



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No. 4104-MDC/Reco/Eng/RA-14

Date: 12.09.2024

NOTICE

WBMDFC invites application for Recovery Agent as purely temporary engagement on contract basis (not a Govt. Employment).

Eligibility:

- (i) Qualification : a) Minimum Higher Secondary passed.
b) Basic Computer knowledge (i.e. MS Word, MS Excel, Power point, MS Access, internet)
- (ii) Age on 01.01.2024 : Between 20 years to 40 years
- (iii) Community : The applicant must belongs to minority community
(Muslim, Christian,

Buddhist, Parsee, Sikh & Jain), and

Resident of the concerned area where the vacancy exists.

Sl.No	District	Area of Engagement	No. of vacancy	Date and venue of Walk-in -Interview
1	Purba Medinipur	Haldia Block and Haldia Municipality	1	Date: 30.09.2024 Venue AMBER, DD-27/E, Saltlake, Sector – I, Kolkata -700064
2	North 24 Parganas	Hasnabad Block , Hingalganj Block and Taki Municipality	1	
3	South 24 Parganas	Diamondharbour Block-I , Diamondharbour Block-II and Diamondharbour Municipality	1	
		Total	3	

Walk- in- Interview will be held as mentioned in last column as above. Interested Candidates are requested to report the above mentioned date and venue along with the following Documents for verification:

1. Bio Data of the Applicant (In proper format Annexure- A)
2. Original Mark sheet of the all Examinations along with one set of self attested photocopy of the above Mark sheets.
3. Original Academic document containing Date of Birth of the Applicant.
4. Original Photo Identity Card (EPIC and Aadhar card) be produced for verification and also submit self attested photocopy of documents at the time of interview.
5. 2 pcs Passport size colour photograph of the applicant.

The applicants whose engagement was **earlier terminated are not eligible.**


Managing Director

Annexure- 'A'

BIO DATA

Ref: - Advt. Published in the " _____ " on _____ (date)

For the post of Recovery Agent at

i)

ii)

(Mention the location for
which application invited)

1. Name of the Candidate : _____

2. Father's / Husband's Name : _____

3. a) Permanent Address :

Village : _____
House No. & Street Name : _____
Post Office : _____
Block / Municipality : _____
Police Station : _____
Sub - Division : _____
District : _____
Pin code : _____

b) Present Address :

Village : _____
House No. & Street Name : _____
Post Office : _____
Block / Municipality : _____
Police Station : _____
Sub - Division : _____
District : _____
Pin code : _____

4. Nationality : _____

5. Contact Mobile No : _____

6. E-mail Address : _____

7. Date of birth : _____

8. Minority Community : _____

(i.e. Muslim, Christian,
Buddhist, Sikh, Parsee & Jain)

9. Academic Qualification :

Name of the Examination	Name of the Board	Year of passing	Division	%

10. *Computer Qualification / Knowledge* :
11. *Extra Qualification* :
12. *Working Experience* :
13. *Do you have driving licence ?* :
14. *Whether any case pending against you in any criminal court in India? If yes, Please furnish details* :

15. *Whether have you been convicted by any court of law? If yes, Please furnish details:*

16. *Name of two respectable persons of your locality with mobile number who know you.*

1. *Name and address:*.....

.....
Phone No. :.....

2. *Name and address:*.....

.....
Phone No. :.....

Certified that all the above statements furnished here above are true and correct to the best of my knowledge. For furnishing false information or suppression of fact by me, will liable for action as per law.

Date:

Place:

(Full Signature)

