

POWER DISTRIBUTION



HYDROGENERATION



SOLAR POWER GENERATION



RURAL ELECTRIFICATION



CONSUMER SERVICE



AWARDS



Notification No. MPP/2016/13

Date: 10/12/2016

SPECIAL RECRUITMENT DRIVE FOR CANDIDATES BELONGING TO SCHEDULED TRIBES

**NAME OF THE POST:
JUNIOR EXECUTIVE (FINANCE)**



Consumer Strength:
1.68 Crores +

Distribution Network:
87,000 Sq.Km +

Annual Turnover:
18,000+ Crores

Employee Strength:
15,000+

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 1.65 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: Proud winner of 'Power India Excellence Award' from the India-Tech Foundation in the three consecutive years - 2008, 2009 & 2010, 'Power India Excellence Certificate' in 2011 & 2012 for Customer Satisfaction and Quality Service, 'IEEMA Power Award 2009' from NDTV Profit and 'Award of Excellence' by the Indian Chamber of Commerce in five consecutive years - 2009, 2010, 2011, 2012 and 2013. WBSEDCL won the 2nd best award for 'Customer Service and Sound Financial Base' by the rating of the Ministry of Power, Govt. of India in 2013. WBSEDCL has ranked 2nd in 'Distribution Side Management' category at India Energy Summit organized by ICC on 12.11.2014. However, our biggest award is the SMILE we bring to our Customers. WBSEDCL has been awarded with the prestigious **SAP ACE Award by SAP India** for successful implementation of **Enterprise Resource Planning (ERP)** at all units across the state. WBSEDCL is one of the leading power distribution PSUs in India to receive this award.

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

VERY IMPORTANT:

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

Notification No.
MPP/2016/13

Distribution Network:

Zonal Offices- 05
Regional Offices- 19
Divisional Offices- 71
Customer Care Centres-509

Hydro Generation Projects:

Teesta Canal Fall Hydel Project
Ramam Hydel Project
Jaldhaka Hydel Project
Purulia Pumped Storage Project

Important Dates

A. Commencement of
Application Process:
14.12.2016

B. Closure of Application
Process:
07.01.2017

**West Bengal State
Electricity Distribution
Company Limited**

Vidyut Bhavan,
Block-DJ, Sector-II,
Bidhannagar,
Kolkata-91

Website: www.wbsedcl.in

CIN:
U40109WB2007SGC113473

DISCLAIMER :

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

NOTIFICATION DETAILS:**[FOR THE POST OF JUNIOR EXECUTIVE (FINANCE)]**

West Bengal State Electricity Distribution Company Limited (WBSEDCL) invites application from Indian Nationals to fill-up the following vacant post:-

DETAILS OF POST AND MINIMUM ESSENTIAL QUALIFICATION

1. Name of the Post :	Junior Executive (Finance)		
2. No. of Vacancy :	06	3. Caste Category :	Scheduled Tribe
4. Qualification :	Graduate in any discipline from a recognized university plus either passed in Intermediate Examination conducted by the Institute of Chartered Accountants of India/Institute of Cost Accountants of India or candidate having P.G Diploma in Finance and Accounts from any University recognized by UGC/Institute approved by AICTE.		
5. Remuneration :	Pay Band ₹ 9,300 - ₹ 34,800/- & Grade Pay ₹ 4,700		
6. Age :	Minimum 18 years and maximum 27 years as on 01.01.2016 with relaxation of 5 Years in the upper age limit for ST candidates of West Bengal only .		

Note: The number of posts may vary.

- Selected candidate(s) shall be posted across various establishments of WBSEDCL in the State of West Bengal.

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 Employees) and other facilities as per the rules of the Company.

CAREER PROSPECT:

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 time-bound mode of promotion to the employees with higher responsibility depending upon their sincerity, initiative and merit.

OTHER CONDITIONS :

Selected candidates 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. They must also qualify in the Pre-employment Medical Examination as per prescribed rules of the Company. Decision of the management for absorption under the Company is final and binding. On successful completion of probation, they may be confirmed under the Company. Candidates are required to furnish a bond of ₹ 1,50,000/- for the post of **Junior Executive (Finance)** 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**).

