

## **APPOINTMENT FOR THE POST OF OFFICE EXECUTIVE**

REFERENCE TO EMPLOYMENT NOTIFICATION NO. REC/2018/06

Appointment letters i.r.o. the following candidates, who are finally found eligible after Pre-employment Documents Verification & Pre-employment Medical Check-up, have since been dispatched through Speed Post for joining to the post of **Office Executive**, are advised to report at **8<sup>th</sup> Floor, 'D' Block, Vidyut Bhavan, Salt Lake, Kolkata-700091** on **14.02.2020** at **10.00 A.M.** along with documents mentioned in their appointment letters for joining:

<b>OFFICE EXECUTIVE</b>			
<b>SL. NO.</b>	<b>ROLL NO.</b>	<b>NAME OF THE CANDIDATE</b>	<b>FATHER'S NAME</b>
1	11100346	ARMAN ALI ANSARI	MOHAMMAD AMIR ANSARI
2	11100233	ORKO GANGULY	JOYDEB GANGULY

### **Notes:-**

1. After joining at Vidyut Bhavan on 14.02.2020, they will be released for joining at their actual place of posting under the Company on the same day.
2. For preparedness of the candidates, all the documents, listed below are already uploaded in the website of WBSETCL, though those have already been enclosed in their respective appointment letter, as dispatched.
  - 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 Rs.10/-or any higher denomination subject to availability).
  - x. Format for Indemnity Bond (in Non-Judicial Stamp Paper valued Rs.50/-)
  - xi. Format for Service Bond (in Non-Judicial Stamp Paper valued Rs.50/-).
3. The candidates are also required **to bring original as well as one set of self-attested copies of all documents** viz. Proof of Age (*Birth Certificate/Admit Card/Certificate of examinations of 10<sup>th</sup> standard and above*), Identity Proof (*preferably which was shown at the time of online registration*), Aadhaar Card, PAN Card, Bank Passbook, Caste Certificate (*if any*) at the time of joining.

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*Ansari*