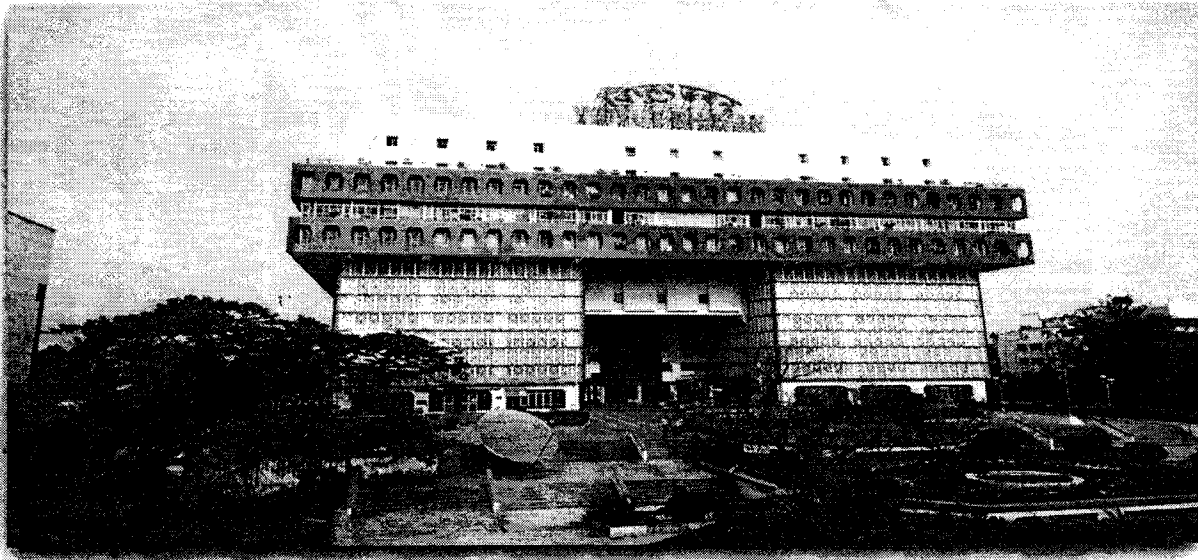


NOTIFICATION NO.MPP/2024/04

DATED:02.09.2024

**RECRUITMENT FOR THE POST OF DEPUTY CHIEF
SECURITY OFFICER, SPECIAL OFFICER (S&LP) &
SR. PRIVATE SECRETARY ON CONTRACTUAL BASIS**



VIDYUT BHAVAN,
BLOCK-DJ, SECTOR-II, BIDHANNAGAR
KOLKATA-700091
WEBSITE: www.wbsedcl.in
CIN: U40109WB2007SGC113473



WBSJEDCL

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 ₹ 29,904 crores.

Power Distribution: WBSEDCL operates in a command area of around 97% of the total area of West Bengal and serves more than 2.25 crores with more being added every day – from hills to seashore, particularly in remote and rural areas.

Customer Services: Online connection, Central Data Centre, Zonal Call Centres, E-payment through Debit/Credit Card & other services, pre-paid and remote metering, automated kiosks, grievance redressal, single-window services and prompt restoration of power through IVRS system during breakdowns.

Energy Management: WBSEDCL is the nodal agency for the Bureau of Energy Efficiency (BEE) to promote energy effectiveness in West Bengal.

Employee Motivation: Excellent work culture, professional management, workers' participation and welfare measure make WBSEDCL one of the best places to work.

Awards & Accolades since 2011:

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

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

NOTIFICATION DETAILS

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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 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**) intends to fill up the various post(s) across different locations on contractual basis. The Indian Nationals who meet the eligibility criteria may apply for the post. The detailed eligibility criteria, vacancy and other details are mentioned below :-

Sl. No. A:- Post(s) under Security Wing (Walk-In-Interview)

i) Name of Post: - Deputy Chief Security Officer (Dy. CSO)

DETAILS OF POST, VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING	
No. of Vacancy :	01 (One)
Work Experience:	Retired Govt. official in the rank of Addl. Superintendent of Police or equivalent.
Compensation :	Monthly consolidated remuneration of Rs. 58,000/-
Age:	Below 62 years as on 01.01.2024
Period of contract:	Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement
Tentative Place of Deployment:	Siliguri Zone
Mode of Selection	Walk-In-Interview

ii) Name of Post: - Special Officer (S&LP)

