

NOTIFICATION NO. MPP/2018/05

DATED: 22/12/2018

COMMENCEMENT OF ONLINE APPLICATION	28.12.2018
CLOSURE OF ONLINE APPLICATION	18.01.2019

RECRUITMENT AGAINST VARIOUS CLASS-III POSTS UNDER WBSEDCL:

- 1. OFFICE EXECUTIVE**
- 2. JUNIOR OPERATOR TECHNICIAN CUM TECHNICAL ASSISTANT**



**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 **₹ 18,000 crores**.

Power Distribution: WBSEDCL serves more than **1.81 crores** customers spread over **87,000 sq.km.** 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)

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

NOTIFICATION DETAILS

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 written test, computer proficiency test, 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) invites application from Indian Nationals to fill up the following vacant post(s):-

DETAILS OF POST(S), MINIMUM ESSENTIAL QUALIFICATION, VACANCY & REMUNERATION

1. Name of the Post :	Office Executive
2. No. of Vacancy :	745
3. Category-wise Break-Up :	UR: 349* SC: 159* ST: 45* OBC-A: 77* OBC-B: 54* PWD: 23 Ex-Serviceman: 38
	* Vacancies under Exempted Category included.
4. Qualification :	<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 Institute indicated below:</p> <p>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 or, 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 or, 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 or, v) Secretarial Practices (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training & Employment, Govt. of India</p> <p style="text-align: center;">Or,</p> <p>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,</p> <p style="text-align: center;">Or</p> <p>2) Passed Bachelor in Business Administration(BBA)/Bachelor in Computer Application(BCA) [With either minimum 50% marks in Graduation or 50% marks in HS]</p> <p style="text-align: center;">Or</p>

	<p>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]</p> <p style="text-align: center;">Or</p> <p>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]</p> <p style="text-align: center;">Or</p> <p>5) Passed Bachelor Degree in any discipline with MCA. [With either minimum 50% marks in Graduation or 50% marks in HS].</p>
5. Remuneration :	Pay Band ₹ 6,300 - ₹ 20,200 & Grade Pay ₹ 3,600
1. Name of the Post :	Junior Operator Technician Cum Technical Assistant
2. No. of Vacancy :	434
3. Category-wise Break-Up :	UR: 203* SC: 92* ST: 27* OBC-A: 44* OBC-B: 31* PWD: 15 Ex-Serviceman: 22
	* Vacancies under Exempted Category included.
4. Qualification :	<p style="text-align: center;">Madhyamik or equivalent And</p> <p>i) Trade Certificate under NCVT from any ITI under Directorate of Industrial Training, Govt. of West Bengal in Electronic-Mechanic/Wireman/ Electrician (Total 2 years' duration).</p> <p style="text-align: center;">Or</p> <p>ii) Trade Certificate under NCVT from any ITI under Directorate of Industrial Training, Govt. of West Bengal in Broad Based Basic Training (BBBT) & Advanced/Specialized Module in the Electrical Sector (Total 2 years' duration).</p> <p style="text-align: center;">Or</p> <p>iii) National Apprenticeship Certificate (NAC) awarded by Ministry of Labour and Empowerment, Government of India, in the trade (Total 3 years' duration): Electronic Mechanic/ Wireman/ Electrician.</p>
5. Remuneration :	Pay Band ₹ 6,300 - ₹ 20,200 & Grade Pay ₹ 2,600

NB: The number of posts may vary.

Note:

- 1) The candidates who have appeared or are going to appear in the final examination to acquire the requisite academic degree or professional qualification (as prescribed above) are also allowed to apply for the recruitment, provided that such candidates produce their final pass certificate/marksheet of the qualifying examination, as per eligibility criteria, on the date of interview, failing which their candidature will stand cancelled without any further reference.
- 2) Selected candidate(s) shall be posted across various establishments of WBSEDCL in the State of West Bengal.
- 3) Degree/Diploma/Certificate obtained by the candidates from Open School/University or through Distance-Learning Mode (duly recognized by UGC/AICTE/NIOS) in prescribed lay-out of qualification are allowed.

