

**NOTIFICATION NO.MPP/2022/05**

**DATED: 14.12.2022**

**RECRUITMENT FOR THE POST OF CHIEF SECURITY  
OFFICER, DY. CHIEF SECURITY OFFICER, SPECIAL  
OFFICER (S&LP), SECURITY OFFICER, ADDITIONAL  
SECURITY OFFICER & ASSISTANT SECURITY  
OFFICER ON CONTRACTUAL BASIS**



**VIDYUT BHAVAN,  
BLOCK-DJ, SECTOR-II, BIDHANNAGAR  
KOLKATA-700091  
WEBSITE: [www.wbsedcl.in](http://www.wbsedcl.in)  
CIN: U40109WB2007SGC113473**



**WBSedcl**



## COMPANY PROFILE:

1

**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 ₹ 23,000 crores.

**Power Distribution:** WBSEDCL operates in a command area of around 97% of the total area of West Bengal and serves more than 2.14 crores 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 since 2011:**

|      |   |
|------|---|
| 2011 | <ul style="list-style-type: none"><li>➤ Power India Excellence Certificate from India-Tech Foundation.</li><li>➤ Award of Excellence -2<sup>nd</sup> Best Power Utility (ICC-5<sup>th</sup> India Energy Summit -2011)</li></ul>  |
| 2012 | <ul style="list-style-type: none"><li>➤ Power India Excellence Certificate for 'Customer Satisfaction &amp; Quality Service' from India-Tech Foundation.</li><li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 6<sup>th</sup> India Energy Summit -2012)</li><li>➤ Skoch Digital Inclusion Award, 2012 for 'Reforms &amp; R-ADDRP'.</li></ul>                                  |
| 2013 | <ul style="list-style-type: none"><li>➤ 2<sup>nd</sup> Best Award for 'Customer Service &amp; Sound Financial Base' by Rating of Ministry of Power, Govt. of India.</li><li>➤ Award of Excellence – 3<sup>rd</sup> Best Power Utility (ICC 7<sup>th</sup> India Energy Summit -2013)</li></ul>  |
| 2014 | <ul style="list-style-type: none"><li>➤ 'Best Innovation' winner [IPPAI Power Awards-2014]</li><li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 8<sup>th</sup> India Energy Summit -2014)</li></ul>   |
| 2015 | <ul style="list-style-type: none"><li>➤ 'REPA State Awards 2015' for Best State of India in Rural &amp; Remote Area Electricity Access.</li><li>➤ 'Best Hydro Power Generation' [IPPAI Power Awards -2015]</li><li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 9<sup>th</sup> India Energy Summit -2015)</li></ul>   |
| 2016 | <ul style="list-style-type: none"><li>➤ SAP ACE Awards [SAP INDIA] for "Successful Implementation of ERP".</li><li>➤ IPPAI Power Award for winner of Outstanding Innovation for "Customer Service &amp; Power Purchase Cost".</li><li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 10<sup>th</sup> India Energy Summit -2016)</li><li>➤ SKOCH Award of Merit -2016.</li></ul> |
| 2017 | <ul style="list-style-type: none"><li>➤ IPPAI Award for Innovation in Energy Storage – Energy Storage through Hydro.</li><li>➤ Best Power Utility at ICC India Energy Summit.</li></ul>   |
| 2018 | <ul style="list-style-type: none"><li>➤ Best Power Utility Award at ICC India Energy Summit.</li><li>➤ "One of the Innovations" in "Energy Storage through Hydro" Award at ICC India Energy Summit.</li></ul>   |
| 2019 | <ul style="list-style-type: none"><li>➤ Best Performing Power Distribution Utility Award at ICC India Energy Summit.</li></ul>  |

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



## NOTIFICATION DETAILS

2

### DISCLAIMER :

Candidates are advised to go through full particulars of the Advertisement and make sure before applying that he / she satisfies all the requirement as per the advertisement. In case, it is detected at any stage of recruitment/ selection (i.e. during 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 without any reference. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.

