

NOTIFICATION NO.MPP/2021/05

DATED:12.11.2021

DATE OF WALK-IN INTERVIEW & SKILL TEST	08.12.2021
REPORTING TIME	09:30 A.M

**RECRUITMENT FOR THE POST OF
SENIOR PRIVATE SECRETARY ON CONTRACTUAL
BASIS THROUGH WALK-IN-INTERVIEW &
SKILL TEST**



**VIDYUT BHAVAN,
BLOCK-DJ, SECTOR-II, BIDHANNAGAR
KOLKATA-700091
WEBSITE: WWW.WBSEDCL.IN
CIN: U40109WB2007SGC113473**



COMPANY PROFILE:

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 ₹ 26,000 crores.

Power Distribution: WBSEDCL operates in a command area of around 97% of the total area of West Bengal and serves more than 2.03 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"> ➤ Power India Excellence Certificate from India-Tech Foundation. ➤ Award of Excellence -2nd Best Power Utility (ICC-5th India Energy Summit -2011)
2012	<ul style="list-style-type: none"> ➤ Power India Excellence Certificate for 'Customer Satisfaction & Quality Service' from India-Tech Foundation. ➤ Award of Excellence - 3rd Best Power Utility (ICC 6th India Energy Summit -2012) ➤ Skoch Digital Inclusion Award, 2012 for 'Reforms & R-ADDRP'.
2013	<ul style="list-style-type: none"> ➤ 2nd Best Award for 'Customer Service & Sound Financial Base' by Rating of Ministry of Power, Govt. of India. ➤ Award of Excellence - 3rd Best Power Utility (ICC 7th India Energy Summit -2013)
2014	<ul style="list-style-type: none"> ➤ 'Best Innovation' winner [IPPAI Power Awards-2014] ➤ Award of Excellence - 3rd Best Power Utility (ICC 8th India Energy Summit -2014)
2015	<ul style="list-style-type: none"> ➤ 'REPA State Awards 2015' for Best State of India in Rural & Remote Area Electricity Access. ➤ 'Best Hydro Power Generation' [IPPAI Power Awards -2015] ➤ Award of Excellence - 3rd Best Power Utility (ICC 9th India Energy Summit -2015)
2016	<ul style="list-style-type: none"> ➤ SAP ACE Awards [SAP INDIA] for "Successful Implementation of ERP". ➤ IPPAI Power Award for winner of Outstanding Innovation for "Customer Service & Power Purchase Cost". ➤ Award of Excellence - 3rd Best Power Utility (ICC 10th India Energy Summit -2016) ➤ SKOCH Award of Merit -2016.
2017	<ul style="list-style-type: none"> ➤ IPPAI Award for Innovation in Energy Storage – Energy Storage through Hydro. ➤ Best Power Utility at ICC India Energy Summit.
2018	<ul style="list-style-type: none"> ➤ Best Power Utility Award at ICC India Energy Summit. ➤ "One of the Innovations" in "Energy Storage through Hydro" Award at ICC India Energy Summit.
2019	<ul style="list-style-type: none"> ➤ Best Performing Power Distribution Utility Award at ICC India Energy Summit.

Visit us at www.wbsedcl.in for more information.

NOTIFICATION DETAILS

West Bengal State Electricity Distribution Company Limited (WBSEDCL) intends to engage **Senior Private Secretary on contractual basis through Walk-In-Interview & Skill Test:-**

DETAILS OF POST ,VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING	
1. Name of the Post :	Sr. Private Secretary (Contractual)
2. No. of Vacancy :	27 (twenty Seven)
3. Qualification	Retired employee with Graduation in any discipline and Proficiency in Computer Application vis-à-vis Stenography
4. Work Experience:	Worked as Stenographer / Personal Assistant / Private Secretary in Govt. / Semi Govt. / PSU with minimum 01 (one) year experience. NB:-Relevant Work Experience Certificate from concerned Govt. Department clearly mentioning Proficiency in Computer Application vis-à-vis Stenography.
5. Compensation :	Rs. 37,000/- (consolidated pay per month) [likely to be revised]
6. Age:	Should not be more than 62 years as on 01.01.2021
7. Tentative Place of Posting:	Different units at Corporate Office, WBSEDCL.
8. Period/Tenure of contract:	Initially the period of contract will be for 01 (One) year which may be renewed based on performance / requirement up to 65 years of age.

