



WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.
(A Government of West Bengal Enterprise)
Vidyut Bhavan, Bidhannagar,
Block-DJ, Sector-II
Kolkata -700091

WBSEDCL

CIRCULAR

DATE: 10-06-2017

WBSEDCL has already published Press advertisement under Notification No. MPP/2017/05 on 07.06.2017 in various leading Newspapers for filling up the following vacancy:

DETAILS OF POST, VACANCY & REMUNERATION	
1. Name of the Post :	Chief Medical Officer
2. No. of Vacancy :	01 (One)
3. Remuneration :	Pay Band ₹ 37,400 - ₹ 67,000/- & Grade Pay ₹ 8,700

WBSEDCL is hereby extends this opportunity to existing departmental employees working in the capacity of Dy. Chief Medical Officer having 20 years of service experience to apply in the prescribed format under the above Notification.

ALLOWANCES & BENEFITS : As per rules of the Company.

JOB ROLE & RESPONSIBILITIES :

1. To act as head of the Medical Cell of WBSEDCL.
2. To report directly to OSD, WBSEDCL.
3. To handle the entire medical assistance provided to the employees of WBSEDCL.
4. To recommend different medical reimbursement to the employees, within the framework of Company policy.
5. To assess employee's reimbursement bills.
6. To keep a check on the stock of some important medicines which are required often.
7. To extend medical aid to the employees of Vidyut Bhavan.
8. To develop and advise management on policy of the Company related to medical support to the employees of the Company.
9. To monitor and assess constantly the performance and service delivery process of various hospitals enlisted by the Company.
10. To arrange of Medical Board as and when required.
11. To arrange for best cost effective Medical service to the employees of the Company as a part of employee welfare.
12. To develop yearly database of employee treatment and expenditure thereof.
13. To monitor the proper system in the Company to get the efficient and cost effective Medical Service at the enlisted hospitals.
14. Any other jobs assigned by the Controlling Officer/Higher Authority.

SELECTION PROCESS :

1. The selection will be made through the process of Personal Interview.
2. Prescribed criteria are minimum and mere possession of the same does not entitle the candidate to be called for interview.
3. Depending on the requirement, WBSEDCL reserves the right to cancel/curtail/enlarge/modify the recruitment process, if deemed necessary in the interest of the WBSEDCL, without any further notice and without assigning any reason thereof. WBSEDCL is not liable to compensate the applicant for consequential damages if any.
4. WBSEDCL, at its discretion may raise/relax any criteria notified above.
5. Candidates may be shortlisted commensurate with the number of vacancies.

Regd. Office: Vidyut Bhavan, Block - DJ, Sector - II, Bidhannagar, Kolkata - 700 091
Corporate Identity No. (CIN) : U40109WB2007SCC113473, Tele. No.: 033-23598370,
Telefax No. : 033-23598390/033-23598370, E-mail ID: ppcell.wbsedcl@gmail.com,
web: www.wbsedcl.in

WBSEDCL

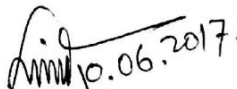
6. The details of interview schedule will be communicated to the short-listed candidates duly.
7. Recruitment will be done strictly as per merit in pursuance of the recruitment policy, other rules and existing guidelines of the WBSEDCL. Mere submission of application does not guarantee selection/appointment to the Post.
8. Canvassing in any form will disqualify a candidate.
9. If any false/incorrect information furnished by the candidate is detected at any stage of selection process, his/her candidature will be liable for rejection ab-initio.
10. The decision of the Company in all matters relating to selection process shall be final and binding on the candidate.
11. WBSEDCL will not be responsible for any loss in transit in submission of documents within specified time. Application received after last date will neither be entertained nor returned.
12. All information regarding this recruitment process would be made available under **Career[Tab]** of WBSEDCL's website only (i.e. www.wbsedcl.in). Applicants are advised to check the website periodically for important updates.
13. Applicants must have a valid "Email ID" and "Mobile Phone Number", which should be kept active for the entire duration of the recruitment process. No change in email id will be permissible. WBSEDCL shall not be responsible for any non delivery of email/any other communication sent, due to invalid/wrong email id/mobile no.
14. Incomplete application will be summarily rejected. Application formats not accompanying any of the valid credentials i.e Educational Qualification, Professional Qualification, Work Experience, Photograph and Signature will be rejected.
15. All details submitted vide the Application Format will be treated as final and no subsequent changes will be entertained.

HOW TO APPLY :

The filled up application format (enclosed with the Circular) should be sent at the office of the Addl. General Manager(HR&A), Recruitment & Manpower Planning Cell, Vidyut Bhavan, 7th Floor, 'C' Block, Bidhannagar, Kolkata-700091 duly signed and authenticated by the Controlling Officer latest by 01.07.2017 along with self attested photocopies of documents in support of qualification and work experience.

A copy of the instant circular with application format is also available at www.wbsedcl.in under **Career[Tab]**.

Encl: One Format of Application


(S. Sarkar)
Director (HR)

Memo No. MPP/Circular/Rectt./2017/ 525 (1-16)

Date: 10-06-2017.

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WBSEDCL

West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

FORMAT OF APPLICATION AGAINST NOTIFICATION NO. MPP/2017/05 DATED: 26/05/2017
RECRUITMENT FOR THE POST OF CHIEF MEDICAL OFFICER

To,
The Addl. General Manager (HR&A)
Recruitment & Manpower Planning Cell
Vidyut Bhavan, 7th Floor, 'C' Block, Kolkata-91

**AFFIX SELF
ATTESTED
PASSPORT SIZE
PHOTOGRAPH**

1. Name of the Post Applied for	: CHIEF MEDICAL OFFICER
2. Name of the Candidate (in block letters)	:
3. Father's Name:	
4. Correspondence Address :	
5. Permanent Address :	
6. Mobile No. / Telephone No. :	
7. E-mail ID :	
8. Date of Birth & Age as on 01.01.2017	:
9. Gender (Male/Female)	:
10. Nationality	:
11. Regn. No. for Medical Practice (Document to be enclosed):	
12. Qualification	: Please specify in details as per the format outlined below

Qualification	Examination Passed	Name of the Board/Council/Institute/University	Year of Passing	Division/Class/Grade Point	Course Mode - Full time/Part time/ Others
Educational					
Professional					

- 13. Whether belongs to SC / ST / OBC (A) / OBC (B) /Physically Challenged Category**
[Copy of certificate(s) to be enclosed]

14. Experience Details

SI No.	Place of Posting	Designation	Scale of Pay / Band Pay & Grade Pay	Period		Nature of job responsibility	Remarks
			(for PSU/ Govt. only)	From	To		

*** Self-attested copy of the relevant experience details is to be enclosed. ***

15. Special Achievements in the relevant fields (if any):

16. Place of Posting & Designation	:
17. Confirmation Order reference	:
18. Employee ID (Photocopy of Employee ID Card to be enclosed)	:
19. SAP ID ((Photocopy of Last Pay Slip to be enclosed)	:

20. List of Credentials enclosed :

- a)
- b)
- c)
- d)

DECLARATION

I, hereby, declare that the particulars furnished herein are true to my knowledge. If any information is found to be false subsequently by the authority, my candidature for the post is liable to be rejected.

Date:

Place:

Signature of the Candidate