West Bengal State Electricity Distribution Company Limited (**WBSEDCL**) intends to engage **Chief Security Officer, Dy. Chief Security Officer, Special Officer (S&LP), Security Officer, Additional Security officer & Assistant Security Officer** on contractual basis. The eligibility criteria, vacancy and other details are mentioned below:-

#### 1. Name of the Post:- **Chief Security Officer**

#### DETAILS OF POST, VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING

|                                |  |
|--------------------------------|--|
| No. of Vacancy :               | 01 (One)   |
| Work Experience:               | Retired Officer of the Army/Defence Services in the rank of Lt. Colonel with minimum 20 years of experience in Defence Service may apply.<br>Or<br>Retired Police Officer in the rank of Superintendent of Police (S.P.) / Deputy Commissioner of Police (D.C.) with minimum 20 years of experience in State/Central Police Service may apply. |
| Compensation :                 | Monthly consolidated remuneration Rs. 65,000/-<br>Note:- Renewal of contract with an increment of 3% of the remuneration may be made if found suitable for subsequent years and subject to approval of the competent authority   |
| Age:                           | Should not be more than 60 years as on 01.01.2022 for Retired Army/Defence Service Officer in the rank of Lt. Colonel.<br>Or<br>Should not be more than 63 years as on 01.01.2022 for Retired Police Officer in the rank of Superintendent of Police (S.P.) / Deputy Commissioner of Police (D.C.)   |
| Period of contract:            | Initially the period of contract will be 01 (One) year which is likely to be renewed on the basis of performance/requirement   |
| Tentative Place of Deployment: | Vidyut Bhavan, HQ of WBSEDCL   |



2. Name of the Post:- **Deputy Chief Security Officer**

| DETAILS OF POST ,VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING |  |
|---|--|
| <b>No. of Vacancy :</b>   | <b>01 (One)</b>  |
| <b>Work Experience:</b>   | <b>Retired Govt. official in the rank of Addl. Superintendent of Police or equivalent.</b>                                 |
| <b>Compensation :</b>   | <b>Monthly consolidated remuneration Rs. 58,000/-</b>  |
| <b>Age:</b>   | <b>Below 62 Years as on 01.01.2022</b>   |
| <b>Period of contract:</b>  | <b>Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement</b> |
| <b>Tentative Place of Deployment:</b>   | <b>Siliguri Zone</b>   |

3. Name of the Post:- **Special Officer (S&LP)**

| DETAILS OF POST ,VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING |   |  |
|---|---|--|
| <b>No. of Vacancy :</b>   | <b>06 (Six)</b>   |  |
| <b>Work Experience:</b>   | <b>Retired Govt. official in the rank of SDPO/ Deputy Superintendent of Police or Retired Inspector of Police.</b>  |  |
| <b>Compensation :</b>   | <b>Rank</b>   | <b>Monthly consolidated remuneration</b> |
|   | <b>Ex-SDPO/DSP of Police</b>  | <b>Rs. 50,000/-</b>                      |
|   | <b>Ex-Inspector of Police</b>   | <b>Rs. 40,000/-</b>                      |
| <b>Age:</b>   | <b>Below 62 years as on 01.01.2022</b>  |  |
| <b>Period of contract:</b>  | <b>Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement</b>  |  |
| <b>Tentative Place of Deployment:</b>   | <ol style="list-style-type: none"> <li>1. S&amp;LP HQ Vidyut Bhavan</li> <li>2. Jalpaiguri Region</li> <li>3. Alipurduar Region</li> <li>4. Purba Burdwan Region</li> <li>5. Kandi Division</li> <li>6. Balurghat Division</li> </ol> |  |

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4. Name of the Post:- **Security Officer**

| DETAILS OF POST ,VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING |   |
|---|---|
| No. of Vacancy :  | 02 (Two)  |
| Work Experience:  | Retired Govt. official in the rank of Asstt. Commandant or Asstt. Commissioner of Police                            |
| Compensation :  | Monthly consolidated remuneration Rs. 50,000/-  |
| Age:  | Below 62 Years as on 01.01.2022   |
| Period of contract:   | Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement |
| Tentative Place of Deployment:  | 1. Rammam Hydel Project<br>2. Jaldhaka Hydel Project  |

