

# RECRUITMENT FOR THE POST OF OFFICE EXECUTIVE UNDER WBSIEDCL

COMMENCEMENT OF ONLINE APPLICATION PROCESS:  
April 26<sup>TH</sup>, 2017.

CLOSURE OF ONLINE APPLICATION PROCESS:  
May 16<sup>TH</sup>, 2017.



CONSUMER STRENGTH : 1.68 CRORE+ || DISTRIBUTION NETWORK: 87,000 Sq. KM+  
ANNUAL TURNOVER : 18,000 CRORES+ || EMPLOYEE STRENGTH : 15000+

**Notification No.**  
**MPP/2017/04**

**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

**West Bengal State  
Electricity Distribution  
Company Limited**

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

Website: [www.wbsedcl.in](http://www.wbsedcl.in)  
CIN: [U40109WB2007SGC113473](http://U40109WB2007SGC113473)

**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 **1.77 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:**

<b>2011</b>	<ul style="list-style-type: none"> <li>➤ Power India Excellence Certificate from India-Tech Foundation.</li> <li>➤ Award of Excellence -2<sup>nd</sup> Best Power Utility (ICC-5<sup>th</sup> India Energy Summit -2011)</li> </ul>
<b>2012</b>	<ul style="list-style-type: none"> <li>➤ Power India Excellence Certificate for ‘Customer Satisfaction &amp; Quality Service’ from India-Tech Foundation.</li> <li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 6<sup>th</sup> India Energy Summit -2012)</li> <li>➤ Skoch Digital Inclusion Award, 2012 for ‘Reforms &amp; R-ADDRP’.</li> </ul>
<b>2013</b>	<ul style="list-style-type: none"> <li>➤ 2<sup>nd</sup> Best Award for ‘Customer Service &amp; Sound Financial Base’ by Rating of Ministry of Power, Govt. of India.</li> <li>➤ Award of Excellence – 3<sup>rd</sup> Best Power Utility (ICC 7<sup>th</sup> India Energy Summit -2013)</li> </ul>
<b>2014</b>	<ul style="list-style-type: none"> <li>➤ ‘Best Innovation’ winner [IPPAI Power Awards-2014]</li> <li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 8<sup>th</sup> India Energy Summit -2014)</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>➤ ‘REPA State Awards 2015’ for Best State of India in Rural &amp; Remote Are Electricity Access.</li> <li>➤ ‘Best Hydro Power Generation’ [IPPAI Power Awards -2015]</li> <li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 9<sup>th</sup> India Energy Summit -2015)</li> </ul>
<b>2016</b>	<ul style="list-style-type: none"> <li>➤ SAP ACE Awards [SAP INDIA] for “Successful Implementation of ERP”.</li> <li>➤ IPPAI Power Award for winner of Outstanding Innovation for “Customer Service &amp; Power Purchase Cost”.</li> <li>➤ Award of Excellence - 3<sup>rd</sup> Best Power Utility (ICC 10<sup>th</sup> India Energy Summit -2016)</li> </ul>

Visit us at [www.wbstedcl.in](http://www.wbstedcl.in) for more information.

**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**

**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**

<b>1. Name of the Post :</b>	<b>Office Executive</b>
<b>2. No. of Vacancy :</b>	247
<b>3. Category-wise Break-Up :</b>	Gen:116    SC:53    ST:15    OBC-A:24    OBC-B:17    PWD: 09    EXSM: 13
<b>4. Qualification :</b>	<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 Institutes indicated below:</p> <p>i) 'O' level course of National Institute of Electronics and Information Technology (NIELIT) formerly DOEACC SOCIETY, Govt. of India</p> <p>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 &amp; Vocational Education and Skill Development</p> <p>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 &amp; Vocational Education and Skill Development</p> <p>iv) Course of Computer Operation and Programming Assistant (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training &amp; Employment, Govt. of India.</p> <p>v) Secretarial Practices (Basic Skill and / or Advance Skill) from Regional Vocational Training Institute, Director General of Training &amp; Employment, Govt. of India 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:</p> <p>a) Computer fundamentals and Programming and Computer Assembly and Maintenance. b) IT enabled services and Computer fundamentals and Programming, 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] 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] 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] 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>
<b>5. Remuneration :</b>	<b>Pay Band ₹ 6,300 - ₹ 20,200/- &amp; Grade Pay ₹ 3,600</b>

