



WBSEDCL

WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.

(A Government of West Bengal Enterprise)

Vidyut Bhavan, Bidhannagar,
Block-DJ, Sector-II, Kolkata -700091

CIRCULAR

Date: 03-11-2018

WBSEDCL has announced the recruitment for the Post of Assistant Manager (HR&A), Assistant Manager (F&A) & Junior Executive (Finance) under Notification No. MPP/2018/04. The press notification was duly published on 02.11.2018 in Times of India and other dailies. The layout of qualifications and other terms and conditions of recruitment has been laid down in the company's website (www.wbsecl.in) under Career [Tab]. In order to extend the opportunity to the existing regular employees of the Company having requisite qualification as prescribed here-in, application in the prescribed format is invited from the interested and eligible employees along with all supporting certificates and testimonials duly self-attested by the employees and further attested by the respective Controlling Officer. Application fee in the form of Demand Draft drawn in favour of 'WBSEDCL' and payable at Kolkata should also be submitted (wherever applicable). The details are indicated below:

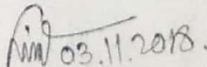
Sl. No.	Name of the Post	Qualification	Amount
1	Assistant Manager (HR&A)	Graduate in any discipline and MBA (2 years' course) / MPM (2 years' course) / MHRM (2 years' course) with major specialization in Personnel Management/ H.R or Post-Graduate Degree / Diploma (2 years' course) with specialization 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.	₹ 400/-
2	Assistant Manager (F&A)	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') with major 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.	₹ 400/-
3	Junior Executive (Finance)	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. Or In terms of the O.O No.MPP/2012/03 dtd. 16.01.2012, the opportunity is also extended to the SERVING SEMI QUALIFIED TRAINEES presently posted at various establishments of WBSEDCL. 1. Relaxation in upper age limit of 27 years as on 01.01.2018 for professionally Semi Qualified Trainees having passed ICWA Intermediate Examination by equivalent period of training undergone in WBSEDCL. 2. Preference will be given to the applicants/candidates possessing adequate experience and proficiency in similar industry.	₹ 400/-

Application of the employees will be accepted subject to following conditions:-

1. Regular employees of WBSEDCL and employees deputed by the Company to other organizations may apply under this circular, if eligible.
2. The confirmed employee may avail of an upper age relaxation upto 45 years as on 01.01.2018 to participate in the selection process.
3. Departmental candidates, who are yet to be confirmed in their service at WBSEDCL, may also apply under this Circular. But the upper age limit as mentioned in the Notification No. MPP/2018/04 will be applicable for them.
4. It will be the candidate's prerogative to ensure that he/she fulfills the eligibility criteria before applying. In case, it is detected at any stage of recruitment / selection 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.
5. There will be no separate communication to any candidates on their non-selection at any stage.
6. Departmental employees belonging to the SC (West Bengal)/ST(West Bengal)/PwD category are exempted from paying any application fee. However, such exemption will not be applicable in case of any UR/OBC-A/OBC-B candidates.
7. Candidates not depositing exact amount of fee will be rejected.
8. No application fee in the form Postal Order/Money Order etc will be accepted. Application fee once paid is non-refundable.
9. The candidates who have appeared or going to appear in the final examination to acquire the requisite academic Degree or Professional qualification (as prescribed above) are also allowed to apply for the recruitment, provided that such candidates must produce their final pass certificate/marksheet of the qualifying examination, as per eligibility criteria, on the date of interview failing which their candidature will stand cancelled without any further reference.
10. Degrees obtained through Open School/University/through Distance Learning Mode (duly recognized by AICTE/NIOS) are allowed.
11. All other terms & condition mentioned under Notification No. MPP/2018/04, will also be applicable for this Circular.
12. The applications in the prescribed format (enclosed with the Circular) duly filled in with all required documents & credentials , proof of age , Caste certificate and disability certificate duly self attested by the employees along with Bank Draft (if applicable) of the required amount, duly authenticated and attested by the Controlling Officer may be sent to the office of the Addl. General Manager(HR&A), Recruitment & Manpower Planning Cell, Vidyut Bhavan, 7th Floor, 'C' Block, Bidhannagar, Kolkata-700091 so that the same is reached at the above address positively by 28.11.2018(5:00 PM). Application reaching beyond 28.11.2018(5:00 PM) will not be accepted.

A copy of the instant circular is also given in company's website www.wbsecl.in under Career (Tab).

Encl: Format of Application


(Sujay Sarkar)
Director (HR)

Memo No. MPP/Circular/Rectt./Non-Tech/2018/480(1-201)

Date: 03/11/2018

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

FORMAT OF APPLICATION AGAINST RECRUITMENT TO THE POST OF ASSISTANT MANAGER (HR&A),

ASSISTANT MANAGER (F&A) & JUNIOR EXECUTIVE (FINANCE)

NOTIFICATION NO. MPP/2018/04 || DATED: 26.10.2018

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

AFFIX SELF
ATTESTED
PASSPORT SIZE
PHOTOGRAPH

1. Name of the post applied for	:
2. Name of the Candidate (in block letters)	:
3. Father's/Husband's name	:
4. Correspondence Address	:
5. Mobile No./Telephone No.	:
6. E-mail ID	:
7. Date of Birth & Age as on 01.01.2018	:
8. Nationality	:
9. Qualifications	: Please specify in details as per 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
a) Academic					
b) Professional					

10. Whether belongs to SC/ST/OBC-A/OBC-B /PWD Category [Copy of certificate(s) to be enclosed]	:
11. Place of Posting & Designation	:
12. Confirmation Order reference [Copy to be enclosed]	:
13. Employee ID (Photocopy of Employee ID Card to be enclosed)	:
14. SAP ID ((Photocopy of Last Pay Slip to be enclosed)	:
15. Particulars of Demand Draft (if applicable)	:
i. Name of Bank & Branch	:
ii. Demand Draft No. & Date	:
iii. Amount	:

16. Documents enclosed [viz. Xth Admit Card/ Marksheets/ Certificates/Caste Certificate(if applicable)/Disability Certificate(if applicable)/Experience Certificate (Applicable for Semi-Qualified Trainee)]	:
---	---

DECLARATION

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

Date:

Signature of the Candidate

Signature of the Controlling Officer
With Office Seal