NOTIFICATION DETAILS

OTHER FACILITIES :

In addition to Basic Pay and Grade Pay, the posts also carry DA, HRA, Medical Allowance, Electricity Allowance, Hill Compensatory Allowance, Project Allowance (depending on the place of posting), LTC / HTC, CPF, Gratuity, benefits for indoor treatment in leading hospitals for self & dependents, Leave Encashment, Child Care Leave (for Female) and other facilities as per the rules of the Company.

OTHER CONDITIONS :

Selected candidates must also qualify in the Pre-employment Medical Examination as per prescribed rules of the Company. The decision of WBSEDCL pertaining to Pre-Employment Medical Test report will be final and binding on the candidate. Thereafter, they may be appointed against available vacancies provisionally on 'Probation' for a period of one year with regular scale of pay [Band Pay and Grade Pay]. Their appointment shall be entirely provisional and their confirmation as regular employee will be subject to subsequent receipt of Police Verification Report and Caste Certificate and other testimonials' verification report. **Decision of the Management for absorption under the Company is final and binding.** Selected candidates are liable to be posted in any Offices/Units/Power Stations of the Company located at different parts of West Bengal. Candidates having adequate knowledge of communicating in Bengali / Nepali language will be preferred.

CAREER ASPECTS :

The Company offers professional work environment with modern technology & system. The Company is in the process of modernizing and updating its activities with IT enabled services. It offers opportunities for time-bound promotion to the employees with higher responsibility depending upon their sincerity, initiative, merit and prevailing norms of the Company.

EMPLOYMENT BOND :

Candidates are required to furnish a bond of ₹ 1,00,000/- for the post of **Office Executive / Junior Operator Technician Cum Technical Assistant** at the time of joining the Company and are required to serve the Company for a minimum period of **4 years from the date of joining (one year probation plus 3 years' service)**. On successful completion of probation, they may be confirmed under the Company.

AGE LIMIT :

- Minimum **18 years** and maximum **27 years** as on **01.01.2018** for the post.
- Relaxation in the upper age limit of **3 Years** for **OBC (A) & OBC (B)** candidates of West Bengal only.
- Relaxation in the upper age limit of **5 Years** for **SC & ST** candidates of West Bengal only.
- Candidates applying under the category reserved for **Persons with Disabilities** are entitled to a relaxation of **10 years** in the upper age limit for all the posts.
- Candidates belonging to the category of **SC, ST** and **OBC** from States other than West Bengal will be treated under **Unreserved category**. Such candidates will **not enjoy** any other relaxation in terms of application fee, age and qualifying marks criteria in various layer of examination.
- **Ex-Servicemen** will get age relaxation as per rules of Government of West Bengal i.e, **Age of the Candidate – (minus) Total Service Length (Minimum 6 months) subject to maximum relaxation of 3(three) years in the upper age limit.**

PROCESSING & EXAMINATION FEE :

SI No.	Name of the Post	Post Type/Category	Application Fee
1	Office Executive	Class III (Non-Tech)	₹ 300/-
2	Junior Operator Technician Cum Technical Assistant	Class III (Tech)	₹ 300/-

Application fee should be deposited in any branch of United Bank of India through a triplicate CHALLAN. Candidate are required to download the CHALLAN from the website of the Company and take a printout of the same in A4 size paper and deposit in any branch of United Bank of India along with application fee. After depositing fee, bank will provide Transaction ID and SOL ID which are required to be recorded during Online registration at the proper place in the Online Application Form by the candidates. One copy of CHALLAN will be retained by the bank and two copies of CHALLAN will be handed over to the candidate by the bank. The candidate will retain Applicant's copy of CHALLAN and WBSEDCL's copy of CHALLAN. **Bank will charge an additional amount as Bank's Service Charge.** Applicants applying under SC & ST (from West Bengal) and PwD category will not be required to pay any fee. Application fee will have to be deposited from **28.12.2018 to 18.01.2019** during banking hours. **Demand Draft/Money Order/Postal Order or any other mode of payment is not acceptable.**

Candidature of any applicant so registering oneself at the WBSEDCL's online registration portal but subsequently failing to deposit application fee within **18.01.2019** 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 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.

