



## Recruitment of Various Non-Technical Positions under WBSEDCL

1. Assistant Manager (HR&A)
2. Assistant Manager (F&A)
3. Junior Executive (Finance)
4. Office Executive

Consumer Strength:  
1.65 Crores +

Distribution Network:  
87,000 Sq.Km +

Annual Turnover:  
18,000+ Crores

Employee Strength:  
17,000+

## Company Profile

**West Bengal State Electricity Distribution Company Limited (WBSEDCL)** is proud to bring smiles to millions of people across West Bengal with a slew of measures towards providing Quality Power and Customer Service, with an annual turnover of more than **₹ 18,000 crores**.

**Power Distribution:** WBSEDCL serves more than 1.65 crores customers spread over 87,000 sq.km. with more being added every day – from hills to seashore, particularly in remote and rural areas.

**Customer Services:** Online connection, Central Data Centre, Zonal Call Centres, E-payment through Debit/Credit Card & other services, pre-paid and remote metering, automated kiosks, grievance redressal, single-window services and prompt restoration of power through IVRS system during breakdowns.

**Energy Management:** WBSEDCL is the nodal agency for the Bureau of Energy Efficiency (BEE) to promote energy effectiveness in West Bengal.

**Employee Motivation:** Excellent work culture, professional management, workers' participation and welfare measure make WBSEDCL one of the best places to work.

**Awards & Accolades:** Proud winner of 'Power India Excellence Award' from the India-Tech Foundation in the three consecutive years - 2008,2009 & 2010, 'Power India Excellence Certificate' in 2011 & 2012 for Customer Satisfaction and Quality Service, 'IEEMA Power Award 2009' from NDTV Profit and 'Award of Excellence' by the Indian Chamber of Commerce in five consecutive years -2009,2010,2011,2012 and 2013. WBSEDCL won the 2nd best award for 'Customer Service and Sound Financial Base' by the rating of the Ministry of Power, Govt. of India in 2013. WBSEDCL has ranked 2<sup>nd</sup> in 'Distribution Side Management' category at India Energy Summit organized by ICC on 12.11.2014. However, our biggest award is the SMILE we bring to our Customers.

Visit us at [www.wbsecl.in](http://www.wbsecl.in) for more information.

### **VERY IMPORTANT:**

Candidates are advised to go through full particulars of the Advertisement and make sure that he / she satisfies all the requirement as per the advertisement before applying. In case, it is detected at any stage of recruitment / selection (i.e., during written test/interview/verification of documents etc.) that a candidate does not fulfill the prescribed eligibility norms and / or that he / she has furnished any incorrect / false / wrong information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.

### **Notification No.**

**MPP/2015/13**

### **Distribution Network:**

Zonal Offices- 05  
Regional Offices- 19  
Divisional Offices- 71  
Customer Care Centres-505+  
Sub-Station- 490+

### **Hydro Generation Projects:**

Teesta Canal Fall Hydel Project  
Ramam Hydel Project  
Jaldhaka Hydel Project  
Purulia Pumped Storage Project

### **Important Dates**

- A. Commencement of Online Application :  
**11.12.2015**
- B. Closure of Online Registration:  
**31.12.2015**
- C. Last Date for Receiving Hard Copies of Registration Slip alongwith Bank Challan & Credentials:  
**11.01.2016**

**West Bengal State  
Electricity  
Distribution  
Company Limited**

Vidyut Bhavan,  
Block-DJ, Sector-II,  
Bidhannagar,  
Kolkata-91

Website:  
[www.wbsecl.in](http://www.wbsecl.in)

CIN:  
[U40109WB2007SGC113473](http://U40109WB2007SGC113473)

**POWER YOUR DREAM WITH A PROSPEROUS CAREER IN WBSEDCL**

West Bengal State Electricity Distribution Company Limited (WBSEDCL) invites applications from Indian Nationals to fill up the following vacant posts:-

