

Annexure – 'A'

Applications are invited from retired employees of the Organizations who are engaged in Power Utility Services, for making a panel of different posts in New Town Electric Supply Company Limited as mentioned below:

Sl. No.	Name of the Post
1.	General Manager (Commercial)
2.	General Manager (Maintenance)
3.	General Manager (Project)
4.	Addl. General Manager (Engineering)
5.	Manager (HR)
6.	Station Manager
7.	Dy. Manager (Engineering)
8.	Jr. Manager (Accounts)
9.	Office Assistant (Store)
10.	Stenographer
11.	Assistant Cash Officer
12.	Chargeman

Applications, complete in all respect, accompanied by attested copies of certificates and testimonials, proof of age should reach the office of NTESCL, addressed to the Managing Director, Administrative Office, Finance Centre, 2nd floor, CBD, Plot No. 1, Action Area – II, New Town, Rajarhat, Kolkata – 700 156 by 31.01.2017.

For further details as to qualifications and experiences required for the aforesaid posts, please see Annexure B of website: www.wbsedcl.in and www.ntescl.nic.in which follows below.

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Annexure – 'B'

Applications, complete in all respect, accompanied by attested copies of certificates and testimonials, proof of age should reach the office of NTESCL, addressed to the Managing Director, Administrative Office, Finance Centre, 2nd floor, CBD, Plot No. 1, Action Area – II, New Town, Rajarhat, Kolkata – 700 156 by 31.01.2017.

For further details as to qualifications and experiences required for the aforesaid posts, please visit website: www.wbsedcl.in and www.ntescl.nic.in

Sl. No.	Name of the Post	Educational Qualification	Pay (Rs.) (Consolidated)
1.	General Manager (Commercial)	Should be graduate in Electrical Engineering	Rs. 50,980/-
2.	General Manager (Maintenance)	Should be graduate in Electrical Engineering	Rs. 50,980/-
3.	General Manager (Project)	Should be graduate in Electrical Engineering	Rs. 50,980/-
4.	Addl. General Manager (Engineering)	Should be graduate in Electrical Engineering	Rs. 40,320/-
5.	Manager (HR)	Should possess MBA Degree/ NIPM/ DSW or Post Graduate Diploma in Industrial Relations & Personnel Management	Rs. 31,970/-
6.	Station Manager	Should be graduate in Electrical Engineering/ Diploma in Electrical Engineering	Rs. 27,650/-
7.	Dy. Manager (Engineering.)	Should be graduate in Electrical Engineering/ Diploma in Electrical Engineering	Rs. 30,100/-
8.	Jr. Manager (Accounts)	Should be graduate in Commerce	Rs. 23,470/-
9.	Office Assistant (Store)	Should be graduate	Rs. 23,470/-
10.	Stenographer	Should be graduate	Rs. 23,470/-
11.	Assistant Cash Officer	Should be graduate in Commerce	Rs. 23,470/-
12.	Chargeman	School Final/ H.S.	Rs. 21,744/-

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Experience:

Regarding post under Sl. No.1, the personnel should be holding position at the level of Addl. Chief Engineer and above or equivalent post at the time of superannuation and should have adequate experience in Commercial activities as per the ERC Guidelines related to processing of applications of the intending consumers for bulk power up to effecting the power supply and related to the existing consumers under bulk power category & all categories of L&MV consumers. The personnel should have adequate experience over computer with knowledge of SAP and other languages. Wide experience in Material Management & Inventory Control, purchase of material, Contract Management, preparation of Revenue Budget and Capital Budget, Administration of Franchisee work and agency work. Company's Board related matters etc.

Regarding post under Sl. No.2, the personnel should be holding position at the level of Addl. Chief Engineer and above or equivalent post at the time of Superannuation and should have adequate experience in Construction, Operation, Maintenance, Planning, Testing etc. associated to Electrical Distribution utilities. He should have managerial ability to Co-ordinate with other agencies like govt., semi govt. / PSU/ Private etc. for achieving company's target.

Regarding post under Sl. No.3, the personnel should be holding position at the level of Addl. Chief Engineer and above or equivalent post at the time of Superannuation and should have adequate experience towards Construction of 33/11 KV S/stn. & 33 KV Infrastructure, 11 KV, M&LV infrastructure along with Electrical distribution system for 33 KV & M &LV system and development of 11 KV & L&MV network with electrification of D.S.S. & 33/11 KV ESS.

Regarding post under Sl. No. 4, the personnel should be holding position at the level of Dy Chief Engineer / Superintending Engineer or equivalent post at the time of superannuation and should have adequate experience towards construction of Distribution Project work with adequate exposure towards underground cable laying with assorted work, Electrical equipment installation of Distribution Network along with testing experience. Wide experience in purchase of material through e-tendering.

Regarding post under Sl. No. 5, the personnel should be holding position at the level of Manager & above at the time of superannuation and should have adequate experience in HR activities, Contract Labour Management / Purchase Procedure and other Office Establishment jobs with working knowledge in Computer.

Regarding post under Sl. No. 6, the personnel should be holding position at least the level of Divisional Engineer or equivalent at the time of superannuation and should have adequate experience towards the entire activities of Customer Care Centre/ Electric Supply Station and exposure towards cable laying work, electrical equipment installation in Distribution Network with knowledge of SAP and other languages.

Regarding post under Sl. No. 7, the personnel should be holding position at the level of Divisional Engineer or equivalent post at the time of Superannuation and should have adequate experience towards Construction of Electrical Distribution Network with exposure towards cable laying work, operation, installation of Electrical equipments of HV/ MV used in Electric Supply Distribution Company along with testing experience.

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Regarding post under Sl. No. 8, the personnel should have working experience in Finance Department at the level of Jr Manager (Accounts) at the time of superannuation. The personnel should have competence in finalization of Accounts, Knowledge of taxation and other related Accounts job with working knowledge of Computer. Experience and knowledge of contracts relating to turnkey projects and other contract along with payments thereon is also an essential feature.

Regarding post under Sl. No. 9, the personnel should have wide experience in Store related works having knowledge on Computerized Store Management System.

Regarding Sl. No. 10, the personnel should be holding at the level of PS/PA at the time of superannuation with experience in all office related works, stenography and computer literature.

Regarding post under Sl. No. 11, the personnel should be holding position at the level of Assistant Cash Officer or equivalent post in cash deptt. of Supply Station/Customer Care Centre at the time of superannuation. The personnel should have competence in handling / supervision of Cash Collection/ deposition in the Bank & all other Accounts job related to Electric Supply Station/ Customer Care Centre of Power utility services.

Regarding post under Sl. No. 12, the personnel should be holding position at the level of Chargeman (Line & Sub-stn.) or equivalent post at the time of superannuation, and should have experience of Cable jointing/ Termination and other cable related work possessing Supervisory Certificate of competency in part I, II, III, IV, V, VI A, VI B, VII B, VII C & XI. Experience on other areas of Electrical Distribution Sub-Station and lines will be added advantage to the incumbent.

Age: Age of the applicant should be above 60 (Sixty) years and not exceeding 62 (Sixty-two) years as on 31.12.2016.

Tenure: The Contract period is 1 (One) year subject to renewal on satisfactory performance. The Service may be terminated with one month's notice from either side.