EXEMPTED CATEGORY :

Names of candidates under Exempted Category will be obtained from **Exempted Category Cell (Directorate of Employment, Govt. of WB.) 67, Bentinck Street, Kolkata-700069** as per existing rules. They will be intimated by WBSEDCL in due course informing them with the details of the advertisement and other formalities for applying under the Notification. Only those candidates nominated by Exempted Category Cell will be considered for posts reserved for Exempted Category, as per 100 point reservation roster, based on their performance in the selection process and if otherwise admissible.

RESERVATION :

Reservation for all the posts shall be made as per the guidelines issued by the Govt. of West Bengal from time to time. **Candidates belonging to SC / ST / OBC (A) / OBC (B) category from States other than West Bengal should apply under Unreserved category.** The vacancy against Exempted Category shall be filled up as per rules of Govt. of WB.

Post-wise details of Reservation:-

SI No.	Name of the Post	Category	Total
1	Office Executive	UR: 227 UR(E.C): 122 SC: 106 SC(E.C): 53 ST: 30 ST(E.C): 15 OBC-A: 54 OBC-A (E.C): 23 OBC-B: 39 OBC-B (E.C): 15 PwD: 23 EX-SERVICEMAN: 38	745
2	Junior Operator Technician Cum Technical Assistant	UR: 133 UR(E.C): 70 SC: 61 SC(E.C): 31 ST: 18 ST(E.C): 09 OBC-A: 31 OBC-A (E.C): 13 OBC-B: 22 OBC-B (E.C): 09 PwD: 15 EX-SERVICEMAN: 22	434

Note: In case of non-availability of a suitable Exempted Category candidate belonging to **UR, SC, ST, OBC (A) or OBC (B)** for any of such reserved points as mentioned above, the said vacancies shall be filled up by non-Exempted Category Candidate belonging to **UR, SC, ST, OBC (A) or OBC (B)** as the case may be as per **Notification No. 50-Emp/1M-25/98 Dt.01st March 2011**, Labour Department Govt. of West Bengal.

Post Identification for candidates applying under PwD category:-

SI No.	Name of the Post	Post Type/ Category	No. of Vacancies	Category of Disabilities suitable for the Post
1	Office Executive	Class-III (Non-Tech)	23	OA (One Arm), OL (One Leg), OAL (One Arm & One Leg), HH (Hearing Impaired), BL (Both Leg), B (Blind) & LV (Low Vision).
2	Junior Operator Technician Cum Technical Assistant	Class-III (Tech)	15	HH(Hearing impaired) & LC (Leprosy Cured)

DEFINITION OF PERSON WITH DISABILITY :

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act. 1995 only such people would be eligible for reservation who suffer from **not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central / State Govt.** Candidates claiming such benefits should produce disability **certificate in original (issued by the Competent Authority)** at the time of interview, if selected. Persons with Disabilities will have to work in offices across the State of West Bengal.

MODE OF SELECTION :

There will be a three-layered selection process viz. **Written Test, Computer Proficiency Test and Personal Interview** followed by **Pre-Employment Medical Test** as per prescribed rules of the Company.

The applicant(s) will be allowed to appear for **Written Test** based on the self-declaration submitted at the time of online registration and payment of prescribed application fee (wherever applicable). Procedure of online registration and other detailed particulars will be available on the Company website.

The **Written Test** will be held in **Kolkata**. Depending on the number of applicants, WBSEDCL might arrange for an additional centre at **Durgapur /Siliguri**. However, WBSEDCL reserves the right to cancel/add any centre for Written Examination at its discretion.

Candidates will be shortlisted for **Computer Proficiency Test (CPT)** in **1:5 ratio** (category-wise) of the advertised vacancies based on their performance in Written Test.

