

## **APPOINTMENT**

### **Engagement of “Assistant Officer (Accounts)” on Purely Casual 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 **Assistant Officer (Accounts) on casual basis**. The selected candidate will receive a monthly consolidated remuneration, which will be a negotiated amount.

Candidates applying for the position of **Assistant Officer (Accounts)** must possess the following:

1. No. of Post: 1 (One)
2. Qualification: Master’s Degree in Commerce from a recognized University/Institution; candidates with MBA (Finance) will be given preference
3. Age: 35 – 45 Years (Relaxable for suitable candidates).
4. Experience: **Minimum 10 (ten) years’ experience** in preparation of accounts and filling of returns etc.
5. Responsibility:
  - i) Accounts Management.
  - ii) Coordination with Civil and manufacturing department for reports for the financial planning & Preparation of Budget.
  - iii) Finalisation of Accounts of the Company.
  - iv) Co-ordination with different Auditors for Statutory Audit, Internal Audit, Tax Audit, Pre-Audit, CAG Audit etc.
  - v) Disbursement of fund with due approval.
  - vi) Any other jobs as may be assigned by the Management.
6. Remuneration: Monthly Consolidated (Negotiable)
7. Engagement will be on casual basis, with an initial probation period of 1 (One) year. The contract will be extended subject to performance.

Interested Candidates fulfilling above Criteria may apply with complete CV to the email ID: [ao.wsf.2025@gmail.com](mailto:ao.wsf.2025@gmail.com) within 10 (Ten) days from the date of publication of this Advertisement.