# West Bengal State Electricity Transmission Company Limited

A Government of West Bengal Enterprise  CIN-U40101WB2007SGC113474

**WBSETCL**

# RECRUITMENT NOTIFICATION

(EMPLOYMENT NOTIFICATION NO.: REC/2023/01)

## IMPORTANT DATES:

1. Commencement of online registration – 26.04.2023
2. Last date for receipt of online applications – 19.05.2023

## REQUIRES:

1. Assistant Manager (HR&A)
2. Assistant Engineer (Elect.)
3. Assistant Engineer (IT&CS)
4. Assistant Engineer (Civil)
5. Junior Executive (F&A)
6. Junior Executive (Stores)
7. Junior Engineer (Civil) Gr.- II
8. Office Executive
9. Technician Gr.-III

## DETAILS OF THE POSTS

WBSETCL, a consistently profit-making Government of West Bengal enterprise with annual turnover of Rs. 1829 Crore and one of the leading Transmission Companies in India, is looking for suitable candidates to fill-up the following vacancies at its different offices through direct recruitment from open market:

| SL. NO. | NAME OF THE POST | NO. OF VACANCIES | PAY SCALE | REQUIRED QUALIFICATION |
|---|---|---|---|---|
| 01 | Assistant Manager (HR&A) | 10 | **LEVEL-8** Rs. 56100 - 160500 | Graduate in any discipline and MBA (2 years' full time course) / MPM (2 years' full time course) /MHRM (2 years' full time course) with major specialization in Personnel Management / H.R. or Post Graduate full time Degree / Diploma (2 years' course) with specialization in Personnel Management / H.R. from a recognized University /reputed Institute approved by AICTE / IIMs / XLRI / IITB Schools. |
| 02 | Assistant Engineer (Elect.) | 25 | **LEVEL-8** Rs. 56100 - 160500 | Full time 4 years' B.E/ B. Tech/ B. Sc (Engineering) Degree in Electrical Engineering /Electrical & Electronics / Power Engineering / B. Sc (H) in Physics with 3years' B. Tech in Electrical Engineering from a recognized University / Institute approved by AICTE / IITs. |
| 03 | Assistant Engineer (IT&CS) | 06 | **LEVEL-8** Rs. 56100 - 160500 | Full Time 4 years' B.E / B.Tech / B.Sc (Engineering) Degree in information Technology / Computer Science / MCA (full time) / B.Sc (H) in Physics and B.Tech in Computer Science & Engineering from recognized University / Institute approved by AICTE /IITs. |
| 04 | Assistant Engineer (Civil) | 20 | **LEVEL-8** Rs. 56100 - 160500 | Full time 4years' B.E/ B. Tech/ B. Sc (Engineering) Degree in Civil Engineering or Construction Engineering from recognized University / Institute approved by AICTE / IITs. |
| 05 | Junior Executive (F&A) | 11 | **LEVEL-7** Rs. 37400 -108200 | Graduate in any discipline from a "UGC" recognized university with Inter CA/ICWA/1(one) year PG Diploma in Finance & Accounts or any higher Qualification in Finance & Accounts with duration at least one year from any University recognized by UGC/Institute approved by AICTE. |
| 06 | Junior Executive (Stores) | 11 | **LEVEL-7** Rs. 37400 - 108200 | Graduate in any discipline from a university recognized by UGC with PG Degree/Diploma in Logistics from a recognized University/Institute approved by AICTE/UGC |