The **Computer Proficiency Test (CPT)** will be held in **Kolkata** and will cover **MS Office (i.e. MS Word, MS Excel and Power Point)**. Candidates will be shortlisted for **Interview** in **1:3 ratio** (category-wise) of the advertised vacancies based on the combined performance in Written Test and Computer Proficiency Test. The process of Interview will also be conducted at **Kolkata**. **Candidates called for Written Test/Computer Proficiency Test (CPT)/ Interview shall not be entitled to reimbursement of any travelling expenses.**

Final selection will be made on the basis of **fulfillment of prescribed eligibility criteria, combined performance in the Written Test, Computer Proficiency Test (CPT) & Interview, fitness in pre-employment medical examination, available vacancies and existing reservation rules of Govt. of West Bengal.**

TEST MATRIX :

Post Category/Type	Duration of Written Test	Written Test	Computer Proficiency Test	Viva-Voce	Total
		Objective Test			
Office Executive Junior Operator Technician Cum Technical Assistant	2 Hours**	100	20	30	150

Category-wise Minimum Qualifying Marks:

SI No.	Caste Category	Qualifying Marks***
1	General Category	40%
2	Scheduled Caste	35%
3	Scheduled Tribe	30%
4	OBC(A)/OBC(B)	35%
5	Person with Disability	30%

****Note:** Securing minimum qualifying marks will not guarantee any entitlement to the next stage of selection process.

#In case of tie in score (combined) for the post, for determining merit position under this Notification, the following methods will be adopted by WBSEDCL:-

- In case of two or more candidates scoring equal marks (combined):** The candidate senior in age will be given preference.
- If the aggregate/combined marks and also the date of birth be same:** The candidate scoring higher in written examination will be given preference.
- If the aggregate, date of birth and score in written examination be the same:** The candidate having higher score in Viva-Voce/Personal Interview will be given preference.

Particulars of Written Test & Computer Proficiency Test are mentioned below:

SI No.	Name of the Post	Mode of Examination	Test Type	Marks	Question Break-up		Duration
					Type	Marks Allotted	
1	Office Executive	Written	MCQ	100	General Awareness	15	120 Mins.
					Reasoning	15	
					Quantitative Aptitude	20	
					English Grammar & Comprehension	20	
					Data Analysis, Data Interpretation & Data Sufficiency	20	
		Computer Awareness (MS-Office)	10				
		Computer Proficiency Test	Computer Based	20	MS Office (MS Word, MS Excel and Power Point)	20	30 Mins.
2	Junior Operator Technician Cum Technical Assistant	Written	MCQ	100	General Intelligence/Reasoning	10	120 Mins.
					Test of Elementary English	15	
					Quantitative Aptitude/Elementary Math	15	
					General Knowledge	10	
		Domain Knowledge	50				
		Computer Proficiency Test	Computer Based	20	MS Office (MS Word, MS Excel and Power Point)	20	30 Mins.

**** The Question Paper Booklets (all the relevant series A, B, C & D) along with Model Answer Key will be uploaded after 24 hours of the completion of Written Test on the online application portal. A timeline of 07 days will be given for tracking objections from the candidates, post-which WBSEDCL will be uploading the final answer key after a span 10-15 days.**

HOW TO APPLY :

Eligible candidates have to apply through online registration system of WBSEDCL i.e. www.wbsedcl.in at Career [Tab]. No other means / mode of application shall be accepted. Online submission of the applications will be allowed on the website between **28.12.2018 (10:00 AM) to 18.01.2019 (02:00 PM)**.

While applying on-line, candidates should have the following particulars readily available:

