

**WBSEDCL****WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.****(A Government of West Bengal Enterprise)**

Vidyut Bhavan, Bidhannagar,

Block-DJ, Sector-II, Kolkata -700091

ONLY FOR EMPLOYEES ALREADY WORKING IN WBSEDCL**CIRCULAR**

Date: 29-12-2018

WBSEDCL has announced the recruitment for the Post of **Office Executive & Junior Operator Technician Cum Technical Assistant** under **Notification No. MPP/2018/05**. The press notification was duly published on **28.12.2018** in **Times of India and other dailies**. The detailed notification outlining the layout of qualifications, number of vacancies and other terms and conditions of recruitment has been already been uploaded in the company's website (www.wbsedcl.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, Pay Band & Grade Pay and No. of Vacancies	Qualification	Application Fee
1	Office Executive Pay Band: ₹ 6,300 - ₹ 20,200 Grade Pay: ₹ 3,600 No. of Vacancies: 745	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 Must have passed certificate course/any other courses on computer from any of the Institute indicated below: i) 'O' level course of National Institute of Electronics and Information Technology (NIELIT) formerly DOEACC Society, Govt. of India ii) One year course in Computer Application from any Institute recognized by West Bengal State Council of Technical Education/West Bengal State Council of Technical & Vocational Education and Skill Development or, iii) One year Diploma course in Modern Office Practice and Management from any Institute recognized by West Bengal State Council of Technical Education/ West Bengal State Council of Technical & Vocational Education and Skill Development or, iv) Course of Computer Operation and Programming Assistant (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training & Employment, Govt. of India or, v) Secretarial Practices (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training & Employment, Govt. of India or, vi) Passed twelve standards in vocational stream from State Council of Vocational Training, Govt. of West Bengal with any of the following combination: a) Computer fundamentals and Programming and	₹ 300/-

		<p>Computer Assembly and Maintenance. b) IT enabled services and Computer fundamentals and Programming.</p> <p>Or</p> <p>2) Passed Bachelor in Business Administration(BBA)/Bachelor in Computer Application(BCA) [With either minimum 50% marks in Graduation or 50% marks in HS]</p> <p>Or</p> <p>3) Passed Bachelor Degree in Science with Honours in Statistics or Honours in Computer Science [With either minimum 50% marks in Graduation or 50% marks in HS]</p> <p>Or</p> <p>4) Passed Bachelor Degree in any discipline with at least one full paper on Computer Science/Computer Application/ Information Technology at Graduation level. [With either minimum 50% marks in Graduation or 50% marks in HS]</p> <p>Or</p> <p>5) Passed Bachelor Degree in any discipline with MCA. [With either minimum 50% marks in Graduation or 50% marks in HS].</p>	
2	<p>Junior Operator Technician Cum Technical Assistant</p> <p>Pay Band: ₹ 6,300 - ₹ 20,200</p> <p>Grade Pay: ₹ 2,600</p> <p>No. of Vacancies: 434</p>	<p>Madhyamik or equivalent And i) Trade Certificate under NCVT from any ITI under Directorate of Industrial Training, Govt. of West Bengal in Electronic-Mechanic/Wireman/ Electrician (Total 2 years' duration).</p> <p>Or</p> <p>ii) Trade Certificate under NCVT from any ITI under Directorate of Industrial Training, Govt. of West Bengal in Broad Based Basic Training (BBBT) & Advanced/Specialized Module in the Electrical Sector (Total 2 years' duration).</p> <p>Or</p> <p>iii) National Apprenticeship Certificate (NAC) awarded by Ministry of Labour and Empowerment, Government of India, in the trade (Total 3 years' duration): Electronic Mechanic/ Wireman/ Electrician.</p>	₹ 300/-

****The numbers of post may vary.**

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

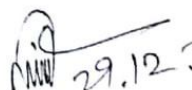
1. Regular employees of WBSEDCL and employees deputed by the Company to other organizations may apply under this circular, if eligible.
2. The confirmed employee may avail of an upper age relaxation upto **45 years** as on **01.01.2018** to participate in the selection process.
3. Departmental candidates, 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/2018/05** 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. The candidates belonging to UR/OBC-A/OBC-B categories have to submit an application fee in the form of **Demand Draft** drawn in favour of '**WBSEDCL**' and payable at **Kolkata** amounting to **Rs. 300/- (Three Hundred Only)**.
 8. Candidates not depositing exact amount of fee will be rejected.
 9. Application fee in the form Postal Order/Money Order etc will **not** be accepted.
Application fee once paid is non-refundable.

10. 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.
11. Prescribed qualifying Degree/Certificate obtained from Open University/Distance Learning Mode/Part-Time/Sandwich Course (duly recognized by UGC/AICTE/NIOS/NCVT/WBSCTE/WBSCT&VE&SD as applicable) shall be allowed for departmental candidates.
12. The category-wise distribution of vacancy for the posts as per the 100 point roster (issued by Govt. of West Bengal) and the disability categories suitable to apply under PwD category are mentioned in the Website Advertisement issued under Notification No. MPP/2018/05 available at our website under Career [Tab].
13. All other terms & condition mentioned under **Notification No. MPP/2018/05**, will also be applicable for this Circular. In addition to the terms and conditions mentioned above, all other rules, regulation and policies of WBSEDCL for recruitment and appointment of manpower will apply mutatis mutandis to this Notification.
14. 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 reaches the above address positively by **21.01.2019 (5:00 PM)**. Application reaching beyond **21.01.2019 (5:00 PM)** will not be accepted.

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

Encl: Format of Application


(Sujay Sarkar)
Director (HR)

Memo No. MPP/Circular/Rectt./OE & JOT-CUM-TA/2018/522(1-201) Date: 29-12-2018

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

ONLY FOR EMPLOYEES ALREADY WORKING IN WBSEDCL

**FORMAT OF APPLICATION AGAINST RECRUITMENT TO THE POST OF OFFICE EXECUTIVE & JUNIOR
OPERATOR TECHNICIAN CUM TECHNICAL ASSISTANT
NOTIFICATION NO. MPP/2018/05 || DATED: 22.12.2018**

AFFIX SELF
ATTESTED
PASSPORT SIZE
PHOTOGRAPH

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

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.	Educational Qualifications : Please specify in details as per format outlined below		

Qualification	Examination Passed	Name of the Board/Council/ Institute/University	Year of Passing	Marks Obtained (Percentage/ Grade Point)	Course Mode - Full time/Part time/Others
a) Academic	XTH STANDARD				
	XIITH STANDARD				
b) Graduation/ Post-Graduation/ Certificate					

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/ All Marksheets/ Certificates/Caste Certificate(if applicable)/Disability Certificate(if applicable)]	:	

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