

## The West Bengal Power Development Corporation Limited

(A Government of West Bengal Enterprise)

Corporate Identity No. : U40104WB1985SGC039154

Registered & Corporate Office: "Bidyut Unnayan Bhaban", Plot No. 3/C, LA-Block, Sector-III, Salt Lake City, Kolkata-700 098



### Employment Notification No.: WBPDC/Recruitment/2018/02

The West Bengal Power Development Corporation Limited (WBPDC), a Government of West Bengal Enterprise, engaged in the business of Generation of Electricity in the State of West Bengal, invites applications from Indian Nationals to fill-up the following positions, for its Mining activities spread across West Bengal & Jharkhand, as per details given below:-

#### A. DETAILS OF POSITIONS & MINIMUM ESSENTIAL QUALIFICATIONS

Sl.	Name of the Post	No. of Vacancy	Educational Qualification	Minimum Experience	Scale of Pay & Grade Pay as per ROPA 2009 (Rs.)	Maximum age as on 01.02.2018
01	Mines Manager	03 nos. [ UR – 01   UR(EC) - 1   SC- 01 ]	Full time (4 years) B.E. or B. Tech. Degree / Integrated M. Tech. / Dual-degree B. Tech – M. Tech. programme / B. Sc. – B. Tech. / B. Tech. through lateral entry / AMIE in Mining Engineering with 1st Class Manager's Certificate of Competency under the Coal Mines Regulation, 1957 / 2017.	(a) 15 years post qualification experience in Coal Mine out of which 5 years in open cast coal mine as Mines Manager after having obtained 1st Class Manager's Certificate of Competency. (b) 08 years post qualification experience in Coal Mine out of which 03 years in open cast coal mine as Mines Manager after having obtained 1st Class Manager's Certificate of Competency.	Rs. 15,600 - 39,100/- + GP Rs. 7,600/- Rs. 15,600 - 39,100/- + GP Rs. 6,600/-	45 years 40 years
02	Assistant Mines Manager	09 nos. [ UR – 03   UR(EC) – 01   SC – 01   SC(EC) – 01   ST – 01   OBC(A) – 01   OBC(B) – 01 ]	a) Full time (4 years) B.E. or B. Tech. Degree / Integrated M. Tech. / Dual-degree B. Tech – M. Tech. programme / B. Sc. – B. Tech. / B. Tech. through lateral entry / AMIE in Mining Engineering with 1st Class / 2nd Class Manager's Certificate of Competency under the Coal Mines Regulation, 1957 / 2017 OR b) Full time Diploma or Diploma through lateral entry in Mining Engineering from an Institute approved by the State Council of Technical & Vocational Education and Skill Development / AICTE with 1st Class / 2nd Class Manager's Certificate of Competency under the Coal Mines Regulation, 1957 / 2017.	(a) 3 years post qualification in open cast coal mine. (b) 15 years post qualification experience in Coal Mine out of which 5 years in open cast coal mine.	Rs. 15,600 - 39,100/- + GP Rs. 5,400/-	35 years 45 years

Sl.	Name of the Post	No. of Vacancy	Educational Qualification	Minimum Experience	Scale of Pay & Grade Pay as per ROPA 2009 (Rs.)	Maximum age as on 01.02.2018
03	Survey Officer	03 nos. [ UR – 01   UR(EC) - 1   SC- 01 ]	Full time Diploma or Diploma through lateral entry in Survey Engineering from an Institute approved by the State Council of Technical & Vocational Education and Skill Development / AICTE with DGMS Certified Survey Certificate. Advanced Survey Certificate holders shall be preferred.	15 years post qualification experience out of which 10 years in open cast coal mine as Surveyor.	Rs. 15,600 - 39,100/- + GP Rs. 5,400/-	45 years
04	Welfare Officer	03 nos. [ UR – 01   UR(EC) - 1   SC- 01 ]	(a) 2 years full time Post-Graduate Degree / Diploma (PGDBM) / MBA / MHRM with specialization in Personnel Management / IR / HR from a University recognized by UGC / Institute approved by AICTE or from IIMs / XLRI / IIT B – School OR	(a) 3 years post qualification experience in coal mine as Mine Welfare / Personnel Officer.	Rs. 15,600 - 39,100/- + GP Rs. 5,400/-	35 years
			(b) Graduate with Diploma in Social Science or Labour Welfare or equivalent qualification recognized by the appropriate authority for the post of Welfare Officer under the Mines Rule, 1955.	(b) 15 years post qualification experience in coal mine as Mine Welfare / Personnel Officer.		45 years
05	Surveyor	03 nos. [ UR – 01   UR(EC) - 1   SC- 01 ]	Full time Diploma or Diploma through lateral entry in Survey Engineering from an Institute approved by the State Council of Technical & Vocational Education and Skill Development / AICTE with DGMS Certified Survey Certificate.	2 years post qualification experience in open cast mine as Surveyor.	Rs. 6,300 - 20,200/- + GP Rs. 4,400/-	34 years
06	Junior Engineer (Mechanical)	03 nos. [ UR – 01   UR(EC) - 1   SC- 01 ]	Full time Diploma or Diploma through lateral entry in Mechanical Engineering / Mining Machinery from an Institute approved by the State Council of Technical & Vocational Education and Skill Development / AICTE.	2 years post qualification experience as Mine Engineer in Mechanical in open cast coal mine.	Rs. 6,300 - 20,200/- + GP Rs. 4,400/-	34 years
07	Junior Engineer (Electrical)	03 nos. [ UR – 01   UR(EC) - 1   SC- 01 ]	Full time Diploma or Diploma through lateral entry in Electrical Engineering / Mining Machinery from an Institute approved by the State Council of Technical & Vocational Education and Skill Development / AICTE.	2 years post qualification experience as Mine Engineer in Electrical in open cast coal mine.	Rs. 6,300 - 20,200/- + GP Rs. 4,400/-	34 years