MODE OF SELECTION :

Selection will be made on the basis of performance in the Written Test, Computer Proficiency Test (CPT) and Interview. Candidates called for Written Test/Computer Proficiency Test (CPT)/ Interview shall not be entitled to reimbursement of any travelling expenses. The Written Test, Computer Proficiency Test (CPT) and Interview will be held in Kolkata only. The Written Test will cover the tests for General Awareness, Reasoning, Quantitative Aptitude, English Grammar & Comprehension and Domain Knowledge. They will also have to appear for a descriptive test. The Computer Proficiency Test (CPT) will cover MS Office (i.e. MS Word, MS Excel and Power Point).

The candidates must ensure that they have requisite qualification shown against the post as per layout of qualification and fulfill the required criteria before applying for the post. Candidates having adequate knowledge of communicating in Bengali / Nepali language will be preferred.

Test Matrix:

Post Category/Type	Duration of Written Test	Written Test		Computer Proficiency Test	Viva-Voce	Total
		Objective Test	Descriptive Test			
Junior Executive (Finance)	135 Minutes	120	20	20	40	200

Category-wise Minimum Qualifying Marks:

SI No.	Caste Category	Qualifying Marks**
1	Scheduled Tribe (ST)	30%

****Note:**

- ❖ Securing minimum qualifying marks will not guarantee any entitlement to the next stage of selection process.

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	Junior Executive (Finance)	Written Computer Proficiency Test	MCQ	120	General Awareness	15	120 Mins.
					Reasoning	15	
					Quantitative Aptitude	15	
					English Grammar and Comprehension	15	
					Domain Knowledge	60	
		Computer Proficiency Test	Descriptive Test	20	Essay Writing in English	20	15 Mins.
			Computer Based	20	MS Office (MS Word, MS Excel and Power Point)	20	30 Mins.

APPLICATION PROCESS :

- Eligible candidates may apply in the prescribed format “**Application Format**” (*to be downloaded from our website*) duly filled in all respect giving full particulars and along with the following documents:
 - Two identical copies of recent passport sized photographs.
 - Self-attested photocopy of document in support of age proof (admit card/mark sheet of Madhyamik or equivalent).
 - Self-attested photocopy of testimonials in support of educational qualification.
 - Self-attested photocopy of testimonials in support of caste (wherever applicable).
- The candidate must fill up the application form as per the guidelines. The candidate should double check while filling up the form and avoid committing mistakes. The candidate should then enclose all relevant documents namely, two copies of recent passport sized photographs, self-attested testimonials in support of age proof, caste certificate and educational qualification.
- The candidate should ensure that the information provided by him/her is correct and true. For any incorrect/false information or misrepresentation or suppression of any material fact the candidature may be cancelled at any stage of the recruitment process and Company reserves the right to proceed against such candidate as deemed fit.
- Applicants must have a valid “Email ID”, 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. The Company will send information for downloading Admit Card (Provisional) for Written Test / Computer Proficiency Test (CPT) / Interview at the submitted E-mail ID and Mobile No. only. Applicants must remain in constant touch with company’s website www.wbsedcl.in at Career @ WBSEDCL for information regarding dates of Written Test / Computer Proficiency Test (CPT) / Interview etc.
- After ensuring that all relevant documents have been enclosed, the same may be sent by Ordinary Post/Speed Post/Registered Post/Courier Service/By-hand to the following address super scribing “Special Recruitment Drive for Junior Executive (Finance) under WBSEDCL - Notification No. MPP/2016/13” on the top of the envelope:

To,
The Addl. General Manager (HR&A)
Recruitment & Manpower Planning Cell
West Bengal State Electricity Distribution Company Limited
Vidyut Bhavan, 7th Floor, ‘C’ Block,
Block-DJ, Sector-II
Bidhanagar, Kolkata-700091
- WBSEDCL will not be responsible for any loss or misplacement of application on transit.
- The last date of receipt of complete applications is **07.01.2017**.
- Incomplete applications/applications received late are liable to be rejected summarily.
- The application along with other documents will be received at the above-mentioned address during 14.12.2016 to 07.01.2017 (Upto 5:00 PM).

GENERAL INSTRUCTIONS :

1. The last date for submission/receiving of application is **07.01.2017 (Upto 05:00 PM)**.
2. The candidature of such candidate whose application along with documents is received after **07.01.2016** shall not be considered. WBSEDCL will not be responsible for any kind of postal delay and loss in transit.
3. Candidates will be allowed to appear for the Written Test/Computer Proficiency Test (CPT)/Viva-voce only with the Admit Card/Call Letter and not with the Application Format.
4. Candidates should retain a photocopy of their Application Format for future reference.

5. WBSEDCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if required, without issuing any further notice, reference or assigning any reason thereafter nor any compensation or losses will be payable to any candidate for such modification.
6. **Candidate employed in Govt. Departments / PSUs / Autonomous Bodies need to produce NOC at the time of interview. Otherwise their candidature may be cancelled at that stage.**
7. In case of any ambiguity / dispute on account of interpretation in versions other than English, the English version will prevail.
8. Court of jurisdiction for any dispute will be in Kolkata.
9. While applying for the above posts, the applicant must ensure that he / she fulfills the eligibility including academic and professional qualifications 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.
10. The candidates are requested to go through the layout of qualifications and other particulars carefully before applying and sending examination fees and other documents.
11. It will be the candidate's prerogative to ensure that he/she fulfills the eligibility criteria before applying.
12. Candidates must remain in constant touch with company's website www.wbsedcl.in at Career @ WBSEDCL for information regarding dates of Written Test / Computer Proficiency Test (CPT) / Interview etc.
13. Category as submitted in the application cannot be changed thereafter. Category as mentioned at the time of submission shall remain unaltered during the recruitment process. Before filling up category, candidates must ensure that he/she actually belongs to that category.
14. 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.
15. No request for change of examination centre shall be entertained. However, WBSEDCL reserves the right to cancel or add any centre depending on the number of applicants.
16. If the caste 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.
17. **Only original Application Format (no photocopy) shall be accepted.** In case of any overwriting or tampering of Registration Slip, the candidature of the candidate shall be rejected automatically.
18. **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.**
19. Canvassing in any form shall disqualify the candidate.
20. **Candidates must fulfill the essential qualification as per layout as shown herein above by the closing date of application process. Application from Candidates who will acquire the prescribed qualifications after the closing date of application process will not be entertained.**
21. WBSEDCL shall take no responsibility in case of loss in transit of Application Form, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.
22. 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 merit position, available vacancy, verification of original documents / certificates, clear police verification report and medical test.

23. 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 submitted to us during application process. 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.
24. In case of multiple submissions of applications by a candidate only the last one will be considered for subsequent processing.
25. A candidate must abide by the instructions as may be given by the supervisor / invigilator of the Examination Hall / Room. If the candidate fails to do so or indulges in disorderly or improper conduct he / she will render himself / herself liable to expulsion from the examination hall or such other punishment as the authority deems fit to impose.
26. In case of tie in score (combined) for any 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.

Notification No. : MPP/2016/13 || Date: 10/12/2016

IMPORTANT DATES

Commencement of application process	14.12.2016
Closure of application process	07.01.2017 (5:00 PM)

HELPLINE /HELPDESK FOR CANDIDATES:

a) Email ID: rmp.wbsedcl@gmail.com | | b) Telephone No.:033-23598379

West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

FORMAT OF APPLICATION AGAINST RECRUITMENT TO THE POST OF JUNIOR EXECUTIVE (FINANCE)
SPECIAL RECRUITMENT DRIVE FOR CANDIDATES BELONGING TO SCHEDULED TRIBES
NOTIFICATION NO. MPP/2016/13 | DATED:10/12/2016

To,
The Addl. General Manager (HR&A)
Recruitment & Manpower Planning Cell
WBSEDCL
Vidyut Bhavan, 7th Floor, 'C' Block, Kolkata-91

AFFIX SELF
ATTESTED
PASSPORT SIZE
PHOTOGRAPH

1. Name of the post Applied for	:	JUNIOR EXECUTIVE(FINANCE)
2. Name of the Candidate (in block letters)	:	
3. Father's / Husband's Name	:	
4. Correspondence Address :		
5. Permanent Address :		
6. Mobile No. / Telephone No. :		
7. E-mail ID :		
8. Date of Birth & Age as on 01.01.2016	:	
9. Gender (Male/Female)	:	
10. Nationality	:	
11. Marital Status	:	
12. Work Experience (if any) [Yes/No]	:	
13. Qualifications	:	Please specify in details as per the format outlined below

Qualification	Examination Passed	Name of the Board/Council/ Institute/University	Year of Passing	Division/ Class/Grade Point	Course Mode - Full time/ Part time/ Others
a) Academic					
b) Professional					

14. Whether belongs to ST category :
[Copy of certificate(s) to be enclosed]

15. Credentials enclosed :

D E C L A R A T I O N

I, hereby, declare that the particulars furnished herein are true to my knowledge. If any information is found to be false subsequently by the authority, my candidature for the post is liable to be rejected.

Date:

Signature of the Candidate