Sl. No.	Name of the Post	Vacancy	Pay Band	Grade Pay	Educational Qualification
1	Assistant Manager (HR&A)	16	₹ 15,600 - ₹ 39,100	₹ 5,400	Graduate in any discipline and MBA (2 years' full time course)/MPM (2 years' full time course)/MHRM (2 years' full time course) with major specialization in Personnel Management/ H.R or Post-Graduate full time Degree/Diploma (2 years' course) with specialization in Personnel Management/H.R from any University recognized by UGC/Institute approved by AICTE/ IIM's/ IIT's/XLRI/ IITB Schools. **MBA/PGDBM with dual specialization shall be accepted provided both specializations carry equal weightage.
2	Assistant Manager (F&A)	17	₹ 15,600 - ₹ 39,100	₹ 5,400	Graduate in any discipline and passed Final Examination from Institute of Chartered Accountants of India or Institute of Cost Accountants of India or MBA (2 years' full time) with major specialization in Finance or PG Diploma with specialization in Finance from any University recognized by UGC/Institute approved by AICTE/ IIM's/ IIT's/XLRI/ IITB Schools. **MBA/PGDBM with dual specialization shall be accepted provided both specializations carry equal weightage.
3	Junior Executive (Finance)	20	₹ 9,300 - ₹ 34,800	₹ 4,700	Graduate in any discipline from a recognized university plus either passed in Intermediate Examination conducted by the Institute of Chartered Accountants of India/Institute of Cost Accountants of India or candidate having P.G Diploma in Finance and Accounts from any University recognized by UGC/Institute approved by AICTE.
4	Office Executive	245	₹ 6,300 - ₹ 20,200	₹ 3,600	1) Graduation in any discipline with 50% marks in aggregate from a recognized University or Graduation in any discipline with minimum 50% marks in HS level and 2) Must have passed certificate course/any other courses on computer from the Institute indicated below: i) 'O' level course of National Institute of Electronics and Information Technology (NIELIT) formerly DOEACC SOCIETY, Govt. of India or, ii) One year course in Computer Application from any Institute recognized by West Bengal State Council of Technical Education or, iii) One year Diploma course in Modern Office Practice and Management from any

				<p>institute recognized by West Bengal State Council of Technical Education</p> <p>or,</p> <p><b>iv)</b> Course of Computer Operation and Programming Assistant (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training &amp; Employment, Govt. of India</p> <p>or,</p> <p><b>v)</b> Secretarial Practices (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training &amp; Employment, Govt. of India</p> <p>or,</p> <p><b>vi)</b> Passed twelve standards in vocational stream from State Council of Vocational Training, Govt. of West Bengal with any of the following combination:</p> <p><b>a)</b> Computer fundamentals and Programming and Computer Assembly and Maintenance.</p> <p><b>b)</b> IT enabled services and Computer fundamentals and Programming,</p> <p>or</p> <p><b>vii)</b> 3 years full time Bachelor Degree in Computer Application (BCA)</p> <p>or</p> <p>Bachelor Degree in Business Administration (BBA)</p> <p>or</p> <p>Bachelor Degree in Science with Honours with Statistics</p> <p>or</p> <p>Bachelor Degree in any stream with Computer Application / Computer Science as a pass subject with 50% in aggregate from a recognized University</p> <p>or</p> <p>50% in HS with 3 years full time Degree in the Bachelor level with the subjects indicated in the foregoing lines of this provision.</p>
<b>Total</b>		<b>298</b>		

**NB:** The number of posts may vary.

**Note:**

- 1) Degree obtained from Open University/Distance Learning Mode/Part-Time/Sandwich Course shall not be considered.
- 2) For the Post of Office Executive: Computer Certificate Course from any Private Computer Training Institute or any other Computer Centre/Institute **Not Affiliated** to WBSCTE (West Bengal State Council of Technical Education) or NIELIT (formerly DOEACC Society, Govt. of India) **will not be accepted**.
- 3) Selected candidate(s) shall be posted across various establishments of WBSSEDCL in the State of West Bengal.