**Note:-** (i) Candidates should only apply for any single post, though he/she may be eligible for more than one post.

(ii) Post(s) as indicated above include reservation for Exempted Category (EC) candidates as per extant norms. In case of non-availability of a suitable Exempted Category candidate belonging to UR, SC, ST or OBC (A) / (B) for any of such reserved point, the said vacancy shall filled up by a non-Exempted Category Candidate belonging to UR, SC, ST or OBC (A) / (B) as the case may be as per Notification No. 50-Emp/1M-25/98 dtd. 01<sup>st</sup> March 2011, Labour Department Govt. of West Bengal.

#### **B. COMPENSATION / PAY:**

Basic, Dearness Allowance, HRA, Medical Allowance, Electricity Allowance, LTC / HTC, Contributory Provident Fund, Gratuity, Leave encashment, benefits of medical treatment for self & dependents along with other applicable allowances shall be made admissible as per Rules of the Corporation.

### C. AGE LIMIT & RELAXATION:

The maximum cutoff age as on **01.02.2018** for the respective positions shall be as mentioned against each. Age limit is relaxable by 05 years for SC / ST, 03 years for OBC (Non Creamy Layer), 10 years for PWD candidates as per extant norms. However for the positions against Sl. No. 01(a) - Mines Manager, 02(b) - Assistant Mines Manager, 3 – Survey Officer & 04(b) - Welfare Officer upper age limit including all relaxation as applicable to SC, ST, OBC, PWD & EC candidates shall be 45 years as on **01.02.2018**.

### D. RESERVATION:

Reservation norms in respect of the above mentioned positions shall be maintained as per the guidelines issued by the Government of West Bengal from time to time. **SC (Schedule Caste) / ST (Scheduled Tribe) / OBC (Other Backward Classes)** candidates from states other than West Bengal shall not be entitled for respective reservation benefits. Such candidates have to apply as General category candidate subject to eligibility otherwise.

### E. APPLICATION FEE & MODE OF PAYMENT:

General and OBC candidates are required to apply paying non-refundable Application Fees of Rs. 300/- (Rupees Three Hundred only). SC / ST / EC / PWD / WBPDCCL Contractors' workers & WBPDCCL Departmental candidates are exempted from payment of Application Fees. All applicable commission levied by the banker is to be remitted by the candidate.

State Bank of India (SBI) has been authorized to collect the application fee through **SBI Collect facility only**. Candidates would be required to fill in some basic details like Name of the applicant, Date of Birth, Position applied for, Application No. etc before making the payment transaction. On receipt of the money the WBPDCCL shall reconcile the same with SBI within a maximum time of 72 hours, after which a candidate is required to re-login and submit the Reference No. of payment transaction to obtain a copy of the system generated Application Slip issued by WBPDCCL, **which shall be the sole acknowledgement of application submitted**. The WBPDCCL shall not be responsible for any technical issues arising with payment of application fees.