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

**Note:**

- 1) *Computer Certificate Course from any Private Computer Training Institute or any other Computer Centre/Institute Not Affiliated to WBSCTE (West Bengal State Council of Technical Education) or NIELIT (formerly DOEACC Society, Govt. of India) will not be accepted.*
- 2) **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, failing which the candidature of such candidates will stand cancelled.**
- 3) *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) and other facilities as per the Rules of the Company.

**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. 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 in communicating in Bengali / Nepali language will be preferred.

**CAREER ASPECT**

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.

**EMPLOYMENT BOND**

Candidates are required to furnish a bond of ₹ 1,00,000/- for the post of **Office Executive** 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 **01.01.2017** for all the posts with relaxation in the upper age limit of 3 Years for OBC (A) & OBC (B) and 5 Years for SC & ST candidates of West Bengal only. Persons with Disabilities (PWD Category) candidates are entitled for a relaxation of 10 years in the upper age limit for all the posts. Ex-Servicemen will get age relaxation as per rules of Govt. of West Bengal (For Ex-Serviceman: Age of the candidate - (Minus) Total Service Length (Minimum 6 months) subject to maximum relaxation of 3 years from upper age limit as per Govt. Rules). **Candidates in the category of SC, ST and OBC from States other than West Bengal will be treated as Unreserved candidates. Such candidates will not enjoy any other relaxation interms of application fee, age and qualifying marks criteria in various layer of examination.**

**PROCESSING & EXAMINATION FEE**

SI No.	Name of the Post	Post Type/Category	Application Fee
1	Office Executive	Class III (Non-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 fees. After depositing fees, bank will provide Transaction ID and SOL ID which are required to be written at the proper place in the 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. SC / ST / PWD / applicants under Exempted Category will not be required to pay any fees.** Application Fee will have to be deposited from **26.04.2017 to 16.05.2017** during banking hours. **Demand Draft/Money Order/Postal Order or any other mode of payment is not acceptable.** Names of candidates under **Exempted Category** as nominated by **Exempted Category Cell (Directorate of Employment) 67, Bentinck Street, Kolkata-69** will only be intimated by WBSEDCL in due course informing them with the details of the advertisement and other formalities.

## RESERVATION

Reservation for all the posts shall be made as per the guidelines issued by the Govt. of West Bengal from time to time. SC / ST / OBC (A) / OBC (B) candidates from States other than West Bengal should apply as Unreserved candidates. 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	UR	SC	ST	OBC (A)	OBC (B)	PWD	EX-SERVICEMAN	TOTAL
1	Office Executive	116	53	15	24	17	09	13	247

Post Identification for PWD Candidates:-

SI No.	Name of the Post	Post Type/Category	No. of Posts	Disabled Categories Suitable For the Post
1	Office Executive	Class III (Non-Tech)	09	OA,OL,OAL,HH,BL,B & LV**

**\*\*OA-One Arm, OL-One Leg, OAL- One Arm and One Leg,HH-Hearing Impaired, BL-Both Leg, B-Blind & LV-Low Vision\*\***

## 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 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

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 and Comprehension/Data Analysis, Data Interpretation & Data Sufficiency/ Computer Awareness.** The Computer Proficiency Test (CPT) will cover **MS Office (i.e.MS Word, MS Excel and Power Point).** Procedure of online registration and other detailed particulars will be available on the website from **26.04.2017.** **The candidates must ensure that they have requisite qualification shown against each post as per layout of qualification and fulfill the required criteria before applying for the post.**

**Test Matrix :**

Post Category/Type	Duration of Written Test	Written Test	Computer Proficiency Test	Viva-Voce	Total
		Objective Test			
Office Executive	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.

