

**Webel Technology Limited (WTL)**, a Govt. of West Bengal Undertaking under the administrative control of Department of P & AR is an ISO 9001:2008, ISO 27001:2013 and CMMI Level 5 certified e- Governance Solutions Provider. It was incorporated 2001 as the IT Services arm of Govt. of West Bengal and has 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 in the past. Since the last few years there has been a stupendous growth in terms of revenue, profit and business volume 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:

<b>Position Summary</b>	<b>Manager ( Commercial )</b>
<b>Qualification:</b>	(i) B.E./B.Tech/MCA in any discipline from a recognized University.  (ii) Preferable Post Graduate Diploma/Degree in Management/ Materials Management/Supply Chain Management from any reputed recognized by AICTE /UGC.
<b>Reporting Matrix:</b>	Head ( Operations )
<b>Age :</b>	Maximum 50 years
<b>Post Qlfn Exp :</b>	Must have at least 18 years' experience in purchase / procurement and handling tendering and e-tendering process in an organization of repute preferably in Central / State PSUs in ICT/ ITeS sector. Hands on experience in ERP environment. Knowledge on digital transformation & transformational technologies e. g. Data Science, analytics , AI, ML,Block Chain is preferable.
<b>Job Role/ Responsibility handling : ( KPI / KRAs)</b>	<ol style="list-style-type: none"> <li>1. Research and evaluate potential vendors and suppliers and continuous /periodic vendor evaluation process.</li> <li>2. Rate contract for various goods &amp; services through the year</li> <li>3. Knowledge of e-tendering , reverse auction, procurement through e-govt portal ( GeM ), disposal of scrap (e-waste)</li> <li>4. Significant domain expertise on purchase policy guidelines of various States /Central Govt PSU, though knowledge on commercial terms &amp; condition for procurement of Goods &amp; Services, software delivery projects, turnkey projects</li> <li>5. Well versed with GST,TDS, Contractual tax, IT Act, Financial norms of State Govt, circulars, procurement norms, guidelines ,circulars of State Govt issued from time to time</li> <li>6. Estimate and establish cost parameters and budgets for purchases</li> </ol>

	<ol style="list-style-type: none"> <li>7. Create and maintain good relationships with vendors and suppliers specially with entities like NIC. etc</li> <li>8. Negotiate appropriate contracts for pricing and supply</li> <li>9. Organize and update database of suppliers, delivery times, invoices, and quantity of supplies.</li> <li>10. Preparation of RFP documents of various kinds of goods &amp; services, software delivery, turnkey projects tender documents and processing of the same</li> <li>11. Preparation &amp; finalization of Contract /Agreement , SLA documents of various turnkey projects,</li> <li>12. Collaborate with Finance and Project Heads on contracts, invoicing, and other financial and techno - legal matters ensuring all compliance parameters</li> <li>13. Should have the capacity of handling small teams of professionals and have command over communication (both speaking and writing) with higher authorities.</li> <li>14. Must have the knowledge of raising the Note Sheets and latest relevant Govt. Rules and regulations connected to the subject.</li> </ol>
<b>Remuneration (CTC)</b>	Rs. 18 - 22 Lacs P.A.
<b>Nature of engagement</b>	Contractual appointment initially for a period of 3 years which is renewable depending upon the performance and requirement of the Company.

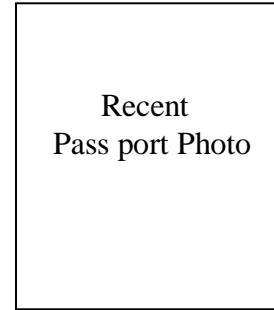
#### **How to Apply & General Terms and Conditions :**

1. All candidates should submit their applications in the prescribe format only directly in to the mail id: [career@wtl.co.in](mailto: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. All qualifications as required to be possessed by the candidates to be eligible for the positions advertised are supposed to be from such institutions as are explicitly recognised by AICTE and UGC. In case of any doubt, the decision of the management would be final and binding.

5. 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.
6. 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 deemed fit by the management.
7. Candidates, if called for interview, should attend the same at their own expenses.
8. 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.
9. All relevant updates about the selection process for the advertised positions would be made available in website i.e. [www.wtl.co.in](http://www.wtl.co.in).
10. Canvassing in any form will disqualify a candidate.
- 11. 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.**
- 12. 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 12. 05. 2023**

**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**-----

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

- 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 -----

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