**Other Facilities:**

In addition to Basic Pay and Grade Pay, the posts also carry DA, HRA, Medical Allowance, Electricity Allowance, Hill Compensatory Allowance, Project Allowance (depending on the place of posting), LTC / HTC, CPF, Gratuity, benefits for indoor treatment in leading hospitals for self & dependents, Leave Encashment, Child Care Leave (for Female) and other facilities as per the Rules of the Company.

**Career Prospect:**

The Company offers professional work environment with modern technology & system. The Company is in the process of modernizing and updating its activities with IT enabled services. It offers time-bound mode of promotion to the employees with higher responsibility depending upon their sincerity, initiative and merit. On successful completion of probation, they may be confirmed under the Company. Candidates are required to furnish a bond of ₹ 1,50,000/- for the post of **Assistant Manager(HR&A)/ Assistant Manager(F&A) and Junior Executive (Finance)** & ₹ 1,00,000/- for the post of **Office Executive** at the time of joining the Company and are required to serve the Company for a minimum period of 4 years from the date of joining (**one year probation plus 3 years' service**).

**Age Limit:**

**Minimum 18 years and maximum 27 years as on 01.01.2015** for all the posts with relaxation of **3 Years for OBC (A) & OBC (B) and 5 Years for SC & ST candidates of West Bengal only. Persons with Disabilities (PWD Category)** candidates are entitled for a relaxation of 10 years in the upper age limit for all the posts. Ex-Servicemen (**Only eligible for the post of Office Executive**) will get age relaxation as per rules of Govt. of West Bengal (For Ex-Serviceman: Age of the candidate - (Minus) Total Service Length (Minimum 6 months) subject to maximum relaxation of 3 years from upper age limit as per Govt. Rules). Candidates in the category of SC, ST and OBC from States other than West Bengal will be treated as Unreserved candidates. These candidates will not enjoy any other relaxation interms of application fee, age and qualifying marks criteria in various layer of examination.

**Processing & Examination Fee:**

SI No.	Name of the Post	Post Type/Category	Application Fee
1	Assistant Manager (HR&A)	Class I (Non-Tech)	₹ 400/-
2	Assistant Manager (F&A)	Class I (Non-Tech)	₹ 400/-
3	Junior Executive (Finance)	Class II (Non-Tech)	₹ 400/-
4	Office Executive	Class III (Non-Tech)	₹ 300/-

Application fees should be deposited in any branch of United Bank of India through a triplicate CHALLAN. Candidate are required to download the CHALLAN from the website of the Company and take a printout of the same in A4 size paper and deposit in any branch of United Bank of India along with application fees. After depositing fees, bank will provide Transaction ID and SOL ID which are required to be written at the proper place in the Application Form by the candidates. One copy of CHALLAN will be retained by the bank and two copies of CHALLAN will be handed over to the candidate by the bank. The candidate will retain Applicant's copy of CHALLAN and WBSEDCL's copy of CHALLAN requires to be sent by the candidate along with the hard copy of credentials. Bank will charge an additional amount as Bank's Service Charge. SC / ST / PWD / applicants under Exempted Category will not be required to pay any fees. Application Fees will have to be deposited from **11.12.2015 to 31.12.2015** during banking hours. Demand Draft/Money Order/Postal Order or any other mode of payment is not acceptable. Names of candidates under Exempted Category as nominated by **Exempted Category Cell (Directorate of Employment) 67, Bentineck Street, Kolkata-69** will only be intimated by WBSEDCL in due course informing them with the details of the advertisement and other formalities.

**Reservation:**

Reservation for all the posts shall be made as per the guidelines issued by the Govt. of West Bengal from time to time. SC / ST / OBC (A) / OBC (B) candidates from States other than West Bengal should apply as Unreserved candidates. The vacancy against exempted category shall be filled up as per rules of Govt. of WB.

