

# **APPOINTMENT**

## **Engagement of “Administrative Officer (AO)” on contract basis**

Westinghouse Saxby Farmer Limited(A Government of West Bengal Company) invites applications for the post of Administrative Officer (AO) on Contractual basis initially for a period of Two Years (extendable). The details are given below:-

1. Post : Administrative Officer
2. Academic Qualification : MBA in Personnel & Administration/ Equivalent Degree. L.L.B qualification is preferable.
3. Age : Between 50 to 55 years (may be relaxed for suitable candidates)
4. Experience : 10-15 years in Manufacturing Industry
5. Remuneration : Consolidated remuneration (Negotiable), commensurate with qualification and experience
6. Job responsibilities :
  - i) To look the Administration of the Factory and Personnel matter of the company
  - ii) Co-ordination with Management & Union
  - iii) Maintaining Pay Roll records such as Salary & Wages, P.F. ,ESI etc.
  - iv) Liaison with P.F , ESI , Labour Department and any other statutory authorities.
  - v) To see Staff & Workers Leave & Attendance.
  - vi) Security related issue
  - vii) Any other job as will be assigned by the Management

The candidates fulfilling the above criteria should apply to the Managing Director, Westinghouse Saxby Farmer Limited by e-mail to **md.wsf.2019@gmail.com** within 15 days from publication of the advertisement in the news paper.