



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: 02/05/2017

WBSEDCL is going to induct fresh manpower shortly in the post of **Office Executive** from the open market. Newspaper advertisement has already been published in leading dailies on **26.04.2017** under **Notification No. MPP/2017/04 Dt. 21.04.2017** and the detailed advertisement is available in the Company's Website (www.wbsedcl.in). Opportunity is now being extended to the existing regular employees of the company (including the employees of WBSEDCL on deputation to other organization) to apply under the said Notification. Employees having requisite qualification as specified below may apply in the application format (enclosed) along with self-attested photocopies of certificates/ testimonials, valid Employee Identity Card and prescribed application fee, where applicable, in the form of **Bank Draft** drawn in favour of '**WBSEDCL**' payable at Kolkata.

The details of the Post, Qualification, Vacancy and amount of Application Fee for the post are indicated below:-

Sl. No.	Name of the Post	Vacancy (in nos.)	Pay Band	Grade Pay	Educational Qualification	Application Fee
1	Office Executive	**247	Pay Band ₹ 6,300 – ₹ 20,200	₹ 3,600	<p>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 Institutes 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 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 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. 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 Computer Assembly and Maintenance. b) IT enabled services and Computer fundamentals and Programming, Or 2) Passed Bachelor in Business Administration(BBA)/Bachelor in Computer</p>	₹ 300/-

02.05.2017

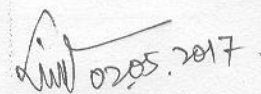
				Application(BCA) [With either minimum 50% marks in Graduation or 50% marks in HS] Or 3) Passed Bachelor Degree in Science with Honours in Statistics or Honours in Computer Science [With either minimum 50% marks in Graduation or 50% marks in HS] Or 4) Passed Bachelor Degree in any discipline with at least 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] Or 5) Passed Bachelor Degree in any discipline with MCA. [With either minimum 50% marks in Graduation or 50% marks in HS].	
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****The number of posts may vary.**

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

1. Only regular employees of WBSEDCL and employees of WBSEDCL on temporary deputation to other organizations are allowed to apply, if eligible.
2. The upper age limit will be **45 years** as on **01.01.2017** only for the **confirmed** employees of the Company and for the others, upper age limit as specified in the original Notification will be applicable.
3. 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.
4. There will be no separate communication to any candidates on their non-selection at any stage.
5. Departmental employees appearing in the final semester/examination of the respective degree/computer course may also apply subject to the condition that they invariably produce final mark sheet /pass certificate at the time of interview, if selected.
6. Degree obtained from any Open University/ Distance-Learning Mode/Part-Time/Sandwich Course shall be allowed provided such degree is recognized by the appropriate authority as applicable.
7. Departmental employees belonging to the SC/ST/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.
8. Candidates not depositing exact amount of fee will be rejected.
9. **No application fee in the form Postal Order/Money Order etc will be accepted. Application fee once paid is non-refundable.**
10. The filled in application in the prescribed format (enclosed with the Circular) with supporting documents/ credentials (Proof of Age, Qualification, Caste Certificate (if applicable) and Disability Certificate(if applicable), etc) **duly signed and authenticated by Controlling Officer** along with Bank Draft of prescribed amount 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** positively by **17.05.2017**. Application reaching beyond 17.05.2017 will not be accepted. A copy of the instant circular with application format is also given in company's website (www.wbsedcl.in).

Encl: **One Format of Application**


(Sujay Sarkar)
Director (HR)

Memo No. MPP/Circular/Recruitment/2017/ 357 (1-195)

Date: 02-05-2017

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

FORMAT OF APPLICATION AGAINST RECRUITMENT TO THE POST OF OFFICE EXECUTIVE

NOTIFICATION NO. MPP/2017/04 || DATED : 21.04.2017

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	:	OFFICE EXECUTIVE
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 01.01.2017	:	
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	:	
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 / Credentials enclosed	:	

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