5. Name of the Post:- **Additional Security Officer**

| DETAILS OF POST ,VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING |   |
|---|---|
| No. of Vacancy :  | 01 (One)  |
| Work Experience:  | Retired in the rank of Inspector or Company Commandant  |
| Compensation :  | Monthly consolidated remuneration Rs. 40,000/-  |
| Age:  | Below 62 Years as on 01.01.2022   |
| Period of contract:   | Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement |
| Tentative Place of Deployment:  | Vidyut Bhavan, HQ of WBSEDCL  |

6. Name of the Post:- **Assistant Security Officer**

| DETAILS OF POST ,VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING |   |
|---|---|
| No. of Vacancy :  | 04 (Four)   |
| Work Experience:  | Retired in the rank of Sub-Inspector  |
| Compensation :  | Monthly consolidated remuneration Rs. 33,000/-  |
| Age:  | Below 62 Years as on 01.01.2022   |
| Period of contract:   | Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement |
| Tentative Place of Deployment:  | 1. Vidyut Bhavan, HQ of WBSEDCL<br>2. Teesta Canal Fall Hydel Project   |

**\*\* THE NUMBER OF VACANCY MAY VARY**



**Note:**

- ❖ Only Indian Nationals may apply for this post.
- ❖ Candidates are eligible to apply for only one post.
- ❖ The engagement will be purely on contractual basis up to 01(one) year which may be extended on the basis of performance of the candidate/requirement of the Company and subject to decision of competent authority.
- ❖ The applicant may furnish his choice for place of posting only for the post of Special Officer(S&LP) & Assistant Security Officer in order of preference in the application but the selected candidates may be posted at any of the units / offices of the WBSEDCL as per the requirement of the organization. During the period of engagement, one may be transferred from one unit to another unit as per organisational requirement and decision of the management.
- ❖ Depending upon performance, physical fitness and mental alertness, the period of engagement may be extended from time to time till a candidate attains the age of 65 years subject to approval of appropriate authority of the Company.

| <b>MODE OF SELECTION FOR DIFFERENT POSTS :</b>  |   |
|---|---|
| <b>Chief Security Officer</b>   | Inviting applications from interested candidates through duly filled-up Application Form (Format available on <a href="http://www.wbsedcl.in">www.wbsedcl.in</a> ). Candidates fulfilling the prescribed eligibility criteria will be short-listed for Personal Interview process, date and venue of which will be intimated to them in due course of time. |
| <b>Dy. Chief Security Officer, Special Officer (S&amp;LP), Security Officer, Additional Security Officer &amp; Assistant Security Officer</b> | <b>Walk-In-Interview</b>  |

| <b>JOB RESPONSIBILITY:</b>  |
|---|
| <p>❖ <b>Chief Security Officer:-</b></p> <ol style="list-style-type: none"> <li>1. To look after the entire security network of all establishments and units under WBSEDCL.</li> <li>2. To rush to an area in case of any eventuality in order to solve the problems by meeting Superintendent of Police, Inspector In-charge of Police stations, Civil administration and Officers of the Company as the case may be.</li> <li>3. To engage and review the performance of Company's own security personnel, private security personnel, NVF/HG and R.G Members on a continuous and periodic manner.</li> <li>4. To liaison with Tender Committee for finalization of contract in respect of engagement of private security personnel and deploy them after obtaining necessary sanction from higher authority.</li> <li>5. To maintain central database of deployment of private security at different units of the Company and to oversee the performance of private security personnel.</li> </ol> |



6. To take corrective measures for non performance of Private Security/N.V.F./H.G.
7. To communicate decision to Division Office, Regional Office, Zonal Office, Customer Care Centre, Sub-station etc. after obtaining necessary sanction from higher management for deployment of Private Security Home Guard, N.V.F and R.G Party.
8. To follow up with Police Authority with respect to theft of WBSEDCL's property.
9. To report on confidential matters and cases of theft of WBSEDCL's property on day to day basis through written communication or over telephone.
10. To keep watch over the movement of security staff and general public in and around the Establishment.
11. To keep watch and supervise the movement of D.B.L guns and ammunitions of Company and obtain necessary permission from SDO for renewal of license.
12. To supervise and look after the absolute security of Vidyut Bhavan and to meet any exigency/emergency by arranging round the clock security with proper control system for maintaining safety & security.
13. To conduct regular security drill to meet any exigency/emergency.
14. To attend, monitor and supervise miscellaneous security related affairs at Vidyut Bhavan.
15. Any other security related issue as may be entrusted by the higher management.

