHISH MONDAL
JUNIOR EXECUTIVE (F&A)			
SL. NO.	ROLL NO.	NAME OF THE CANDIDATE	FATHER'S NAME
1	6154011397	ATANU SARKAR	ASOK SARKAR

Notes:-

1. After reporting at Vidyut Bhawan on 04.02.2021, they will be released on 05.02.2021 from this end for joining at their actual place of posting under the Company.
2. The below mentioned formats have already been enclosed in the appointment letters of the candidates, as already dispatched through speed post. For preparedness of the candidates, the formats of the below mentioned documents are already uploaded in the website of WBSETCL vide Employment Notification No. REC/2019/01 under "Career" link. The candidates are advised to download all the formats and make ready the documents for submission at the time of joining under WBSETCL if not reached prior to the date of joining.
 - i. Verification Roll (to be submitted in duplicate).
 - ii. Declaration of Nationality.
 - iii. Declaration of Age.
 - iv. Declaration on Socio-economic background of family members.



- v. Family Declaration Form.
- vi. Nomination Form for EPF (to be submitted in triplicate).
- vii. Form-11 (under EPF & MP Act, 1952).
- viii. Joining Report.
- ix. Format for Agreement (in Non-Judicial Stamp Paper valued Rs.10/-or any higher denomination subject to availability).
- x. Format for Indemnity Bond (in Non-Judicial Stamp Paper valued Rs. 50/-).
- xi. Format for Service Bond (in Non-Judicial Stamp Paper valued Rs. 50/-).

3. The candidates are also required **to bring original as well as one set of self-attested copies of all documents** viz. Proof of Age (*Birth Certificate/Admit Card/Certificate of examinations of 10th standard and above*), Identity Proof (*preferably which was shown at the time of online registration*), Aadhaar Card, PAN Card, Bank Passbook, Caste Certificate (*if any*) at the time of joining.