For the post of **Office Executive only** Ex-Servicemen are eligible to apply.

**Post-wise details of reservation:-**

SI No.	Name of the Post	UR	SC	ST	OBC (A)	OBC (B)	PWD	EX-SERVICEMAN	TOTAL
1	Assistant Manager (HR&A)	07	04	01	01	02	01	NA	16
2	Assistant Manager (F&A)	08	04	01	01	02	01	NA	17
3	Junior Executive (Finance)	08	03	06	01	NIL	02	NA	20
4	Office Executive	105	48	14	24	16	28	10	245

**Post Identification for PWD Candidates:-**

SI No.	Name of the Post	Post Type/Category	No. of Posts	PWD Reservation Categories	Disabled Categories Suitable For the Post
1	Assistant Manager (HR&A)	Class I (Non-Tech)	01	VI	B & LV
2	Assistant Manager (F&A)	Class I (Non-Tech)	01	VI	LV
3	Junior Executive (Finance)	Class II (Non-Tech)	02	HI & OC	HI - HH & OC - OA/OL/BL
4	Office Executive	Class III (Non-Tech)	28	VI: 11, HI: 13 & OC: 04	VI - B & LV, HI - HH & OC - OA/OL/OAL/BL

#VI-Visually Impaired

#HI-Hearing Impaired

#Orthopedically Challenged

\*\*B-Blind, LV-Low Vision, HH-Hearing Impaired, OA-One Arm, OL-One Leg, BL-Both Leg &amp; OAL-One Arm &amp; One Leg\*\*

**Other Conditions:**

Selected candidates may be appointed against available vacancies provisionally on 'Probation' for a period of one year with regular scale of pay [Band Pay and Grade Pay]. Their appointment shall be entirely provisional and their confirmation as regular employee will be subject to subsequent receipt of Police Verification Report and Caste Certificate and other testimonials verification report. They must also qualify in the Pre-employment Medical Examination as per prescribed rules of the Company. Decision of the management for absorption under the Company is final and binding. Selected candidates are liable to be posted in any Offices/Units/Power Stations of the Company located at different parts of West Bengal. Candidates having adequate knowledge in communicating in Bengali / Nepali language will be preferred.

**Definition of Person with Disability :**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 only such people would be eligible for reservation who suffer from **not less than 40%** of relevant disability and are certified by a Medical Board constituted by the Central / State Govt.

Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority) at the time of interview, if selected. Persons with Disabilities will have to work in offices across the State of West Bengal.

**Mode of Selection :**

Selection will be made on the basis of performance in the Written Test, Computer Proficiency Test (CPT) and Interview. Candidates called for Written Test/Computer Proficiency Test (CPT)/ Interview shall not be entitled to reimbursement of any travelling expenses. The Written Test, Computer Proficiency Test (CPT) and Interview will be held in Kolkata only. The Written Test will cover the tests for General Knowledge, Current Affairs, Reasoning, General English and Arithmetic, apart from tests of knowledge in the respective professional subjects/areas. The Computer Proficiency Test (CPT) will cover MS Office (i.e. MS Word, MS Excel and Power Point). Candidates applying for the post of **Assistant Manager (HR&A)/ Assistant Manager (F&A)/ Jr. Executive (Finance)** will have to undergo **one Descriptive type test**. Procedure of online registration and other detailed particulars along with address for sending registration slip with documents, CHALLAN for application fees will be available on the website from **11.12.2015**.

The candidates must ensure that they have requisite qualification shown against each post as per layout of qualification and fulfill the required criteria before applying for the post.

**Test Matrix :**

Post Category/Type	Duration of Written Test	Written Test		Computer Proficiency Test	Viva-Voce	Total
		Objective Test	Descriptive Test			
Assistant Manager (HR&A)/(F&A)	2 Hours**	120	20	20	40	200
Jr. Executive (Fin)		120	20	20	40	200
Office Executive		100	NA	20	30	150

\*\***Note:** In addition to 2 hours for Objective Test, **extra 15 (Fifteen) minutes** will be allotted for Descriptive Test as applicable.