1. Candidates must have a valid E-mail ID. The Company may send information for downloading Provisional Admit Card for Written Test / Computer Proficiency Test (CPT) / Interview through the registered E-mail ID only. Under no circumstances he / she should share / mention Application No. to / or any other person.
2. Fee should be deposited in any branch of United Bank of India through a Triplicate CHALLAN. After filling up his / her personal bio-data and professional qualification, etc., the candidate will download / print the CHALLAN from the Fee CHALLAN TAB of online Application Form and will take a printout of the same in A4 size paper and deposit it in any branch of United Bank of India along with application fees. **Bank will charge an additional amount as Bank's Service Charge.** Candidates belonging to SC / ST & PwD category are exempted from paying application fee.
3. After depositing fee, bank will provide Transaction ID and SOL ID which are required to be recorded at the proper place in the Online Application Form by the candidates during registration. One copy of CHALLAN will be retained by the bank and two copies of CHALLAN will be handed over to the candidate by the bank. The candidate will retain Applicant's Copy of CHALLAN. **It is advisable that, before leaving bank counter, the candidates should check / ensure that the SOL ID and Transaction ID's are clearly written on the paid challan.**
4. Money Order / Postal Order or any other mode of payment is not acceptable.
5. The paid fee CHALLAN (wherever applicable), valid E-mail ID, Mobile No, photograph and scanned signature are mandatory data without which online registration will be treated as incomplete/invalid.

Pre-Requisites for Online Registration:

The candidates are advised to use IE 9.0 to 11.0 /Google Chrome/Mozilla Firefox 14 to 53 (Internet Explorer Web Browser) and above, ensure that Java Script is enabled and Pop-ups are allowed in the browser on PC / Laptop / Desktop being used for Online Registration.

GENERAL INSTRUCTIONS :

1. The last date of online registration is **18.01.2019** (02:00 P.M).
2. No hand-written application will be entertained. No hard copy of the application will be collected at the time of initial registration. The only mode of applying under this notification is online registration.
3. Registration Slip with more than one copy of WBSEDCL's CHALLAN will be rejected.
4. Candidates will be allowed to appear for the Written Test/Computer Proficiency Test (CPT)/Viva-voce only with valid Admit Card and not with the Registration Slip.
5. Candidates should retain Applicant's copy of CHALLAN and a photocopy of their Registration Slip for future reference.
6. The candidates appearing/appeared in the final examination to acquire the requisite qualification (result of which is awaited) may also apply for the post. However, the final year candidates are required to submit the pass certificate of the qualifying examination at the time of interview positively (if shortlisted), failing which the candidature of such candidates will stand cancelled without any reference.
7. **Candidates who will be shortlisted for Computer Proficiency Test on the basis of performance in Written Test will have to submit hard copy of original Registration Slip and WBSEDCL's copy of Challan (no photocopy) with photo and signature along with self-attested copies of credentials/documents.**
8. **Hard copy application along with supporting documents/credentials will be collected and received by WBSEDCL only at the time of Computer Proficiency Test.**
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. Candidates employed in Govt. Departments / PSUs / Autonomous Bodies are required to produce NOC mandatorily at the time of interview. Otherwise, their candidature may be cancelled subsequently.
11. In case of any ambiguity / dispute on account of interpretation in versions other than English, the English version will prevail.
12. Court of jurisdiction for any dispute will be in Kolkata.
13. While applying for the above posts, the applicant must ensure that he / she fulfill the eligibility including academic and professional qualification as per advertisement and other norms mentioned above. In case, it is detected at any stage of recruitment / selection (i.e. during written test/ 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 ab-initio. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice. No application/prayer for relaxation of eligibility norms will be entertained by the Company.
14. **The candidates are requested to go through the layout of qualifications and other particulars carefully**

before online registration and sending examination fee and other documents.

15. It will be the candidate's prerogative to ensure that he/she fulfills the eligibility criteria before applying.

16. Candidates must remain in constant touch with Company's website www.wbsedcl.in at Career [Tab] for information regarding dates of Written Test / Computer Proficiency Test (CPT) / Interview etc.

17. Category [SC / ST / OBC (A) / OBC (B) / PwD etc] as submitted during Online Registration cannot be changed thereafter by the candidate and no benefits of reservation applicable to any other reserved category reservation will be subsequently made admissible to them at any stage of the selection process. Category as mentioned at the time of online registration shall remain unaltered during the recruitment process unless proved otherwise from relevant documents (e.g. caste certificate/ disability certificate). Candidates must ascertain that he/she actually belongs to SC/ST/OBC (A)/OBC (B)/PwD category etc before registering online under that specific category.