A summarized process flow is given below:

- STEP A:** Candidates upon registering oneself at the WBPDCCL recruitment portal and verifying their eligibility based on own submission, (Select 'State of Corporation/Institute – **West Bengal** and Type of Corporation/Institute – **Recruitment**') shall be directed to SBI Collect facility, as required, using which eligible candidates can make payment of application fees **through Debit Card / Credit Card / Net Banking etc.** using SBI Collect.
- STEP B:** Upon successfully transacting through SBI Collect facility, a unique **Reference no.** shall be generated which is to be recorded by the candidate for future reference.
- STEP C:** The candidate has to return to the WBPDCCL recruitment website and re-login (maximum 72 hours required for system to update payment details) to input the Reference No. of payment transaction and generate ones Application Slip. A maximum of 72 hours is required for the payment transaction details to be updated on the WBPDCCL server.
- STEP D:** Candidates are to take a printout of the system generated Application Slip and retain such for future reference, as acknowledgement of application submitted.

Candidates can apply on the WBPDCCL recruitment portal from **26.02.2018 to 19.03.2018** and make payment of application fee using **Debit Card / Credit Card / Net Banking etc.** through SBI Collect.

**Candidature of any applicant registering oneself on the WBPDCCL recruitment portal but subsequently failing to deposit application fee within midnight of 19.03.2018 shall be summarily rejected.** Candidates are required to complete the entire process of submission of application and deposition of application fee to the bank within the aforesaid date and time positively. Application fee shall not be collected by any other mode. Fee once paid shall not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying applicable application fee, if any.

**F. SELECTION PROCESS:**

Eligible candidates will be required to appear for written test to be held in Kolkata only. Examination for all advertised disciplines shall be held on a single day to be intimated by WBPDCCL through its web site.

- For the position of **Mine Manager, Surveyor, Jr. Engineer (Mechanical) & Jr. Engineer (Electrical)**, selection shall be made on the basis of written test and personal interview only. However, candidates appearing for the written test shall be shortlisted for appearing in the personal interview.
- For the position of **Asst. Mine Manager, Survey Officer & Welfare Officer**, selection shall be made on the basis of written test, group discussion and personal Interview. However, candidates appearing for the written test shall be shortlisted for appearing in the group discussion and personal interview at each stage of the selection process.

Besides above, final offer of appointment shall strictly be made on the basis of reports of medical fitness test of the candidate. Such medical tests shall be carried out at WBPDCCL authorized hospitals only.

**G. HOW TO APPLY:**

Eligible candidates will be required to apply online only (on the internet) through the link 'APPLY ONLINE' link on the WBPDCCL recruitment portal. No other mode of application shall be accepted.

1. Before registering / submitting applications on the website, the candidates should possess a valid:
  - a. E-mail ID
  - b. Mobile number
  - c. Scanned copy of recent passport size coloured photograph (not more than 50KB size) of the candidate / scribe, as applicable, and scanned signature (not more than 20KB size) of the candidate / scribe, as applicable.
2. The application is liable to be rejected if the uploaded photograph / signature is not clear and recognizable. Candidates are advised to upload their most recent photograph and retain sufficient numbers of the same photograph to be used at later stages of the selection process if called for.
3. Category (General/SC/ST/OBC/PWD/EC) as submitted at the time of application cannot be changed thereafter and no benefit of other category reservation will subsequently be made admissible at any stage of the selection process. Category as mentioned at the time of submission of application shall remain unaltered during the entire recruitment process.
4. Verify eligibility criteria against the position for which application is being made and then proceed to SBI Collect for submission of application fees, where ever required as per instruction provided under **Application Fee & Mode of Payment** at Point E.
5. SBI Collect facility is to be used for payment of application fee using either **Debit Card / Credit Card / Net Banking etc.**, as applicable. After making payment of application fee as indicated above, candidates must further re-login at the recruitment portal with their respective payment **Reference No.** within 72 hrs of deposition of application fee (i.e., upon updation of payment records on WBPDCCL server from SBI within maximum time of 72 hrs) to download their system generated **Application Slip**.



6. Candidates are required to download and retain a copy of the system generated Application Slip capturing essential details as provided by the candidate for future reference.
7. Candidates must write their name as it appears in the educational certificate of Secondary or equivalent examination. In case of change of name at a later stage necessary legally accepted documentary proof is to be submitted at the time of interview.
8. Candidates are not required to send any document in support of their application or for appearing in the written test. However, candidates shortlisted for interview would be required to furnish documents regarding proof of Date of Birth, Qualification, Experience, Category, PWD, XSM status, Application slip, copy of payment details etc. at the time of interview, as per intimation to be given to the shortlisted candidates.
9. All qualification certificates should be issued by a recognized Board / Institute / University only. Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a Certificate to this effect from the respective University / Institute at the time of Interview.
10. While filling the online application, candidates must carefully follow all necessary steps as referred above. Incomplete application / application without fee / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from any applicants in this regard.
11. Candidates sponsored by Employment Exchange will also have to **APPLY ONLINE**, failing which their candidature shall not be considered.
12. Candidates can access the online application form at [www.wbpdcl.co.in](http://www.wbpdcl.co.in). Online submission will remain open from **26.02.2018 to 19.03.2018**.
13. All correspondence with candidates shall be done through E-mail / Mobile only. All information regarding examination schedule / download of Admit Card / Interview Call letters, etc. shall be provided through E-mail or through the WBPDCCL website only. **No hardcopy mailing of Admit Card / Interview Call letters shall be done by the WBPDCCL.** Responsibility of receiving, downloading and printing of Admit Card / Call Letter shall be that of the candidate. The WBPDCCL will not be responsible for any loss of e-mail sent due to invalid / wrong E-mail ID provided by the candidate or delivery of e-mails to SPAM / BULK mail folder etc.