**Category-wise Minimum Qualifying Marks:**

SI No.	Caste Category	Qualifying Marks***
1	General Category	40%
2	Scheduled Caste	35%
3	Scheduled Tribe	30%
4	OBC(A)/OBC(B)	35%
5	Person with Disability	30%

**\*\*Note:** Securing minimum qualifying marks will not guarantee any entitlement to the next stage of selection process.

**Particulars of Written Test & Computer Proficiency Test are mentioned below:**

SI No.	Name of the Post	Mode of Examination	Test Type	Marks	Question Break-up		Duration
					Type	Marks Allotted	
1	Assistant Manager (HR&A)/(F&A) & Jr. Executive (Finance)	Written	MCQ	120	General Awareness	15	120 Mins.
					Reasoning	15	
					Quantitative Aptitude	15	
English Grammar and Comprehension	15						
Area of Specialization (Domain Knowledge)	60						
		Written	Descriptive Test	20	Essay Writing in English	20	15 Mins.
		Computer Proficiency Test	Computer Based	20	MS Office (MS Word, MS Excel and Power Point)	20	30 Mins.
2	Office Executive	Written	MCQ	100	General Awareness	15	120 Mins.
					Reasoning	15	
					Quantitative Aptitude	20	
					English Grammar and Comprehension	20	
					Data Analysis, Data Interpretation, Data Sufficiency	20	
		Computer Awareness (MS-Office)	10				
		Computer Proficiency Test	Computer Based	20	MS Office (MS Word, MS Excel and Power Point)	20	30 Mins.

## How to Apply:

Eligible candidates have to apply through online registration system of WBSEDCL i.e. [www.wbsecl.in](http://www.wbsecl.in) at **Career @ WBSEDCL**. No other means / mode of application shall be accepted. Online submission of the applications will be allowed on the website between **11.12.2015 to 31.12.2015 (Mid Night)**.

While applying on-line, candidates should have the following particulars readily available:

1. Candidates must have a valid E-mail ID. The Company may send information for downloading Admit Card-Provisional for Written Test / Computer Proficiency Test (CPT) / Interview through the registered E-mail ID only. Under no circumstances he / she should share / mention Application No. to / or any other person.
2. Fees should be deposited in any branch of United Bank of India through a Triplicate CHALLAN. After filling up his / her Personal bio-data and professional qualifications, etc., the candidate will download / print the CHALLAN from the Fee CHALLAN TAB of online Application Form and will take a printout of the same in A4 size paper and deposit it in any branch of United Bank of India along with application fees. Bank will charge an additional amount as Bank's Service Charge. No fees is required to be paid by the SC / ST / PH/ Exempted Category candidates. Applicants shall attach a recent passport size colour photograph(**Mandatory**), Bank payment challan copy (WBSEDCL), age proof, Caste certificate (if applicable), Disability certificate (if applicable), discharge certificate/release letter as proof for Ex-serviceman(if applicable) and necessary documents in support of eligibility by going to next screen and clicking on respective tab for uploading.
3. After depositing fees, bank will provide Transaction ID and SOL ID which are required to be written at the proper place in the Application Form by the candidates. One copy of CHALLAN will be retained by the bank and two copies of CHALLAN will be handed over to the candidate by the bank. The candidate will retain Applicant's Copy of CHALLAN. WBSEDCL's copy of CHALLAN to be attached/sent by the candidate along with a copy of Application form and other credentials. Candidates should send hard copies of the specified documents through ordinary post. It is advisable that, before leaving bank counter, the candidates should check / ensure that the SOL ID and Transaction ID's are clearly written on the paid challan.
4. Money Order / Postal Order or any other mode of payment is not acceptable.
5. The paid fees CHALLAN (wherever applicable), valid E-mail ID, Mobile No, photograph and scanned signature are mandatory data without which online registration will be treated as incomplete/invalid.

