

APPOINTMENT TO THE POST OF ASSISTANT MANAGER (HR&A)

REFERENCE TO EMPLOYMENT NOTIFICATION NO. REC/2019/01

Appointment letters in respect of the following candidates, who have been declared medically fit, have since been dispatched through Speed Post for joining to the posts of **Assistant Manager (HR&A)**. They are advised to report at **Conference Room, 9th Floor, 'B' Block, Vidyut Bhavan, Salt Lake, Kolkata-700091** on **02.01.2020** at **10.00 A.M.** along with all documents mentioned in their appointment letters for joining:

ASSISTANT MANAGER (HR&A)			
SL. NO.	ROLL NO.	NAME OF THE CANDIDATE	FATHER'S NAME
1	5154311667	SWAGATA MAJUMDER	SAMIR KUMAR MAJUMDER
2	5154812763	ISHA MISHRA	LALJI MISHRA
3	5154311666	PRATISHTHA SENGUPTA	JIMUT BAHAN SENGUPTA
4	5154612425	MOHAMMAD ESHTAK ANSARI	MD YASIN ANSARI
5	5154812798	ARPITA SARKAR	ANIL SARKAR

Notes:-

1. After reporting at Vidyut Bhavan on 02.01.2020, they will undergo an Induction Training at the same place from 02.01.2020 to 08.01.2020. After completion of training they will be released on 08.01.2020 for joining at their actual place of posting under the Company.
2. The documents, as listed below, have already been enclosed in their respective appointment letters, as dispatched, though the same have also been uploaded in the website of WBSETCL for preparedness of the candidates.
 - 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 ₹ 10/-or any higher denomination subject to availability).
 - x. Format for Indemnity Bond (in Non-Judicial Stamp Paper valued ₹ 50/-).
 - xi. Format for Service Bond (in Non-Judicial Stamp Paper valued ₹ 50/-).
3. The candidates are also required **to bring original as well as a set of self-attested copies of all documents** viz. Mark Sheets, Certificates, Identity Proof (*preferably which was shown at the time of online registration*), Aadhaar Card, PAN Card, Bank Passbook etc. at the time of joining.

