



West Bengal Swarojgar Corporation Limited

(Govt. of West Bengal Undertaking)

Nodal Ministry : Self Help Group & Self Employment Department

No : 331-WBSCL/3E - 01/17/SHG - Pt. - I

Date: 15/07/2020

NOTICE FOR EMPANELMENT OF TRAINER AGENCY

Applications are invited from reputed Trainer Agencies / NGOs /Society/Trust/ Institute / Firm/Company / Organizations for organizing Skill Development Training Programmes for the Self Help Group Members & Unemployed Youths of the State for empanelment as Training Agency with WBSCL.

1. To Organize Skill Development Training Programmes for the Self Help Group Members & Unemployed Youths of the State in collaboration with West Bengal Swarojgar Corporation Ltd and District Authority in various sector along with inputs in packaging, marketing development(including on line marketing), basic accounting and transaction with bank(including on line).
2. Non refundable application fee Rs.5000/- (Five Thousand Only) by NEFT/IMPS/Net Banking in favour of "WEST BENGAL SWAROJGAR CORPORATION LIMITED". Union Bank of India, Ezra Street Branch , Kolkata, A/c No.301501010996586, IFSC UBIN0530158 (Fifth and eighth character being ZERO for information)
3. Only online application is to be submitted from 17/07/2020 at 10:00 A.M link given in our official website <https://shg.wbscl.in>

Essential Eligibility Criteria :

The applicant shall be a NGOs /Society/Trust / Institute / Firm/Company / Organization etc registered under Society act / Companies act or a Govt. Agency/Institution or SHG body.

N.B.:

(1) Applications along with all **required documents** as per **Prescribed Format** shall be submitted by **Online Mode only** by **31/07/2020 at 5:00 P.M.** please see the link for online application <https://shg.wbscl.in/>.

(2) Preference may be given to the Training Agency who has excellent previous experience and achievement.

(3) The Authority reserves the right to accept or reject any / all applications without assigning any reason whatsoever.

(4) Feel free to call GM(HR) Mob. No.9836572796 and Prasanta Ghatak No.7003294178 for any clarification/ query.

(Narayan Chandra Sarkar, IAS)
Managing Director

Guidelines for Online Application

1. Every applicant (trainer agency) must have an email address and Mobile No for login and verification.
2. Ensure that all required documents are scanned **in PDF /JPG/JPEG/PNG format** and saved in **one folder** on a Pen Drive / computer for upload.
3. Visit the website www.wbscl.in for link and fill in the online application forms with all the necessary details following the specified steps. Then upload the appropriate scanned documents which you earlier saved in one folder as prompted.
4. Feel free to contact **9903357377 / 7003294178**
5. For Technical support contact **9007402735 / 7980595980**
6. The documents to be uploaded as follows:

Documents to be submitted/Uploaded			
1	Proprietor	1	Income tax return last assessment year
		2	Pan card
		3	Valid Trade Licence
		4	Photographs of proprietor Copy of Cheque/Passbook showing IFSC and account no
		5	Address proof
2	Partnership Firm	1	Income tax return last assessment year
		2	Registration Certificate
		3	Copy of cheque/passbook showing IFSC and account no
		4	Pan card of the firm Partnership Deed
		5	Photographs of the partners
		6	Address proof
3	Society/NGO/Trust	1	Income tax return last assessment year
		2	Copy of cheque/passbook showing IFSC and account no
		3	Photographs of the highest authority of the society
		4	Pan card of the Society
		5	Society registration certificate documents/Full Document
		6	MOA of the society Full Document / Deed of Trust (only for Trust)
		7	Address proof
4	Private Limited Company	1	Income tax return last assessment year
		2	Address proof
		3	Copy of cheque/passbook showing IFSC and account no
		4	Pan card of the company
		5	TAN of Company
		6	Photograph of Minimum two directors
		7	Certificate of incorporation under company Reg. Act.

5	Public Limited Company	1	Income tax return last assessment year
		2	Address proof
		3	Copy of cheque/passbook showing IFSC and account no
		4	Pan card of the company
		5	TAN of Company
		6	Photograph of Minimum two directors
		7	Certificate of in corporation under company Reg. Act.
6	Co- Operative	1	Income tax return last assessment year
		2	Copy of cheque/passbook showing IFSC and account no
		3	Photographs of the highest authority of the Co- Operative society
		4	Pan card of the Co- Operative Society
		5	Co- Operative Society registration certificate documents/Full Document
		6	MOA of the Co- Operative society Full Document
		7	Address proof
7	SHG Org	1	Photographs of the highest authority of the Self Help Group
		2	Copy of cheque/passbook showing IFSC and account no
		3	Self Help Group ID
		4	Self Help Group Name
8	Govt. Organization	1	Address proof