**On being satisfied that the candidate is eligible to appear for the Written Examination they should follow the following steps enumerated below:-**

### **: Pre-Requisites for Online Registration:**

The candidates are advised to use IE 7.0 (Internet Explorer Web Browser) and above, ensure that Java Script is enabled and Pop-ups are allowed in the browser on PC / Laptop / Desktop being used for Online Registration.

## Steps for applying :

### **Step 1 :**

Visit website [www.wbsecl.in](http://www.wbsecl.in). Go to Career@WBSEDCL.

### **Step 2 :**

Click on "Recruitment for the Post of AM (HR&A)/AM (F&A)/JE (Fin)/OE - Notification No.: MPP/2015/13" to view the full Advertisement Details.

### **Step 3 :**

Read the details very carefully before applying. "Online Application" links are placed next to "Advertisement Page".



**Step 4 :**

Click on “**Apply Online**” to fill up the Application Form online. The candidate would be directed to a page where he/she can click on “**Apply Online**” (for first time registration or new registration) and they would be taken to Step-6 directly. Already registered candidates need to click on “**Sign in**” and they would be taken to **Step 5**.

**Step 5 :**

Candidate need to enter Application Number/email-id sent to their valid email-id and their Date of Birth in specified format to “**Sign in**” always. This process would be required always to submit the application form finally, updating the Bank Challan data (for UR/OBC candidates), uploading the photograph/signature/documents/downloading/ printing the Admit Card for written test, Computer Proficiency Test (CPT) and downloading/printing the Call letter for Interview, if shortlisted.

**Step 6 :**

The candidate must fill up the application form, and attach the documents, challan, photograph, scanned signature, etc as per the guidelines and information sought. The candidate should check the same and proceed accordingly to avoid committing mistakes.

1. The candidates need to fill up to all required information in “First Screen” tab and click on “SUBMIT” to move next screen.
2. Candidates should note that Application Number generated on submission. Next UR/OBC candidates should click on “Download Bank Challan”. The Bank Challan, thus generated and downloaded will be in triplicate namely: Bank Branch copy, Candidate’s copy and WBSEDCL’s copy. This Challan will have to be printed in A4 size paper and then deposited at United Bank of India.

Please note that there is no active Bank Challan for SC/ST/PH candidates. SC/ST/PH candidates can proceed to fill up next screen of online application form.

3. After downloading the Challan “Sign Out” from this screen and “Sign in” again to fill up SOL ID and Transaction Number given by the Bank.

**Step 7 :**

UR/OBC candidates after making the payment (using downloaded Bank Challan) in any branch of United Bank of India, shall “Sign in” again using their Application Number/email-id and Date of Birth and update Bank Challan data (SOL Id and Transaction Id).

**Step 8 :**

On the next screen, upload photo (mandatory) and signature (mandatory) as per the guidelines given on screen. The appropriate size of scanned documents to be uploaded are mentioned below:-

- a) Photograph -50KB[Max]
- b) Signature - 50KB[Max]

**Step 9 :**

The candidate has to provide her / his consent for the Correctness of the information entered by selecting the “**Declaration**” text. Once the candidate checks his/her information and click on “**Submit (Final)**” the candidate gets the Registration slip mentioning the “**Application Number**” and any other important info.

**Note to the candidates:** The candidate should ensure that the information provided is correct and true. For any incorrect information or misrepresentation or suppression of the material fact, the candidature may be cancelled at any stage of the recruitment process and Company reserves the right to take action against such candidate as deemed fit.

