



The West Bengal State Co-operative Marketing Federation Ltd

Southend Conclave, 3rd floor
1582, Rajdanga Main Road,
Kolkata - 700 107

Ref. No. SCMF/P&D/RIDF/HR/CIVIL/74

Date: 02.05.2017

The West Bengal State Co-operative Marketing Federation Ltd (BENFED), Kolkata invites applications from eligible candidates on purely contract basis for **Project Executive Assistant**.

Qualification: Graduate in any discipline with Diploma/ Certificate in any computer course

Other requirements: Candidates must have at least 3 years of work experience related to uploading and subsequent phases of e-tendering related jobs in Government organisation.

Maximum age as on 01.05.2017 is 40 years

No of Project Positions: One (01)

Consolidated monthly Remuneration: Rs 15,000/-

Interested candidates are requested to report at our head office at Southend Conclave, 3rd Floor, 1582 Rajdanga Main Road, Kolkata- 700 107 along with their curriculum vitae and copies of certificates and all credentials on 12.05.2017 within 4.00 PM. A preliminary screening test may be conducted on the same day. Shortlisted candidates may be called for subsequent interview.

It would be the prerogative of BENFED to accept or reject any candidature without assigning any reason whatsoever.

General Manager (Administration)