

**Government of West Bengal
Department of Food Processing Industries and Horticulture
4th Floor, GN Block, Sector V, Salt Lake City, Kolkata – 700091**

Notice: Engagement of Software Support Personnel (SSP) on temporary basis in the Department of FPIH

Applications are invited from eligible candidates for the one (1) post of Software Support Personnel (SSP) purely on temporary and contractual basis in the Department of Food Processing Industries and Horticulture compliance with GO No. 5859 –F(Y) dated. 22/07/2013 and 1032-F(P2) dated 08.02.2021 of Government of West Bengal, Finance Department.

- 1. Name of the Post:** Software Support Personnel (SSP)
- 2. Eligibility criteria:** PGDCA/ B. Sc. (Computer Science)/ BCA/ DOEACC ‘A’ level course of three year duration or equivalent from recognised University/ Institute. With skill in (a) installation, maintenance of application software and DBMS (b) Implementation Support
- 3. Professional Fee:** Rs 18000 per month (Consolidate)
- 4. Nature of engagement:** Is purely on “temporary and contractual basis” initially for a period of one year which may be renewed on Monthly or Yearly basis on discretion of the highest authority of the Department and the performance of the candidate and the tenure of the project.
- 5. Age:** Not more than 45 years as on 01.08.2021.
- 6. Application procedure:**
 - i. Download the application form from <https://www.wbfpih.gov.in> website.
 - ii. Fill in the downloaded forms and
 - a) Send the same by post addressed to the Joint Secretary, Food Processing Industries and Horticulture Department, Government of West Bengal, Benfish Tower, 4th Floor, GN Block, Sector V, Salt Lake City, Kolkata – 700091 by 16.08.2021.

OR

 - b) Drop it in the earmarked box placed on the Food Processing Industries and Horticulture Department, 4th Floor, GN Block, Sector V, Salt Lake City, Kolkata – 700091 by 16.08.2021.

iii. Self attested photocopy of the following documents to be attached with the application.

- a) Copy of certificate/ mark sheet of educational qualifications.
- b) Copy of Birth certificate/ Admit card of Madhyamik or equivalent as age proof.
- c) A copy of document as a proof for residential address (preferably Aadhar card/ Voter card/Passport)
- d) Copy of caste certificate if any
- e) Copy of experience certificates if any

7. Last date of submission of application: 16-08-2021.

8. Application Fees: No fees for all.

9. Terms and Conditions:

- a. The engagement will purely on “temporary and contractual basis” initially for a period of one year which may be renewed on Monthly or Yearly basis on discretion of the highest authority of the Department and the performance of the candidate and the tenure of the project.
- b. The qualifications prescribed in the advertisement are as per the notified rules issued by Government.
- c. Candidates must have to mention valid email id and mobile number in the application form.
- d. Submission of more than one application is strictly forbidden. The candidature of a candidate, who submits more than one application for admission to the selection procedure, will be cancelled even if he/she is admitted to the same.
- e. The prescribed ‘qualifications’ are the bare minimum and mere possession of the same does not entitle applicants to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not conveniently possible for the Department to interview all the applicants, the Department may restrict the number of candidates to be called for interview to a reasonable limit on the basis of either higher qualification /higher marks/ grade obtained or on the basis of a Written Test/ Group Discussion/ Practical Test. No TA/DA shall be allowed.
- f. After screening of the applications, eligible candidates would be intimated in due course for attending the written test/group discussion/practical test/ interview at each stage.

- g. If at any stage even after issue of a letter of engagement; a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
- h. Decision of the Selection Committee and authority of the Department shall be final and also has reserves the right to cancel/postpone the entire process at any point of time without saying any reasons and an information in this regard will be published in the official website of this Department
- i. Department of Food Processing Industries and Horticulture, Government of West Bengal will not be liable in case of postal/courier delay to reach the applications within due date at the desired place as mentioned above.
- j. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE
- k. ALL INFORMATION REGARDING THIS ENGAGEMENT TO THE POST WILL BE AVAILABLE, FROM TIME TO TIME, IN THE DEPARTMENT'S WEBSITE AT <https://wbfpih.gov.in>

**APPLICATION FORM FOR THE POST OF SOFTWARE SUPPORT
PERSONNEL (SSP)
IN DEPARTMENT OF FOOD PROCESSING INDUSTRIES AND
HORTICULTURE WEST BENGAL
ON CONTRACTUAL BASIS**

(To be filled up in English Block Letter only)

Personal Details

Applicant's Name: _____

Address for Correspondence: _____

Recent coloured Passport size Photograph

City/Town: _____ Pin: _____ State: _____

Permanent Address: _____

City/Town: _____ Pin: _____ State: _____

Mobile : _____ Email : _____

Father`s Name/ Husband`s Name: _____

Gender : _____ Date of Birth(DD/MM/YYYY): ____/____/____

Age as on 01-08-2021 : _____ (YY) _____ (MM) _____ (DD)

Nationality _____ Caste: _____

Whether any criminal case is initiated / pending against you:- YES / NO

QUALIFICATION DETAILS (AS ON 01-08-2021):

Sl. No.	Examination Passed	BOARD/UNIVERSITY	Year Of Passing	% of Marks
1.				
2.				
3.				
4.				
5.				

WORKING EXPERIENCE:

Sl. No	Name Of The Company	Duration		Nature Of Job
		From	To	

Declaration: I hereby declare that all the information given above by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information particulars have been suppressed or omitted in this form, I am liable to be disqualified for requisite test or if selected my appointment will be cancelled without any compensation in lieu of notice.

Date:

Signature of the Candidate