❖ **Deputy Chief Security Officer:-**

1. To operate from the Office of Zonal Manager, Siliguri Zone.
2. To oversee the overall activities of the S&LP wings of the Distribution units of the organization spanning across all the districts of North Bengal.
3. To oversee the activities of the Security wing of the Hydel Project offices of the organization spanning across all the districts of North Bengal.
4. To make periodic visits to all units or site offices for necessary inputs/guidance, as and when necessary.
5. To keep close liaison with Local / District Police authorities and Civil Administration of the different Sites for necessary assistance as and when necessary.
6. To coordinate with the Chief Security Officer on issues related to security of offices of WBSEDCL in North Bengal.
7. To function under the guidance of the Office of Advisor (S & V) for conducting his day-to-day activities.



❖ **Special Officer (S&LP) /Security Officer/ Additional Security Officer/ Assistant Security Officer:-**

To undertake activities related to Security and Loss Prevention within the jurisdiction of the units where they are placed.

**SELECTION PROCESS:**

1. Prescribed criteria are minimum and WBSEDCL, at its discretion, may raise/relax age and/or other criteria notified above.
2. The candidates who meet the prescribed eligibility criteria and successfully complete the verification stage shall be allowed to appear for Personal Interview. The candidates have to personally bear all expenses to appear for the Personal Interview at Vidyut Bhavan, Salt Lake, Kolkata. No Travelling Allowance will be admissible.
3. For the post of Chief Security Officer, the details of the interview schedule will be communicated to the short-listed candidates in due course of time.
4. For the post of Dy.CSO, SO(S&LP), Security Officer, Additional Security Officer & Assistant Security Officer, the date venue and time for the Walk-in-Interview are mentioned below under 'Important Dates'
5. Recruitment will be done strictly in pursuance of rules and guidelines of WBSEDCL.
6. Canvassing in any form will disqualify a candidate.
7. 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.
8. The decision of the Company in all matters relating to selection process shall be final and binding on the candidate.
9. 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.
10. All information regarding this recruitment process would be made available under Career tab of WBSEDCL's website only (i.e [www.wbsedcl.in](http://www.wbsedcl.in)). Applicants are advised to check the website periodically for important updates.
11. Applicants must have a valid "Email ID" and "Mobile 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.



12. All details submitted vide the Application Format will be treated as final and no subsequent changes will be entertained.
13. For queries , interested candidates may contact the Office of The Addl. General Manager (HR&A), Recruitment & Manpower Planning Cell, WBSEDCL at Vidyut Bhavan, 7th Floor, "C" Block, Sector-II, Bidhannagar, Kolkata-700091 or email us at [rectt@wbasedcl.in](mailto:rectt@wbasedcl.in).
14. Candidates who fail to appear for the Interview Process with the filled-up prescribed Application format along with the necessary credentials i.e Age Proof, Work Experience (PPO), Disability Certificate (if applicable), Photograph and Signature will invite cancellation of his/her candidature

# Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate must check WBSEDCL's website: [www.wbasedcl.in](http://www.wbasedcl.in)

#### APPLICATION PROCESS :

##### ❖ For the Post of Chief Security Officer:-

Application Forms duly filled- in [format available on the Company's website {[www.wbasedcl.in](http://www.wbasedcl.in)} under Career tab] along with all self-attested copy PPO (all parts) or Discharge Certificate / Release Order / Superannuation Notice, proof of Age and proof of Work Experience should be submitted to **The Additional General Manager (HR&A), Recruitment & Manpower Planning Cell, Vidyut Bhavan, 7th Floor, "C" Block, Sector-II, Bidhannagar, Kolkata-700091**. The envelope containing application and other documents should be superscribed with the Notification No. and name of the post. The application along with other documents will be received at the above mentioned address on all working days during the period from 20.12.2022 to 30.12.2022 (Between 10:00 AM to 05:00 PM) or through the official e-mail id [\[rectt@wbasedcl.in\]](mailto:rectt@wbasedcl.in)