18. All correspondence with candidates shall be done through E-mail / SMS only. All information regarding examination schedule / downloading admit card / interview call letters etc. shall be uploaded in Company's website and will be provided to the concerned candidate through E-mail / SMS. The candidates will be responsible for receiving, downloading and printing admit card / interview call letter / any other information. WBSEDCL will not be responsible for any loss of E-mail / SMS sent, due to invalid / wrong E-mail ID / Mobile No. provided by the candidate or for delay / non receipt of information if a candidate fails to access his / her mail/mobile in time.

19. No request for change of examination centre shall be entertained. However, WBSEDCL reserves the right to cancel or add any centre depending on the response of the candidates in that area / centre.

20. If the Caste certificate or Disability certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the certificate either in English or Hindi.

21. Only original Registration Slip (no photocopy) shall be accepted. In case of any overwriting or tampering of Registration Slip, the candidature of the candidate shall be rejected automatically.

22. Application Form not properly filled in or incomplete in any respect or without requisite documents would be summarily rejected. Willful suppression of any material fact will also be similarly dealt with.

23. Canvassing in any form shall disqualify the candidate.

24. WBSEDCL shall take no responsibility in case of failure in registration, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.

25. **This is to be noted that mere submission of application or receipt of Admit Card / Call Letter or appearance in examination does not guarantee selection / appointment in the respective post. Selection of candidates will be made strictly based on fulfillment of eligibility criteria as per prescribed rules of the Company, performance in the three-layered selection process, merit, available vacancy, verification of original documents / certificates, fitness in Pre-Employment Medical Test and clear police verification report.**

26. Mobile No. & E-mail ID once given cannot be changed by the candidate under any circumstances. All correspondence / communication / information to the candidates will be made through their Mobile No. / E-

mail ID registered during online application. Candidates are advised to regularly check Email/ SMS. Candidates are further advised to regularly visit WBSEDCL's website (www.wbsedcl.in) to get updated information.

27. **Fee once paid cannot be refunded under any circumstances. No other mode like Postal Order/Pay Order/Demand Draft etc. for submission of application fee will be accepted.**

28. No Travelling Allowance /Dearness Allowance will be admissible to the candidates for appearing in the Written Test/Computer Proficiency Test/Personal Interview/Pre-Employment Medical Test.

29. **In case of multiple registrations by a candidate the last registration will only be considered for subsequent processing.**

30. **Candidates applying under category reserved for Ex-Serviceman should mandatorily submit valid Discharge certificate (issued by the Competent authority) at the time of Interview (if short-listed), failing which their candidature will not be considered for further selection process.**

31. A candidate must abide by the instructions as may be given by the supervisor / invigilator of the Examination Hall / Room at the time of Written Test/Computer Proficiency Test/Personal Interview as the case may be. If the candidate fails to do so or indulges in disorderly or improper conduct he / she will render himself / herself liable for expulsion from the examination hall or such other punishment as the authority deems fit to impose.

32. The individual applicants will be able to view their scores (Written Test, Computer Proficiency Test & Personal Interview) by logging onto the online application portal on completion of the entire recruitment project and publication of list of candidates selected for Pre-Employment Medical Test.

33. The bio-metric data of candidates will be captured at the time of Written Test and verified during Computer Proficiency Test/ Interview. It will also be used for authentication at the time of actual joining under the Company.

34. In addition to the terms and conditions mentioned above, all other **rules, regulation and policies of WBSEDCL** for recruitment and appointment of manpower will apply **mutatis mutandis to this Notification.**

NOTIFICATION NO.: MPP/2018/05

DATED: 22.12.2018

HELPLINE/HELP DESK FOR CANDIDATE:

**MOBILE No. 9319328772 & 9319441204
EMAIL ID: examhelpdeskwb2@gmail.com**

IMPORTANT DATES:

COMMENCEMENT OF ONLINE REGISTRATION	28.12.2018 (10:00 AM)
CLOSURE OF ONLINE REGISTRATION	18.01.2019 (02:00 PM)
TENTATIVE DATE OF WRITTEN TEST	February/March 2019