**Step 10 :**

After final submission candidate must take the print out of Application Registration Slip, Sign on it, paste one copy of recent colour photograph, attach the WBSEDCL's Copy of CHALLAN and self-attested copies of Caste Certificate, Disability Certificate (if applicable), proof for Ex-Serviceman (if applicable), age proof and Pass Certificate of Academic & Professional qualifications and send the same by Ordinary Post at the address given below. Application and hard copy of other credentials through courier will not be accepted. Only original Registration Slip and WBSEDCL's copy of CHALLAN (no photocopy) with photo and signature shall be accepted.

**Important:** A candidate who visits the website for the first time is considered as a New User. During this process he / she would be assigned his / her Application Number. When the candidate is required to re-visit the web-site to take the print out of the Registration Slip then he / she has to "Sign in" by providing the Application Number or email-id and Date of Birth.

**Note:** After applying online, candidates are required to print the system generated Registration Slip with unique Application No. The original registration Slip with required WBSEDCL's Copy of CHALLAN and all credentials should be duly self-attested and the name of the post applied for should be super-scribed at the top of the sealed envelope and sent by ordinary post to the following address so as to reach latest by **11.01.2016**.

**THE ADVERTISER**  
**Post Bag No. 781**  
**Circus Avenue Post Office,**  
**Kolkata - 700017**

**Step 11 :**

On the basis of online details and declaration submitted, the candidates will be allowed provisionally to appear in Written test. An intimation will be sent to the candidates by Email/SMS for downloading Provisional Admit Card for Written test. On receipt of the Email/SMS candidates will have to once again login to [www.wbsedcl.in](http://www.wbsedcl.in) and go to **Career@WBSEDCL** and click on "PRINT THE ADMIT CARD" button to get the Admit Card printed.

**General Instructions:**

1. The last date of online application is **31.12.2015 (Midnight)**.
2. **No hand-written application will be entertained.**
3. Registration Slip with more than one WBSEDCL's CHALLAN Copy will be rejected.
4. The candidature of such candidate whose registration slip along with documents is received after **11.01.2016** shall not be considered. WBSEDCL will not be responsible for any kind of postal delay and loss in transit.
5. **Candidates will be allowed to appear for the Written Test/Computer Proficiency Test (CPT)/Viva-voce only with the Admit Card/Call Letter and not with the Registration Slip.**
6. **Candidates should retain Applicant's copy of CHALLAN and a photocopy of their Registration Slip for future reference.**
7. WBSEDCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if requires, without issuing any further notice, reference or assigning any reason thereafter.
8. **Candidate employed in Govt. Departments / PSUs / Autonomous Bodies shall have to produce NOC at the time of interview. Otherwise their candidature may be cancelled at that stage.**
9. In case of any ambiguity / dispute on account of interpretation in versions other than English, the English version will prevail.
10. Court of jurisdiction for any dispute will be in Kolkata.
11. **While applying for the above posts, the applicant must ensure that he / she fulfills the eligibility including academic and professional qualifications as per advertisement and other norms mentioned above. In case, it is detected at any stage of recruitment / selection (i.e. during written test/ interview/**

verification of documents etc.) that a candidate does not fulfill the prescribed eligibility norms and / or that he / she has furnished any incorrect / false / wrong information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled ab-initio. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice. No application/prayer for relaxation of eligibility norms will be entertained by the company.