**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 and 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.		

**HOW TO APPLY**

Eligible candidates have to apply through online registration system of WBSEDCL i.e. [www.wbseedcl.in](http://www.wbseedcl.in) at Career @ WBSEDCL. No other means / mode of application shall be accepted. Online submission of the applications will be allowed on the website between **26.04.2017 to 16.05.2017 (11:59 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 Admit Card-Provisional 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. SC / ST / PH/ candidates are exempted from paying application fee.
3. After depositing fees, bank will provide Transaction ID and SOL ID which are required to be written at the proper place in the 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. 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 fees 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.

**On being satisfied that the candidate is eligible to appear for the Written Examination they should follow the following steps enumerated below:-**

**Pre-Requisites for Online Registration:**

The candidates are advised to use IE 7.0 (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.

**STEPS FOR APPLYING**

**Step 1:**

Visit website [www.wbsedcl.in](http://www.wbsedcl.in). Go to Career (Tab).

**Step 2:**

Click on "Recruitment for the Post of Office Executive under WBSIEDCL - Notification No.: MPP/2017/04" to view the full Advertisement Details.

**Step 3:**

Read the details very carefully before applying. "Online Application" links are placed next to Advertisement Details.

**Step 4:**

Click on "Apply Online" to fill up the Application Form online. The candidate would be directed to a page where he/she can click on "Apply Online" (for first time registration or new registration) and they would be taken to Step-6 directly. Already registered candidates need to click on "Sign in" and they would be taken to Step 5.

**Step 5:**

Candidate need to enter Registration Number sent to their valid Email-id & Mobile No. and their Date of Birth in specified format to "Sign in" always. This process would be required always to submit the application form finally, updating the Bank Challan data (for UR/OBC candidates), uploading the photograph / signature /downloading/ printing the Admit Card for written test, Computer Proficiency Test (CPT) and downloading/printing the Call letter for Interview, if shortlisted.

**Step 6:**

The candidate must fill up the application form, and attach the photograph and scanned signature as per the guidelines and information sought. The candidate should check the same and proceed accordingly to avoid committing mistakes.

1. The candidates need to select on the "First Screen" tab and click on "Proceed" to move next screen.

2. Candidates should note that Registration Number generated on submission. Next UR/OBC candidates should again login in using the Registration Number and Date of Birth and then click on "Download Bank Challan". The Bank Challan, thus generated and downloaded will be in triplicate namely: Bank Branch copy, Candidate's copy and WBSIEDCL's copy. This Challan will have to be printed in A4 size paper and then deposited at United Bank of India.

Please note that there is no active Bank Challan for SC/ST/PH candidates. SC/ST/PH candidates can proceed to fill up next screen of online application form.

3. After downloading the Challan “Log Out” from this screen and “Login” again to fill up SOL ID and Transaction Number given by the Bank.

**Step 7:**

UR/OBC candidates after making the payment (using downloaded Bank Challan) in any branch of United Bank of India, shall “Sign in” again using their Registration Number and Date of Birth and update Bank Challan data (SOL Id, Transaction Id and Transaction Date).

**Step 8:**

On the next screen, upload photo (mandatory) and signature (mandatory) in either jpg/jpeg format as per the guidelines given on screen. The appropriate sizes of scanned documents to be uploaded are mentioned below: -

a) Photograph -50KB [Max] & 165 x 125 Pixel b) Signature - 20KB [Max] & 80 X 125 Pixels

**Step 9:**

The candidate has to provide her / his consent for the Correctness of the information entered by selecting the “Declaration” text. Once the candidate checks his/her information and click on “Continue” the candidate gets the acknowledgment message mentioning the “Registration Number” and any other important info.

**Note to the candidates:** The candidate should ensure that the information provided is correct and true. For any incorrect information or misrepresentation or suppression of the material fact, the candidature may be cancelled at any stage of the recruitment process and Company reserves the right to take action against such candidate as deemed fit.