#### Important Dates

|   |                       |
|---|-----------------------|
| <b>Start Date of Application</b>                    | 20.12.2022            |
| <b>Last Date of Application</b>                     | 30.12.2022            |
| <b>Date, time &amp; Place of Personal Interview</b> | To be intimated later |

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❖ **For the Post of Deputy Chief Security Officer, Special Officer (S&LP), Security Officer, Additional Security Officer & Assistant Security Officer:-**

Interested candidates are requested to directly appear for Walk-In Interview along with prescribed Application Form duly filled-in [available on the Company's website {www.wbsedcl.in} under Career tab] and self- attested photocopy of documents as per schedule mentioned below:

| Important Dates                  |   |
|----------------------------------|---|
| <b>Date of Walk-In-Interview</b> | 04.01.2023  |
| <b>Reporting Time</b>            | 10.30 A.M   |
| <b>Venue</b>                     | Seminar Hall-I, 7th Floor, 'D'-Block, Vidyut Bhavan,<br>Block-DJ, Sector-II, Salt Lake, Bidhannagar,<br>Kolkata-700091<br>(Opposite : Karunamoyee Bus Stand ) |

❖ **List of documents to be enclosed:**

1. Self attested copy of Age Proof Certificate ('Class 10 Admit card /Certificate or equivalent).
2. Self attested copy of Pension Payment Order (PPO) [all the parts] or Discharge Certificate/ Release Order/ Superannuation Notice.
3. Two (02) nos. coloured passport size photographs

**The candidate shall be required to carry original copies of all above-mentioned documents/credentials/testimonials etc on the day of the Interview for verification failing which their candidature may not be considered.**

**TERMS & CONDITIONS**

**The terms and conditions will be as follows:**

1. The selected candidate will be entitled to 7 days Casual Leave for every 6 months' duration and 10 days Half Pay Leave (Commutable) for every 6 months' duration. No other leave like Earned Leave will be admissible. Casual Leave and Half Pay Leave will be admissible for every completed month of service on pro rata basis for any period less than 6 months.
2. The selected candidate will be entitled to indoor treatment for self only as applicable for regular employees and not for any dependent subject to a limit of Rs. 50,000/- in a year where engagement is for 1 (one) year and Rs. 25,000/- where engagement is for 6(six) months. Persons covered under WBHS-2008, CGHS or similar other schemes shall not, however, be entitled to this benefit. State Government Pensioners, even if not covered under WBHS-2008, will not be entitled to any medical reimbursement facility.



3. In case of CSO, the selected candidate will be provided with office vehicle for daily to and fro journey from residence to office as and when required for official purpose
4. In case of CSO, the selected candidate will report directly to Advisor (S&V), WBSEDCL.
5. In case of Dy.CSO, the selected candidate will report to the respective Zonal Manager, Siliguri Zone
6. In case of SO(S&LP), Security Officer, Additional Security Officer & Assistant Security Officer, the selected candidate will work under any authority as may be decided by the Company.
7. The contractual engagement may be terminated on one month's notice from either side or payment of one month's remuneration in lieu thereof.

**HEALTH ADVISORY**

1. It will be mandatory for every candidate to maintain social distancing norms and personal hygiene all the time inside the premises of the Interview venue.
2. The candidates shall have to wear proper face mask all the time while they are in the Interview venue.
3. Candidate may carry their own hand sanitizer (50ml) in transparent bottle.
4. If any candidate having any symptoms of fever, cough & cold, etc. shall be asked to leave the Personal Interview venue immediately.

**NOTIFICATION NO.: MPP/2022/05****DATED: 14.12.2022**

WBSEDCL