

APPOINTMENT

Engagement of “Administrative Officer (AO)” on Purely Contract Basis

Westinghouse Saxby Farmer Limited (WSFL) is under the Public Works Department, Govt. of West Bengal. It is registered under the Company Act, 1956.

WSFL invites applications for the position of **Administrative Officer (AO)** on contractual basis. The selected candidate will receive a monthly consolidated remuneration, which will be a negotiated amount.

Candidates applying for the position of **Administrative Officer (AO)** must possess the following:

1. Post: **Administrative Officer**
2. Academic Qualification: MBA in Personnel & Administration/Equivalent Degree. L.L.B qualification is preferable.
3. Age: Minimum 45 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.
7. Preference will be given to the candidate having knowledge / experience of PSU (State / Central Govt.)
8. Engagement will be on contractual basis, with an initial probation period of 1 (One) year. The contract will be extended subject to performance.
9. WSFL's decision shall be final.

Candidates who fulfil the qualifying criteria of experience, age and educational qualification mentioned above may apply in writing to the email ID: md.wsf.2021@gmail.com attaching resume/ CV containing details of experience, educational qualification, age, correspondence address, permanent address, personal email ID, mobile no. etc **within 10 days from date of Advertisement**. The working experience should be mentioned in chronological order starting from the first engagement after graduation.