DETAILS OF POST, VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING		
No. of Vacancy :	05 (Five)	
Work Experience:	Retired Govt. official in the rank of SDPO/ Deputy Superintendent of Police or Retired Inspector of Police.	
Compensation :	Rank	Monthly consolidated remuneration
	Ex-SDPO/DSP of Police	Rs. 50,000/-
	Ex-Inspector of Police	Rs. 40,000/-
Age:	Below 62 years as on 01.01.2024	

Period of contract:	Initially the period of contract will be 01 (One) year which may be renewed on the basis of performance/requirement
Tentative Place of Deployment:	1. Darjeeling Region 2. Hooghly Region 3. Paschim Burdwan Region 4. Kandi Division 5. Kharagpur Division
Mode of Selection	Walk-In-Interview

* The No. of Post may vary

** Intending candidate shall apply against only one post.

Sl. No. B:- Senior Private Secretary (Personal Interview /Skill Test)

DETAILS OF POST , VACANCY AND MINIMUM ESSENTIAL QUALIFICATION, WORK EXPERIENCE, REMUNERATION, AGE & PLACE OF POSTING	
No. of Vacancy :	03 (Three)
Qualification	Retired employee with Graduation in any discipline and Proficiency in Computer Application vis-à-vis Stenography
Work Experience:	Worked as Stenographer / Personal Assistant / Private Secretary in Govt. / Semi Govt. / PSU with minimum 01 (one) year experience. NB:-Relevant Work Experience Certificate from concerned Govt. Department clearly mentioning Proficiency in Computer Application vis-à-vis Stenography.
Compensation :	Monthly consolidated remuneration of Rs. 37,000/-
Age:	Below 62 years as on 01.01.2024
Tentative Place of Posting:	Corporate Office, Vidyut Bhavan.
Mode of Selection:	Personal Interview & Skill Test (Proficiency in Computer Application vis-à-vis Stenography)

* The No. of Post may vary.

JOB RESPONSIBILITY:

❖ **Deputy Chief Security Officer:-**

1. To operate from the Office of Zonal Manager, Siliguri Zone.
2. To oversee the overall activities of the S&LP wings of the Distribution units of the organization spanning across all the districts of North Bengal.
3. To oversee the activities of the Security wing of the Hydel Project offices of the organization spanning across all the districts of North Bengal.

4. To make periodic visits to all units or site offices for necessary inputs/guidance, as and when necessary.
5. To keep close liaison with Local / District Police authorities and Civil Administration of the different Sites for necessary assistance as and when necessary.
6. To coordinate with the Chief Security Officer on issues related to security of offices of WBSEDCL in North Bengal.
7. To function under the guidance of the Office of Advisor (S & V) for conducting his day-to-day activities.
8. Any other work as assigned by the higher authority from time to time

❖ **Special Officer (S&LP):-**

To undertake activities related to Security and Loss Prevention within the jurisdiction of the units where they are placed. Any other work as assigned by the higher authority from time to time.

❖ **Sr. Private Secretary:-**

To undertake activities related to secretarial job within the jurisdiction of the units where they are placed. Any other work as assigned by the higher authority from time to time.

TENURE & TERMS / CONDITION OF CONTRACTUAL APPOINTMENT :

Appointment to all the aforesaid post(s) will be purely on temporary basis and contractual in nature. The terms and conditions will be as follows:

1. Appointment will be initially for **01 (one) year** which may be renewed till 65 years of age as per discretion and decision of the competent authority.
2. The selected candidate will be entitled to **7 days Casual Leave for every 6 months duration and 10 days Half Pay Leave (Commutable) for every 6 months' duration.** Casual Leave and Half Pay Leave will be admissible on pro rata basis for any period less than 6 months. No other Leave will be admissible.
3. The selected candidate will be entitled to indoor treatment for self only as applicable for regular employees and not for any dependent subject to a limit of Rs. **50,000/-** in a year where engagement is for 1 (one) year and Rs. **25,000/-** where engagement is for 6(six) months. Persons covered under WBHS-2008, CGHS or similar other schemes shall not, however, be entitled to this benefit. State Government Pensioners, even if not covered under WBHS-2008, will not be entitled to any medical reimbursement facility.
4. The Selected candidates under different post(s) will work directly under the Head of Offices /Controlling Officers of WBSEDCL (as the case may be) within the jurisdiction of the units where they are placed or any other authority as may be decided by the Company.

5. The contract/engagement in the Company's service is liable to be terminated by one month's notice from either side, without assigning any reason or on payment of one month's pay in lieu thereof. Anything contrary to this, appropriate administrative action shall be taken by the management as deemed fit.