| | | | | OR |
|---|---|---|---|---|
| | | | | PG Degree/Diploma in Materials Management from Indian Institute of Materials Management/ a recognized University/Institute approved by AICTE/UGC |
| | | | | OR |
| | | | | PG Degree/Diploma in Logistics & Materials Management from a recognized University/Institute approved by AICTE/UGC |
| | | | | OR |
| | | | | PG Degree/Diploma in Supply Chain Management from a recognized University/Institute approved by AICTE/UGC |
| | | | | OR |
| | | | | PG Degree/Diploma in Supply Chain Management & Logistics from Indian Institute of Materials Management/ a recognized University/Institute approved by AICTE/UGC |
| | | | | OR |
| | | | | Post Graduate Diploma in Business Management (PGDBM) having specialization in Logistics / Materials Management / Supply Chain Management. |
| 07 | Junior Engineer (Civil) Gr.-II | 30 | **LEVEL-6** Rs. 36800 - 106700 | Passed full time 3 years' Diploma in Civil Engineering from recognized Institute/College duly recognized by West Bengal State Council of Technical Education (renamed as West Bengal State Council of Technical and Vocational Education and Skill Development) |
| 08 | Office Executive | 60 | **LEVEL-4** Rs. 29000 - 84500 | A. Graduation in any Discipline with 50% marks in aggregate from a recognized University or Graduation in any Discipline with minimum 50% marks in H. S. level and<br>B. Must have passed certificate course / any other courses on computer from the Institute indicated below:<br>i. 'O' Level Course of NIELIT (formerly known as DOEACC Society), Govt. of India or<br>ii. One Year course in Computer Application from any Institute recognized by West Bengal State Council of Technical Education (renamed as West Bengal State Council of Technical and Vocational Education and Skill Development) or<br>iii. One year diploma course in Modern office Practice and management from any institute recognized by WB State Council of Technical Education 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<br>v. Secretarial practices (Basic Skill and/or Advance Skill) from Regional Vocational Training Institute, Director General of Training & Employment, Govt. of India or<br>vi. Passed twelve standards in vocational stream from State Council of Vocational Training, Govt. of West Bengal with any of the following combination:<br>  a) Computer fundamentals and Programming and Computer Assembly and Maintenance.<br>  b) IT enabled services and Computer Fundamentals and Programming<br>C. 3 years full time Bachelor Degree in Computer Application (BCA) or Bachelor Degree in Business Administration (BBA) or Bachelor Degree in Science with Honours with Statistics or Bachelor Degree in any stream with Computer Application / Computer Science as a pass subject with 50% in aggregate from a recognized University or 50% in HS with 3 years full time Degree in the Bachelor level with the subjects indicated in the foregoing lines of this provision. |
|---|---|---|---|---|
| 09 | Technician Gr.-III | 25 | **LEVEL-3**<br>Rs. 23400 - 68900 | Madhyamik or equivalent plus Trade Certificate under NCVT from any ITI under Director of Industrial Training, Govt. of West Bengal in the trade of Wireman / Electrician. |

**Note:**

- **Degree from Open University / Distance Learning mode/ Part time / Sandwich Course shall not be considered *except* for WBSETCL Employees.**
- **The applicants, completing the qualifying degree / diploma from University / Institutions duly recognized by UGC/AICTE/ WBSCTVESD, as the case may be, shall only be eligible to apply.**
- **Students of final semester/year of degree/diploma will be eligible to appear in the Computer Based Test (CBT) /Online Test but the result of the final examination need to be submitted invariably on the date of interview (if shortlisted), failing which the candidate will not be considered in the selection process. Such candidates will be required to furnish the percentage of marks, secured by them till the last semester / year of that particular examination, in the space meant for the same under Qualification Details.**
- **Candidates must have the ability to read, speak and write in BENGALI / NEPALI language.**
- **No qualification other than those stated in the above layout against each post will be considered.**
- **The number of posts, as notified above, may vary.**

## 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 / vacancy-based promotion to the employees with higher responsibility depending upon their sincerity, initiative, merit and prevailing norms of the Company.

## COMPENSATION / PAY

In addition to Basic Pay, the posts also carry Dearness Allowance, House Rent Allowance, Medical Allowance, Electricity Allowance, LTC / HTC, EPF, Gratuity, Benefits for Indoor treatment in leading hospitals for Self & Dependents, Leave Encashment, Children Education Expenses and other allowances as per the Rules of the Company.

## AGE LIMIT & RELAXATION

- **The age of the applicant should be between 18 to 32 years as on 01.01.2023**.
- Age relaxation for **SC/ST, OBC-A/OBC-B and PWD** candidates will be **5 years, 3 years** and **10 Years,** respectively.
- **SC, ST, OBC-A & OBC-B candidates, in respect of whom the caste certificates are issued from the authorities of states other than West Bengal, shall be treated as General Candidates and will not be allowed any relaxation.**
- Ex-Serviceman candidate will get age relaxation according to the applicable rules 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.
- Eligible Employees of WBSETCL will get age relaxation up to the age of 45 years irrespective of their caste category.