**Step 10:**

After final submission candidate must take the print out of Registration Slip. However for candidates paying application fee, the provision for printing of Registration Slip will be available only after 2(Two) days. Only original Registration Slip and WBSEDCL's copy of CHALLAN (no photocopy) with photo and signature along with self-attested copies of credential/documents shall be accepted and received by WBSEDCL during Computer Proficiency Test.

**Important:** A candidate who visits the website for the first time is considered as a New User. During this process he / she would be assigned his / her Application Number. When the candidate is required to re-visit the web-site to take the print out of the Registration Slip then he / she has to “Sign in” by providing the Application Number or email-id and Date of Birth.

**Step 11:**

On the basis of online details and declaration submitted, the candidates will be allowed provisionally to appear in Written test. An intimation will be sent to the candidates by Email/SMS for downloading Provisional Admit Card for Written test. On receipt of the Email/SMS candidates will have to once again login to [www.wbsedcl.in](http://www.wbsedcl.in) and go to Career@ WBSEDCL and click on “PRINT THE ADMIT CARD” button to get the Admit Card printed.

**GENERAL INSTRUCTIONS:**

1. The last date of online application is 16.05.2017 (11:59 PM).
2. No hand-written application will be entertained.
3. Registration Slip with more than one WBSEDCL's CHALLAN Copy will be rejected.
4. 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 Registration Slip.
5. Candidates should retain Applicant's copy of CHALLAN and a photocopy of their Registration Slip for future reference.
6. Candidates who will be shortlisted for Computer Proficiency Test on the basis of performance in Written Test will have to upload the supporting documents like age proof, documents/credentials, etc after which they can download the Admit Card for Computer Proficiency Test. The candidates original Registration Slip and WBSEDCL's copy of Challan (no photocopy) with photo and signature along with self-attested copies of credentials/documents shall be accepted and received by WBSEDCL only during Computer Proficiency Test.



7. WBSEDCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if requires, without issuing any further notice, reference or assigning any reason thereafter.
8. **Candidates employed in Govt. Departments / PSUs / Autonomous Bodies are required to produce NOC at the time of interview. Otherwise their candidature may be cancelled at that stage.**
9. In case of any ambiguity / dispute on account of interpretation in versions other than English, the English version will prevail.
10. Court of jurisdiction for any dispute will be in Kolkata.
11. **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.**
12. The candidates are requested to go through the layout of qualifications and other particulars carefully before registrations and sending examination fees and other documents.
13. **It will be the candidate's prerogative to ensure that he/she fulfills the eligibility criteria before applying.**
14. Candidates must remain in constant touch with company's website [www.wbsedcl.in](http://www.wbsedcl.in) at Career @ WBSEDCL for information regarding dates of Written Test / Computer Proficiency Test (CPT) / Interview etc.
15. 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 category reservation will be subsequently made admissible to them at any stage of the selection process. 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 SC/ST/OBC (A)/OBC (B)/PH category etc.
16. **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.
17. 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.
18. If the SC / ST / OBC (A) / OBC (B) / 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.
19. **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.
20. **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.**
21. Canvassing in any form shall disqualify the candidate.
22. 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.

23. 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.
24. 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](http://www.wbsedcl.in)) to get updated information.
25. Fees once paid cannot be refunded under any circumstances. No other mode like Postal Order/Pay Order/Demand Draft etc. for submission of application fees will be accepted.
26. No TA/DA will be admissible to the candidates for appearing in the Written Test/Computer Proficiency Test/Personal Interview.
27. In case of multiple registrations by a candidate the last registration will only be considered for subsequent processing.
28. 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.
29. 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.

## IMPORTANT DATES

Commencement of online registration of applications by candidates	26.04.2017 (11:00 AM)
Last date for online registration by the candidates	16.05.2017 (11:59 PM)
Tentative Date of Written Examination	18.06.2017

Notification No. : MPP/2017/04 || Dated: 21/04/2017

HELPLINE /HELPDESK FOR CANDIDATES:  
i) Mob: 07338891454 ii) Email: [wbsedcltechqueries@gmail.com](mailto:wbsedcltechqueries@gmail.com)