12. The candidates are requested to go through the layout of qualifications and other particulars carefully before registrations and sending examination fees and other documents.
13. It will be the candidate's prerogative to ensure that he/she fulfills the eligibility criteria before applying.
14. Candidates must remain in constant touch with company's website [www.wbsedcl.in](http://www.wbsedcl.in) at Career @ WBSEDCL for information regarding dates of Written Test / Computer Proficiency Test (CPT) / Interview etc.
15. Category [SC / ST / OBC (A) / OBC (B) / Physically Challenged etc] as submitted in the application cannot be changed thereafter and no benefits of reservation applicable to any other category reservation will be subsequently made admissible to them at any stage of the selection process. Category as mentioned at the time of submission shall remain unaltered during the recruitment process. Before filling up category, candidates must ensure that he/she actually belongs to SC/ST/OBC (A)/OBC (B)/PH category etc.
16. All correspondence with candidates shall be done through E-mail / SMS only. **All information regarding examination schedule / downloading admit card / interview call letters etc. shall be uploaded in Company's website and will be provided to the concerned candidate through E-mail / SMS.** The candidates will be responsible for receiving; downloading and printing admit card / interview call letter / any other information. WBSEDCL will not be responsible for any loss of E-mail / SMS sent, due to invalid / wrong E-mail ID / Mobile No. provided by the candidate or for delay / non receipt of information if a candidate fails to access his / her mail/mobile in time.
17. No request for change of examination centre shall be entertained. However, WBSEDCL reserves the right to cancel or add any centre depending on the response of the candidates in that area / centre.
18. If the SC / ST / OBC (A) / OBC (B) / Physically Challenged certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the certificate either in English or Hindi.
19. **Only original Registration Slip (no photocopy) shall be accepted.** In case of any overwriting or tampering of Registration Slip, the candidature of the candidate shall be rejected automatically.
20. **Application Form not properly filled in or incomplete in any respect or without requisite documents would be summarily rejected. Willful suppression of any material fact will also be similarly dealt with.**
21. Canvassing in any form shall disqualify the candidate.
22. **Candidates must fulfill the essential qualification as per layout as shown herein above by the closing date of Online Registration. Application from Candidates who will acquire the prescribed qualifications after the closing date of online registration will not be entertained.**
23. WBSEDCL shall take no responsibility in case of failure in registration, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.
24. **This is to be noted that mere submission of application or receipt of Admit Card / Call Letter or appearance in examination does not guarantee selection / appointment in the respective post. Selection of candidates will be made strictly based on merit position, available vacancy, verification of original documents / certificates, clear police verification report and medical test.**
25. **Mobile No. & E-mail ID once given cannot be changed by the candidate under any circumstances. All correspondence / communication / information to the candidates will be made through their Mobile No. / E-mail ID registered during online application. Candidates are advised to regularly check Email/ Sms. Candidates are further advised to regularly visit WBSEDCL's website ([www.wbsedcl.in](http://www.wbsedcl.in)) to get updated information.**
26. **Fees once paid cannot be refunded under any circumstances. No other mode like Postal Order/Pay Order/Demand Draft etc. for submission of application fees will be accepted.**
27. **In case of multiple registrations by a candidate the last registration will only be considered for subsequent processing.**

28. A candidate must abide by the instructions as may be given by the supervisor / invigilator of the Examination Hall / Room. If the candidate fails to do so or indulges in disorderly or improper conduct he / she will render himself / herself liable to expulsion from the examination hall or such other punishment as the authority deems fit to impose.
29. **One candidate can apply for one post only under this notification. Candidates applying for more than one post will not be considered and their application will be rejected.**
30. **In case of tie in score (combined) for any post, for determining merit position under this Notification, the following methods will be adopted by WBSSEDCL:-**
- In case of two or more candidates scoring equal marks (combined):** The candidate senior in age will be given preference.
  - If the aggregate/combined marks and also the date of birth be same:** The candidate scoring higher in written examination will be given preference.
  - If the aggregate, date of birth and score in written examination be the same:** The candidate having higher score in Viva-Voce/Personal Interview will be given preference.

<b>IMPORTANT DATES</b>	
Commencement of online registration of applications by candidates	<b>11.12.2015 (10 AM Onwards)</b>
Last date for online registration by the candidates	<b>31.12.2015 (Midnight)</b>
Last date for accepting registration slips, CHALLAN for payment with required documents by post	<b>11.01.2016</b>
Tentative Date of Written Examination	<b>07.02.2016</b>

**Notification No. : MPP/2015/13**

**HELPLINE /HELPDESK FOR CANDIDATES: 033-3254-1963**