#### **H. GENERAL INSTRUCTIONS:**

1. Before applying the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
2. Applicants are required to apply through [www.wbpdcl.co.in](http://www.wbpdcl.co.in) website. No manual / paper application will be entertained. Candidates are advised to keep in touch through the WBPDCCL website for details and updates relating to this employment notification, if any.
3. Payment of non refundable Application Fee of Rs. 300 (Rupees Three Hundred only) wherever applicable, should be made using the prescribed SBI Collect facility wherein WBPDCCL account number shall remain prefilled. No other mode of payment shall be accepted.
4. The printout of Application Slips should not be tampered with. In case of any overwriting or tampering of slip, the candidature of the candidate shall be rejected.
5. Candidates should retain a copy of their Application Slip for future reference.
6. SC / ST / OBC / PWD / EC for the purpose of this notification means applicants belonging to 'Scheduled Caste' / 'Scheduled Tribe' / 'Other Backward Classes' / 'Person with Disability' / 'Exempted Category' candidates respectively.

7. Date of Birth will be taken as that mentioned in the birth certificate issued by the Competent Authority / Certificate or Admit card of Class X or equivalent examination. No other proof of date of birth shall be accepted.
8. WBPDCCL Departmental candidates / 'Contractor workers' related to WBPDCCL are also required to APPLY ONLINE and submit application through proper channel as per procedure mentioned at Cl 9 below.
9. Candidates applying as 'Contractor worker' related to WBPDCCL shall in addition to applying online, shall be required to submit a Certificate as per Annexure X, along with copy of the system generated Application Slip duly certified by the concerned Contractor to the Advisor, Mine Management Cell, Corporate Office, WBPDCCL.
10. Candidates whose names have been sponsored as 'Exempted Category' candidates by the Directorate of Employment Exchange against notification furnished by WBPDCCL in this regard, shall only be considered for 'Exempted Category' reservation. Candidature of candidates applying under Exempted Category shall upon verification of credentials if found not to have been sponsored as Exempted Category by the Directorate of Employment Exchange shall be summarily rejected. Candidates are therefore advised to confirm with the Employment Exchange about their sponsorship as Exempted Category prior to applying. **In case of non-availability of a suitable Exempted Category candidate belonging to UR, SC, ST or OBC (A) / (B) for any of such reserved point, the said vacancy shall filled up by a non-Exempted Category Candidate belonging to UR, SC, ST or OBC (A) / (B) as the case may be as per Notification No. 50-Emp/1M-25/98 dtd. 01<sup>st</sup> March 2011, Labour Department Govt. of West Bengal**
11. Having successfully registered oneself at the WBPDCCL ([www.wbpdcl.co.in](http://www.wbpdcl.co.in)) website does not entitle one to be eligible to appear for the written test and/or other subsequent test(s). Candidates need to download the ADMIT CARD which shall only entitle one to appear for the written test. Mere submission of application shall not give right to any candidate to be called for written test / interview and WBPDCCL reserves the right not to fill up any or all the posts notified at its discretion. Verification of credentials shall be done prior to conduct of Personal Interview only and in case any deviation from or non-conformity with the desired qualification & experience candidature of the candidate shall be summarily rejected. Having appeared for the written test does not entitle eligibility for Personal Interview / other subsequent test(s).
12. Candidature of candidates is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found to be false or is found not to be in conformity with the eligibility criteria so mentioned in the advertisement. Screening and selection of candidates will be based on the details provided by the candidate, hence it is necessary that the applicants furnish accurate, full and correct information. Furnishing wrong / false / incomplete information will lead to disqualification and the WBPDCCL will NOT be responsible for any consequence arising out of furnishing such wrong / false information by the candidate.
13. Request for change of mailing address / examination center / category / discipline / qualification once declared in the online application form will not be entertained. The WBPDCCL reserves the right to cancel / add any examination center or alter the date of examination, if situation so warrants.
14. Candidates should apply for any ONE discipline / post only. Applications made for more than one discipline / post may render all the applications of the candidate invalid.
15. Applicant(s) working in Government / Semi-Government / PSU(s) / Autonomous bodies shall have to produce NOC (No Objection Certificate) issued by his / her present employer at the time of interview if called for, without which he / she shall not be allowed for interview. Candidates failing to produce No Objection Certificate at the Interview shall be held disqualified.
16. No TA or other expenses will be made admissible to the candidates appearing for the written examination / interview etc.

