

FORMAT OF APPLICATION

To
The Chief Executive Officer,
West Bengal Khadi & Village Industries Board,
12 B.B.D. Bag, Kolkata-700001.

(Space for Photo
duly Self attested)

Application for Contractual Appointment in the Post of **Accountant cum Cashier** in the West Bengal Khadi & Village Industries Board

1. Name of the Candidate (in Block Letter):

2. Father's Name /Guardian's Name:

3. Date of Birth:

4. Age (As on 01.07.2025):

_____ Years _____ Months _____ Days

5. Gender:

6. Permanent Address:

7. Present Address:

8. Contact: (i) Mobile No. _____

(ii) Landline No. _____

(iii) E-mail ID: _____

9. Nationality: _____

10. Education Qualification:

Sl No.	Name of the Exam Passed	Name of passing Institute	Name of Board/ Council/University	Year of Passing	(%) of marks	Grade/Division

11. Other Qualification, if any:

12. Working Experience (After passing required qualification of the applied post):

Sl No.	Name of Organization & address (where engaged)	Post held	Field of experience	Period of engagement from..... to	Monthly emoluments drawn (in Rs.)

13. List of enclosures: (i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

Declaration: I do hereby declare that the statements furnished above are true to the best of my knowledge and belief and my candidature is liable to be rejected if any of the particulars above is found incorrect.

Date: _____

Place: _____

(Signature of the Candidate)



WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

Established under West Bengal Act XIV of 1959

(Under the Department of Micro, Small & Medium Enterprises & Textiles, Govt. of West Bengal)

12, B. B. D. Bag, Kolkata – 700001



Memo No. 1827 /ESTB (22)/22-23

Date: 07.07.2025

WALK-IN-INTERVIEW

The West Bengal Khadi & Village Industries Board, a Statutory Board under the Government of West Bengal Invites retired employees of Central Government/ State Government/PSUs/Statutory/Local Bodies having maximum age of 62 yrs. (as on 01.07.2025) to attend the **Walk-in-Interview** with an application in prescribed format available in the website of this office, before the interview Board on 18.07.2025 at 11.00 A.M. at Conference Hall of the West Bengal Khadi & Village Industries Board at 12 B.B.D. Bag, Kolkata 700001 for engagement on contract basis for one year for the post as mentioned below and candidates of **Home district is preferable**.

Sl No.	Designation	Place of posting	No. of persons to be engaged	Essential Qualification	Age (as on 01.07.2025)	Remuneration	Tenure
1	Accountant Cum Cashier	Jalpaiguri District Office	1 (one)	Retired from Government Department or Autonomous body/local body / PSU/ Statutory Body/ Undertaking of State Govt./ Central Govt. having B.A./B.Com/ B.Sc/M.Sc/ M.Com/ M.A. or equivalent with vast knowledge of Accountancy	60 to 62 Years	25,000/- (Consolidated)	01 (One) Year, that may be extended if required

Applicants should report by 11.00 a.m. on 18.07.2025 at the Conference Hall of the West Bengal Khadi & Village Industries Board. The document verification will be done from 11.00 a.m. to 12.00 noon. The applicants are requested to bring following documents in original with an application in prescribed format for verification.

Terms & Conditions:

- (1) The applicant shall be physically fit and mentally sound to execute the office work.
- (2) He must have knowledge in computer application and Tally.
- (3) An application in the prescribed proforma will have to be produced before the Interview Board.
- (4) Self attested copies of the certificates in regard to age, qualification, experience; Photo Identification Document Issued by any Govt. Authority (e.g. PAN Card, Electors Photo Identity Card, PPO etc.) will have to be produced before the interview Board.
- (5) NO TA/DA will be provided for appearing before the interview board.

07/07/25

Chief Executive Officer,
West Bengal Khadi & Village Industries Board
01 of 02

Memo No.: 1827/(2) /ESTB (22)22-23

Date:07.07.2025

Copy forwarded for information to:

1. The Hon'ble Chairman, West Bengal Khadi & Village Industries Board
2. The Principal Secretary to the Government of West Bengal,
Micro, Small & Medium Enterprises & Textiles Department,
Sadan (7th Floor), Abaninandranath Tagore Sarani,
(Camac Street), Kolkata -700016.

07/07/25

Chief Executive Officer,
West Bengal Khadi & Village Industries Board
Date: 07.07.2025

Memo No.: 1827/1(2) /ESTB (22)22-23

Copy forwarded for information to:

1. The District Officer, WBKVIB, Jalpaiguri District.
2. Notice Board/ Website, WBKVIB.

07/07/25

Chief Executive Officer,
West Bengal Khadi & Village Industries Board