

WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY
(An Agency under The Government of West Bengal)
Bikalpa Shakti Bhawan
Salt Lake Electronics Complex , Block-EP&GP,Plot-J-1/10,Sector-V
Kolkata-700091

Phone no: 033-2357-5038

Website: www.wbreda.org

Memo No: WBREDA/ 53 /2020/


Date:

PUBLIC NOTICE

Recruitment to the Post of Administrative Officer Cum P. R. O., WBREDA

West Bengal Renewable Energy Development Agency (WBREDA), the State Nodal Agency (SNA) for implementation of Non-Conventional and Renewable Energy Programmes in the State of West Bengal invites application from retired State Government Officers not below the rank of Assistant Secretary from cadres of WBCS (Executive)/WBA&AS/WBSS other state services with vast experience in office administrative work and competency in using M5 Office package for engagement to the post of Administrative Officer cum P. R. O., purely on contractual basis initially for a period of 01 (one) year with provision of further renewal based on requirement of the service, performance and further suitability of the post for the assigned task. The details are given below:

1. Age: Not exceeding 62 years as on 01.12.2020.
2. Place of Posting: Kolkata.
3. Remuneration: Consolidated Rs.40000/- (Rupees forty thousand) only per month.
4. Process of Application: Interested candidates are requested to apply to the Director, WBREDA in the "Application Format" shared and email a signed scanned copy of the same to wbredaorg@gmail.com with subject "Application for the post of Administrative Officer cum P. R. O." positively by 5:30pm on 23.12.2020.
5. Mode of Selection: Administrative Officer cum P. R. O. will be selected on the basis of interview after sorting of applications received. The interview may be held through any suitable online platform. The decision of WBREDA is final regarding short-listing of candidates for interviews.

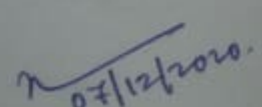

Director in charge

Date:

Memo No: WBREDA/ 53/2020/

Copy forwarded for information and wide publicity to :-

- 1) The Director of Information, I&CA Dept, Govt. of West Bengal
- 2) The Joint Secretary, P&AR Department with an additional request to publish on Bangla'r Mukha Website
- 3) The Joint Secretary.....Department, Govt. of West Bengal
- 4) The Commissioner, Bidhannagar Municipality
- 5) The Sub-Divisional Officer, Bidhannagar
- 6) The NDC, O/o DM, North 24 Paraganas
- 7) The Joint Director of Employment Exchange, Dum Dum Employment Exchange
- 8) The DICO, North 24 Paraganas
- 9) The Administrative Officer, NKDA
- 10) PS to Hon'ble MIC, NRES Department
- 11) PA to the Secretary, NRES Department
- 12) PA to the Director, WBREDA
- 13) Notice Board & website of WBREDA
- 14) Chief Accounts Officer, WBREDA
- 15) Accounts Officer, WBREDA
- 16-17) Spare Copy/.....


Additional Director & Chief Executive Officer

Application Format for the post of Administrative Officer, WBREDA

SL. No.	Particulars	Details
01	Name	
02	Date of birth	
03	Address	
04	Mobile No	
05	Email id	
06	Educational Qualification	
07	Date of joining in the service	
08	Date of retirement	
09	Pay at the time of retirement	
10	Basic Pension	
11	Names and designations of two serving government servants (as referees)	

11. Detail of postings held in the last three years prior to retirement:-

Sl No	Designation of Post held	OFFICE/ Department	PERIOD	Brief Description of Duties	Remarks if any
1					
2					
3					
4					
5					

12. Please describe your experience in handling law matters:-

13. Undertaking to be signed:- I, Smt/Shri _____ do hereby certify that the information given above by me are true and if subsequently found to be false the authorities of WBREDA may take any legal action against me.

(Signature of candidate)

Date:
Place: