

Webel Technology Ltd. (WTL) is a Govt. of West Bengal Undertaking under the Department of Personnel & Administrative Reforms, Govt. of West Bengal. WTL is an ISO 9001:2015, ISO/IEC 27001:2013 and CMMI Level 5 certified e-Governance Solutions Provider and engaged for the last 2 decades in the delivering digital transformation services for West Bengal. Its core competency areas are ICT Solutions, e- Governance Infrastructure Project and Service , Sustainable Digital Skill Development.

WTL is the designated “State Nodal Agency” and the implementing Agency for all e-Governance related activities in the State. WTL has implemented the State Wide Area Network (SWAN) & State Data Center (SDC) infrastructure of the Government and is entrusted to manage and upgrade the services of SDC and WBSWAN, for all departments of the State Government, delivering application hosting, administration and connectivity to the remotest parts of the state. The company also has left its successful footprints in 12 other States as well.

The Company was incorporated in 2001 under the company’s Act 1956. During its glorious run for past two decades it has been a positive net worth entity since its inception and maintaining 300 Cr+ turnover and consistent profit for the last consecutive 5 years , and is surging ahead for continued growth in the coming years.

In order to be part of the growth plan of the company, applications are invited from experienced result oriented professionals for the following positions as detailed in the table below:

Position : (Name & Nos)	Dy. Manager (Network Ops / Project Management) : 1 No. - UR
Qualification	Engineering Graduate / Science Graduate with any additional educational qualification / Post Graduate qualification in Network Engineering
Reporting Matrix	CEO / Project Head .
Age	Max 50 years
Post Qualification Experience	<ol style="list-style-type: none"> 1) Minimum 12 - 15 years’ experience in Project Management/Project Execution in large projects, preferably in Government/PSU. 2) Proven working experience as a project administrator in the information technology sector, specifically in delivery of large and complex software development, Services delivery involving technical resources, IT infrastructure

	<p>projects.</p> <ol style="list-style-type: none"> 3) Solid technical background, with understanding or hands-on experience in software development and web technologies 4) Should have strong technical background of independly handling Routers / Switches installation , and should be able to conceptualize , design and implement networking projects independently. 5) Should be aware of the latest trends in Systems / Networking solutions including firewall (NGFW), LAN , WAN, WiFi, Broadband connectivity, Wireless bridges, Security, Cluster / Blade servers and video streaming. 6) Excellent client-facing and internal communication skills (writing and speaking/presentation) 7) Solid organizational skills including attention to detail, a Analytical skill and multi-tasking skills 8) Excellent written and verbal communication skills in English .
<p>Key Role / Responsibility:</p>	<ol style="list-style-type: none"> 1. Coordinate internal resources and third parties/vendors for execution of the projects 2. Ensure that all projects are delivered on-time, within scope and within budget 3. Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility of the solutions proposed. 4. Ensure resource availability and allocation 5. Develop a detailed project plan to track progress 6. Use appropriate verification techniques to manage changes in project scope, schedule and costs 7. Measure project performance using appropriate systems, tools and techniques 8. Report and escalate to management as needed 9. Manage the relationship with the client and all stakeholders 10. Perform risk management to minimize project risks 11. Establish and maintain relationships with third parties/vendors 12. Create and maintain comprehensive project documentation
<p>Remuneration (TCTC)</p>	<p>16 Lacs P.A Max</p>
<p>Tenure:</p>	<p>Contractual appointment initially for a period of 3 years which is renewable depending upon the performance and requirement of the Company.</p>

Position : (Name & Nos)	Asst. Manager (Project Management) : 1 No
Qualification	Engineering Graduate / Science Graduate with any additional educational qualification / Post Graduate qualification in Management.
Reporting Matrix	Project Head.
Age :	Max 45 years
Post Qlfn Exp :	<ol style="list-style-type: none"> 1) Minimum 8- 10 years' experience in Project Management/Project Execution in large projects, preferably in Government/PSU. 2) Proven working experience as a project administrator in the information technology sector, specifically in delivery of large and complex software development, Services delivery involving technical resources, IT infrastructure projects. 3) Solid technical background, with understanding or hands-on experience in software development and web technologies 4) Excellent client-facing and internal communication skills (writing and speaking/presentation) 5) Solid organizational skills including attention to detail, a Analytical skill and multi-tasking skills 6) Excellent written and verbal communication skills in English .
	<ol style="list-style-type: none"> 1) Coordinate internal resources and third parties/vendors for execution of the projects 2) Ensure that all projects are delivered on-time, within scope and within budget 3) Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility of the solutions proposed. 4) Ensure resource availability and allocation 5) Develop a detailed project plan to track progress 6) Use appropriate verification techniques to manage changes in project scope, schedule and costs 7) Measure project performance using appropriate systems, tools and techniques 8) Report and escalate to management as needed

Key Role / Responsibility:	<p>9) Manage the relationship with the client and all stakeholders</p> <p>10) Perform risk management to minimize project risks</p> <p>11) Establish and maintain relationships with third parties/vendors</p> <p>12) Create and maintain comprehensive project documentation</p>
Remuneration(TCTC) :	13 Lacs P.A. Max
Tenure:	Contractual appointment initially for a period of 3 years which is renewable depending upon the performance and requirement of the Company.

Position Summary :	Assistant Manager (Fin & Acts), 1 No. - UR
Qualification :	<p>a) Qualified CA / CMA with B.Com (Hons). / MBA (Fin) / M.Com</p> <p>b) Working experience under SAP or equivalent ERP environment, exposure in automation.</p>
Reporting to :	Head (Finance)
Age limit :	Max 45 years
Post Qualification experience :	Min. 8-10 years of proven in-depth experience in the area of finance, accounts, taxation, audit and ROC matters.

Job Roles and Responsibilities:	<ol style="list-style-type: none"> 1. Maintenance of day to day accounting and financial transactions. Managing income, expense, assets and liabilities of the company 2. Yearly / Half Yearly closing of Accounts independently. Thorough knowledge on accounting standards and statutory rules and regulations applicable for closing of accounts. Preparation of Fixed Asset schedule, depreciation schedule and other related financial statements 3. Thorough knowledge on Provident Fund rules & regulations, filing of returns, Professional Tax & other statutory provisions 4. Exposure in GST rules & regulations, payments, reconciliation and return filing 5. In-depth knowledge on Income Tax, TDS, payments, filing of Returns 6. In-depth knowledge of Companies Act, rules & regulations on corporate governance matters 7. Handling audit queries to comply with internal audit, Statutory Audit & Government Audit 8. GL scrutiny, passing adjustment entries, ledger accounts reconciliation & preparation of MIS reports 9. Knowledge on government financial rules & regulations. Management of fund for government projects and their accounting
Remuneration (TCTC)	13 Lacs P.A. Max
Nature of engagement	Contractual appointment initially for a period of 3 years which is renewable depending upon the performance and requirement of the Company.

General Terms and Conditions And instructions to candidates :

1. All eligible and interested candidates should submit their applications in the prescribe format only directly in to the mail id : career@wtl.co.in Persons already in regular service, whether in permanent or temporary capacity are required to apply through proper channel or produce 'NOC' at the time of interview , if called so.
2. The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the application.
3. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

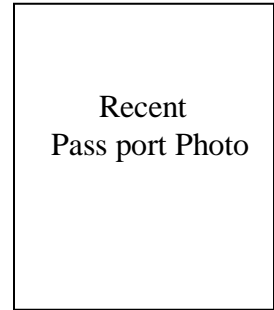
4. Relaxation in Age in Qualification for internal candidates is maximum 5 yrs and with respect to qualification , as may be decided by the management in view of the overall experience in the field .
5. All qualifications as required to be possessed by the candidate to be eligible for the positions advertised are supposed to be from such institutions as are explicitly recognised by AICTE OR UGC. In case of any doubt, the decision of the management would be final and binding.
6. Nos of position shown above are tentative and may vary as per the need of the organisation at the relevant time.
7. Candidates will be short-listed for interview only on the basis of the information provided by them in their applications. No communications seeking clarifications etc would be entertained from the candidates in this regard.
8. If at any subsequent stage or at the time of interview any information given by a candidate or any claim made by a candidate in his /her applications is found to be false, his/her candidature is liable to be rejected and if already inducted in contractual service, his/her engagement may be terminated immediately and also liable for such other action as deem fit by the management.
9. Candidates, if called for interview, should attend the same at their own expenses.
10. If selected, the appointments of the candidates are subject to being declared medically fit by such medical authority as may be prescribed by the management.
11. All relevant updates about the selection process for the advertised positions would be made available in website i.e. www.wtl.co.in .
12. Canvassing in any form will disqualify a candidate.
- 13. Call letters for Interview will be sent by e-mail only. Hence, the candidates are particularly requested to provide correct email id (should be their own personal id) in their application and they are advised to check their emails including spam folders regularly.**
- 14. Applications received after the last date will not be accepted. The authority will not be responsible for any delay due nonavailability / disruption of public internet network facility by the ISPs**

APPLICATIONS NOT RECEIVED IN THE PRESCRIBED PROFORMA SHALL BE REJECTED.

LAST DATE OF RECEIPT OF APPLICATION IS 20.08.2022

APPLICATION FORMAT

NAME OF THE POST APPLIED FOR: (IN BLOCK LETTERS):



1. Name of the Candidate (IN BLOCK LETTERS):
2. Name of Father/Husband :
3. Date of Birth :
4. Gender (M/F) :
- 5.Nationality:
- 6 .Domicile:
7. Religion:
8. Caste:
- 9.Present occupation and remuneration (if employed)
- 10.Name of the organization with address (if employed)
- 11.Address for communication-_____

email-----

Phone no-----

Mobile-----

Examination	Board/Council/University	Year Passing	of	Subject taken	Percentage/Grade **

- Enclose attested copies of all Mark Sheets and Testimonials (Scanned softcopy)
- Mention conversion factor, if any.

Sl. No.	Department/Organization	Gross Salary per annum	Duration of job		Nature of job
			From	To	

(To be supported by authenticated experience certificates)

14. Declaration:

I do hereby declare that all the information given by me in this application are true and correct to the best of my knowledge and belief. I am also aware that the post I have applied for is purely temporary with fixed remuneration and on contract basis for on (year duration to be posted anywhere in West Bengal and does not have any possibility of being permanent any point of time in future. I also note that if any of the above statements are found to be incorrect or false or any information or particular have been suppressed or omitted in this form, I am liable to be disqualified for appearing in the interview, or if detected later, my appointment will be liable for cancellation without any notice. I shall abide by the decision of the selection board and in no way whatsoever would dispute the selection process.

Date -----

Signature -----

Name -----
