

Webel Technology Limited (WTL), a Govt. of West Bengal Undertaking under the administrative control of Department of P&AR and e- Governance, is an ISO 9001:2008, ISO 27001:2013 and CMMI Level 3 certified e- Governance Solutions Provider. It was incorporated 2001 as the IT Services arm of Govt. of West Bengal and has recently been designated as the independent State Nodal Agency (SNA) as well as State Implementing Agency (SIA), for carrying out e-Governance initiatives on behalf of the State of West Bengal and is engaged in procurement and project management services including WBSWAN, WBSDC, software development, customization, composite turn-key projects involving B2C and B2B services of the Departments of Govt. of West Bengal with various Government departments, PSUs, Statutory & Autonomous Bodies etc. both within the State and in other States

The company has been profitable since its inception. Since the last few years there has been a stupendous growth in terms of revenue and profit, having registered turnover of Rs. 200 crore in the Fin Year 2017-18 and is surging ahead for continued growth in the coming years.

In order to be part of the growth the plan of the company, applications are invited for the following positions :

Sl no.	Position	Nos of Vacancies	Age
1.	Sr. Engineer (Sys & NW Admin)	1	Max. 40 Yrs
2.	Executive( Finance)	1	Max. 35 Yrs
3.	Assistant (Accounts)	1	Max. 30 Yrs

The above positions are on renewable contractual basis initially for 5 years. Compensation are based on the experience and the prevailing practice, however the same should be a constraint for the right candidate. The Age limit shown above are relaxable in deserving cases only.

Interested candidates meeting the eligibility criteria as detailed below, may apply in strict confidence to [hrd1@wtl.co.in](mailto:hrd1@wtl.co.in), or send in hard copy application mentioning the post applied on top of the sealed envelop addressed to **Manager ( P&A ), Webel Technology Limited, Plot -5, Block-BP, Sector-V, Salt Lake, Kolkata- 700091.** Latest within 31<sup>st</sup> August 2018.

Only those candidates found eligible and shortlisted based on the criteria will be called for interview and the decision of Management will be final and binding.

**1. Position : Senior Engineer - Systems & Network Administration**

<b>Qualification</b>	
a) Essential	<ul style="list-style-type: none"> <li>Engineering Graduate/Diploma Engineering from Government acknowledged/ AICTE recognized Institute.</li> </ul>
b) Desirable	<ul style="list-style-type: none"> <li>Global Certification on Network / System Administration (CCNA / MCSE / RHCE)</li> <li>Expertise level Certification ( CCNP/ RHCSS / VCP6-DCV / OCP )</li> </ul>
<b>Age :</b>	32 - 40 years
<b>Post Qualification Experience :</b>	<ul style="list-style-type: none"> <li>Around 8 to 12 years of experience, having knowledge of installation, configuration and troubleshooting of issues in Application Servers, Authentication Servers, Web Servers, Network Routers and Switches (L2 &amp; L3), Firewalls, UTM, VPN-Box, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Development &amp; Maintenance of Server, Network, Security, Web-hosting, VPN, etc.</li> <li>• Liaising with vendors for implementation, maintenance, operation of Application, Servers, Software, Network, Security and other services</li> <li>• Infra-monitoring and maintenance (N/W, DB, Security etc.) through NMS and maintaining SLA</li> <li>• Reporting and MIS for Vertical Head</li> <li>• * Technical Support for all related technical parameters of Information &amp; Communication Technology Infrastructure</li> </ul>
<b>Job Role &amp; Responsibility :</b>	<ul style="list-style-type: none"> <li>• Manage and monitor all installed systems and infrastructure</li> <li>• Install, configure, test and maintain operating systems, application software, database, back-up and system management tools</li> <li>• Proactively ensure the highest levels of systems and infrastructure availability</li> <li>• Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes</li> <li>• Maintain security, network, vpn, backup, and redundancy strategies</li> <li>• Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks</li> <li>• Participate in the design of information and operational support systems</li> <li>• Provide 2nd and 3rd level support</li> <li>• Liaise with vendors and other IT personnel for problem resolution</li> <li>• Proactive monitoring of all network devices, services, and servers using a combination of tools to ensure high availability and SLA's</li> <li>• Perform a wide range of network administration duties including installations, debugging, maintenance, upgrades, and general support for Cisco, Juniper, HP, Checkpoint etc. network equipment.</li> <li>• Configure and install various network devices and services (e.g., routers, switches, firewalls, load balancers, VPN, QoS, etc.)</li> <li>• Perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations</li> <li>• Monitor performance and ensure system availability and reliability</li> <li>• Monitor system resource utilization, trending, and capacity planning</li> <li>• Provide Level-3/4 support and troubleshooting to resolve issues</li> <li>• Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure</li> <li>• Select and implement security tools, policies, and procedures in conjunction with the company's security team</li> </ul>

## 2. Position : Executive - Accounts

<b>Qualification</b>	
a) Essential	<ul style="list-style-type: none"> <li>• Qualified CA / CMA with B.Com (Hons). Expert knowledge in Tally ERP9.</li> </ul>
b) Desirable	<ul style="list-style-type: none"> <li>• Working experience under SAP environment, exposure in automation.</li> </ul>
<b>Age limit :</b>	25 - 35 years
<b>Post Qualification experience :</b>	Min. 5 years in the area of finance, accounts, taxation, audit.
<b>Job Role &amp; Responsibility :</b>	<ul style="list-style-type: none"> <li>• Candidate should be well versed in accounting principles. Taking care of entire day to day accounting, data entry, invoice booking, payment processing etc.</li> <li>• Finalization of Accounts independently. Preparation of Fixed Asset schedule, depreciation schedule, bank interest and other statutory, non-statutory activities related to closing of accounts.</li> <li>• Knowledge on government financial rules &amp; regulations. Management of fund for government projects and their accounting.</li> <li>• Pay-roll processing, PF, Prof. Tax &amp; other HR related statutory provisions.</li> <li>• Expert knowledge on GST, Income Tax, TDS and other statutory provisions, timely payments &amp; filing of Returns.</li> <li>• Handling Internal audit, Statutory Audit &amp; Government Audit.</li> </ul>

	<ul style="list-style-type: none"> <li>• GL scrutiny, passing adjustment entries, ledger accounts reconciliation &amp;</li> <li>• Other related activities.</li> </ul>
--	--

### 3. Position : Assistant (Accounts)

<b>Qualification a)Essential</b>	<ul style="list-style-type: none"> <li>• B.Com (Hons). Expert knowledge in Tally ERP 9</li> </ul>
<b>Age :</b>	25 - 30 years
<b>Post Qualification experience :</b>	Min. 5 years in accounts, taxation, audit.
<b>Job Role/ Responsibility:</b>	<ul style="list-style-type: none"> <li>• Handling bank operations, bank reconciliations.</li> <li>• GL scrutiny, ledger accounts reconciliation.</li> <li>• Maintain fixed asset register, bank guarantee register, EMD register etc.</li> <li>• To assist during the course of audit.</li> <li>• To assist during the course of finalization of accounts.</li> <li>• Processing of payments to vendors.</li> <li>• Outstanding collection monitoring.</li> <li>• Handling independently direct &amp; indirect taxation matters such as GST, Income Tax, TDS and other statutory provisions like PF, Prof Tax etc.</li> <li>• Other related activities.</li> </ul>

-----