**** The number of posts may vary.**

Note:

- ❖ **The engagement will be purely on contractual basis which may be extended on the basis of performance of the candidate/requirement of the Company and subject to decision of competent authority.**
- ❖ **The selected candidates will be posted in any of the units / offices of the WBSEDCL as per requirement of the organization. During the period of engagement one may be transferred from one unit to another unit as per requirement of the organization and decision of the authority.**
- ❖ **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.**

PROCESS OF SELECTION :

- Walk-In-Interview
- Skill Test (Proficiency in Computer Application vis-à-vis Stenography).

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 the selection process. The candidates have to personally bear all expenses to appear for the selection process at Vidyut Bhavan, Salt Lake, Kolkata. No Travelling Allowance will be admissible.
3. The candidate shall have to appear in all the phases of selection, meet all eligibility criteria to be eligible for getting selected during the process of contractual engagement.
4. Contractual engagement will be done strictly in pursuance of rules and guidelines of the WBSEDCL.
5. Canvassing in any form will disqualify a candidate.
6. 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.
7. The decision of the Company in all matters relating to selection process shall be final and binding on the candidate.
8. 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.
9. All information regarding this process would be made available under Career@WBSEDCL section of WBSEDCL's website only (i.e www.wbsedcl.in). Applicants are advised to check the website periodically for important updates.
10. Applicants must have a valid "Email ID" and "Mobile Phone Number", which should be kept active for the entire duration of the 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.
11. All details submitted vide the Application Format will be treated as final and no subsequent changes will be entertained.

12. For any queries, 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 may be contacted or email may be sent to rmpcell@wbasedcl.in.

13. Candidates who fail to appear for the selection process with the filled-up prescribed Application format along with the necessary credentials i.e Age Proof, Educational Qualification, Professional Qualification, Work Experience, Disability Certificate (if applicable), Photograph and Signature will invite cancellation of his/her candidature.

#Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate must check WBSEDCL's website.

APPLICATION PROCESS :

Interested candidates are requested to appear for the Selection Process along with prescribed Application Form [format available on the Company's website {www.wbasedcl.in} under Career tab] and photocopy of documents as mentioned below:

❖ List of documents to be enclosed:

1. Self attested copy of Age Proof Certificate ('Class 10/12' Admit card /Mark-Sheets or equivalent).
2. Self attested copies of all Academic and Professional Mark-Sheets & Certificates.
3. Self attested copy of Pension Payment Order (PPO)
4. Self attested copies of documents in support of Work Experience (Proficiency in Computer Application vis-à-vis Stenography)
5. Two (02) nos. coloured passport size photographs

*** The candidate shall be required to carry original copies of all enclosed documents/Credentials/testimonials etc. on the scheduled date for verification failing which their candidature may not be considered.**

TERMS & CONDITIONS

Appointment to the post of Sr. Private Secretary will be purely on temporary basis and contractual in nature. 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 non covered under WBHS-2008, will not be entitled to any medical reimbursement facility.
3. The selected candidate will work under any authority as may be decided by the Company.

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 Test venue.
2. The candidates shall have to wear proper face mask all the time while they are in the Test venue.
3. Candidate may carry their own hand sanitizer (50ml) in transparent bottle.
4. Thermal gun screening at entry point shall be mandatory for every intending candidate.
5. If any candidate fails to meet thermal gun temperature check or having any symptoms of fever, cough & cold, etc. shall be asked to leave the Test venue immediately

DETAILS OF SELECTION PROCESS

DATE:-	08.12.2021
REPORTING TIME:-	09:30 A.M
VENUE:-	Seminar Hall-I, 7th Floor, 'D'-Block, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Bidhananagar, Kolkata-700091 (Opposite : Karunamoyee Bus Stand)

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