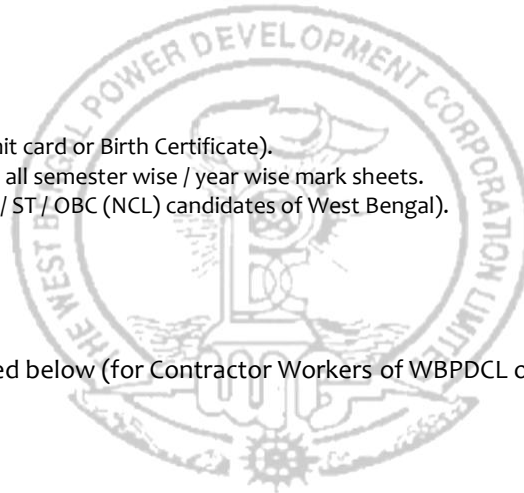
17. Any canvassing or personal follow up with an intention of inducing the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of candidature.
18. The WBPDCCL reserves the right to withdraw / cancel the advertisement / recruitment process if circumstances so warrant without assigning any reason thereof.
19. In case of any dispute, the legal jurisdiction shall be that of the Hon'ble High Court, Calcutta.

**Director (HR)**  
**Corporate Office, WBPDCCL**

**MANDATORY DOCUMENTS REQUIRED:**

01. Duly signed and filled in application blank / application form.
02. 02 copies of passport size photograph.
03. Original Educational & Experience testimonials.
04. No Objection Certificate (NOC) if applicable.
05. Self attested copies of:
  - i. Date of Birth (matriculation certificate / mark sheet / admit card or Birth Certificate).
  - ii. Qualifying degree/diploma/competency certificates with all semester wise / year wise mark sheets.
  - iii. Copy of caste / community certificate (applicable for SC / ST / OBC (NCL) candidates of West Bengal).
  - iv. Copy of disability certificate, if applicable.
  - v. Experience Certificates, as applicable.

**ANNEXURE - X** (Applicable for Contractor workers) is enclosed below (for Contractor Workers of WBPDCCL only)

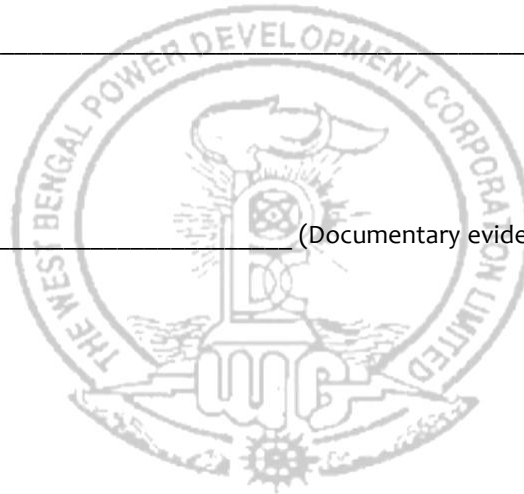


ANNEXURE – ‘X’  
(Certificates to be issued by the authorized person of the Contractor in their printed Official Pad)  
FORMAT FOR CERTIFICATE

This is to certify that Sri / Smt. \_\_\_\_\_ (S/o / D/o \_\_\_\_\_) worked  
from \_\_\_\_\_ to \_\_\_\_\_ / has been working under our organization since \_\_\_\_\_ deployed at  
\_\_\_\_\_ under the WBPDCCL (Form No. XIV under the Contract Labour (R&A) Act, 1970 & Rules framed there under to be submitted as  
documentary evidence) in the capacity of \_\_\_\_\_ and he performed / has been performing the duties of  
\_\_\_\_\_ at \_\_\_\_\_

(Nature of duties to be specified).

His employment was ceased with effect from \_\_\_\_\_ (Documentary evidence in from No. XV under the Contract Labour (R&A) Act, 1970  
& Rules framed there under to be submitted).



\_\_\_\_\_  
Signature of the authorized person of the Contractor

Name of the Authorized Person : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Seal of the Contractor : \_\_\_\_\_