MODE OF SELECTION

❖ **Dy. CSO & SO(S&LP)**

Walk-In-Interview.

❖ **Sr. PS:-**

1. Inviting applications from interested candidates through duly filled-up Application Form (**Format available on www.wbsedcl.in under Career tab**).
2. Candidates fulfilling the prescribed eligibility criteria will be short-listed for Personal Interview process followed by Skill Test.
3. The Candidates who are provisionally selected in the Personal Interview process shall be required to appear for Skill Test (**Proficiency in Computer Application vis-à-vis Stenography**).

APPLICATION PROCESS :

❖ **Dy. CSO & SO(S&LP)**

Interested candidates shall directly report for Walk-In-Interview on scheduled date mentioned below. Candidates should bring duly filled-in Application Form (available on www.wbsedcl.in under 'Career' tab) along with all original as well as 01 (one) set photocopy of necessary documents / credentials/ testimonials etc. (self attested) at the time of interview failing which their candidature may be liable for rejection

Venue:-	Seminar Hall-I, Vidyut Bhavan, 7th Floor, Block-'D', Sector-II, Bidhannagar, Kolkata-700091
Date & Time:-	20.09.2024 (Friday) 10.00 A.M

❖ **Sr. PS:-**

Eligible candidates are requested to send their application as per prescribed format {available on the Company's website (www.wbsedcl.in) under **Career** tab} through e-mail id: **rectt@wbsedcl.in** along with all requisite documents as mentioned below in legible PDF format within **18.09.2024 (05:00 PM)**.

Important dates for Submission of application to the Post of Sr. P.S:-

Commencement of Application Process	05.09.2024
Closure of Application Process	18.09.2024 (05:30 P.M)
Venue, Date and time for Selection process	To be intimated later.

List of documents to be enclosed:

1. Self attested copy of Age Proof Certificate ('Class 10/12' Admit card /Mark-Sheets or equivalent).
2. Self attested copy of Pension Payment Order (PPO) [all the parts] or Discharge Certificate/ Release Order/ Superannuation Notice
3. **Additional documents required only for the post of Sr. PS (along with above documents under Sl. No.-1 & 2)**
 - A. Self attested copy of All Mark-sheets & Certificate of Degree course.
 - B. Self attested copies of documents in support of Work Experience (Proficiency in Computer Application vis-à-vis Stenography).

* The candidate shall be required to carry original copies of all documents/credentials/testimonials, Two (02) nos. coloured passport size photographs, etc. on the day of the Personal Interview for verification along with one(01) Complete set of self attested Photocopy of duly filled in application form and certificate/credentials.

SELECTION PROCESS:

1. Prescribed criteria are minimum and mere possession of the same does not entitle the candidate to be called for Personal Interview.
2. WBSEDCL, at its discretion, may raise/relax age and/or other criteria notified above.
3. Candidates will be short-listed commensurate with the number of vacancies.
4. The candidates who meet the prescribed eligibility criteria and successfully complete the verification stage shall be provisionally shortlisted for Personal Interview. The candidates have to personally bear all expenses to appear for the Personal Interview at Vidyut Bhavan, Salt Lake, Kolkata. No Travelling Allowance will be admissible.
5. Recruitment will be done strictly as per merit in pursuance of the Recruitment Policy, other rules and guidelines of the WBSEDCL.
6. Canvassing in any form will disqualify a candidate.
7. If any false/incorrect information furnished by the candidate is detected at any stage of selection process, his/her candidature will be liable for rejection ab-initio.
8. The decision of the Company in all matters relating to selection process shall be final and binding on the candidate.
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. All information regarding this recruitment process would be made available under **Career@WBSEDCL** section of WBSEDCL's website only (i.e www.wbsedcl.in). Applicants are advised to check the website periodically for important updates.

11. Applicants must have a valid "Email ID" and "Mobile Phone Number", 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.
12. All details submitted vide the Application Format will be treated as final and no subsequent changes will be entertained.
13. Candidates who fail to appear for the Interview Process with the filled-up prescribed Application format along with the necessary credentials i.e Age Proof, PPO, Degree Mark-sheets & Certificate (where ever applicable), Experience Certificate, Photograph and Signature will invite cancellation of his/her candidature.
14. For any queries please contact the office of **The Addl. General Manager (HR&A), Recruitment & Manpower Planning Cell, WBSEDCL at Vidyut Bhavan, 7th Floor, "C" Block, Sector-II, Bidhannagar, Kolkata-700091** or contact us at rectt@wbasedcl.in

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

NOTIFICATION NO. : MPP/2024/04

DATED:02.09.2024