The limits of date of birth to be eligible to apply are mentioned below:

| LOWER LIMIT OF DATE OF BIRTH (Born on or before) | UPPER LIMIT OF DATE OF BIRTH (Born on or after) | | | |
|---|---|---|---|---|
| | UR | SC/ST | OBC-A/B | PWD |
| **01.01.2005** | 01.01.1991 | 01.01.1986 | 01.01.1988 | 01.01.1981 |

Note:

a) **Candidates, belonging to SC/ST category, will have to produce original Caste Certificate in the later stages of recruitment, if shortlisted. This certificate should have been issued from the competent authority on or before the date of submission of the online application form in the WBSETCL recruitment portal.**

b) **Candidates, belonging to OBC-A/OBC-B category, will have to submit original "updated" Caste Certificate issued by the competent authority in the later stages of recruitment, if shortlisted.**

# DOMICILE CERTIFICATE

Applicants must be Domicile of West Bengal. In this respect, the candidates will be required to submit a "Domicile Certificate" issued from the Competent Authority at the time of Personal Interview. The candidates are also advised to refer to **'Domicile Certificate',** hoisted in the Company's website, for the format as well as for the other stipulation.

# RESERVATION

Reservation for all posts will be made as per the guidelines issued by the Govt. of West Bengal from time to time. The vacancies against Exempted Category will be filled up as per the Rules of the Govt. of West Bengal.

The category wise vacancy positions in respect of different posts as mentioned above are as follows:

| Sl. No | Name of the Post | UR | UR (EC) | UR (Ex S) | UR (MS) | UR (PWD-LV) | UR (PWD-HH) | UR (PWD-ID) | OBC -A | OBC-A(EC) | OBC -B | OBC-B (EC) | SC | SC (EC) | SC (Ex. S) | SC (PWD-LD) | ST | ST (EC) | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Assistant Manager (HR&A) | 3 | 1 | 0 | 0 | 0 | 1* | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 10 |
| 2 | Assistant Engineer (Elect.) | 7 | 3 | 0 | 2 | 1# | 0 | 0 | 1 | 0 | 2 | 1 | 4 | 1 | 0 | 1 | 1 | 1 | 25 |
| 3 | Assistant Engineer (IT&CS) | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 06 |
| 4 | Assistant Engineer (Civil) | 5 | 4 | 0 | 0 | 1 | 0 | 0 | 2 | 2 | 1 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 20 |
| 5 | Junior Executive (F&A) | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 3 | 1 | 11 |
| 6 | Junior Executive (Stores) | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 1 | 2 | 0 | 11 |
| 7 | Junior Engineer (Civil) Gr.-II | 7 | 4 | 1 | 1 | 1 | 0 | 0 | 5 | 1 | 1 | 1 | 3 | 2 | 1 | 1 | 1 | 0 | 30 |
| 8 | Office Executive | 18 | 5 | 7 | 1 | 0 | 0 | 1 | 4 | 2 | 5 | 1 | 7 | 5 | 1 | 0 | 2 | 1 | 60 |
| 9 | Technician Gr.-III | 5 | 3 | 1 | 1 | 0 | 0 | 0 | 2 | 1 | 1 | 2 | 3 | 1 | 3 | 0 | 2 | 0 | 25 |

\* In case of non-availability of qualified UR(PWD-HH) candidate, the vacancy will be filled up by PWD candidates of other categories as per merit.

# In case of non-availability of qualified UR(PWD-LV) candidate, the vacancy will be filled up by PWD candidates of other categories as per merit.

**ABBREVIATION USED:**

**UR**- Unreserved, **OBC-A**- Other Backward Class- A, **OBC-B** - Other Backward Class - B, **SC**- Scheduled Caste, **ST**- Scheduled Tribe, **EC**-Exempted Category, **Ex. S**- Ex-Serviceman, **PWD-LV**- Persons With Disabilities - Blindness and Low Vision, **PWD-HH**- Persons With Disabilities - Deaf and Hard of Hearing, **PWD-ID** - Persons With Disabilities - Autism, Intellectual Disability, specific learning disability, mental illness and multiple disabilities, **PWD-LD**- Persons With Disabilities - Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

## RESERVATION FOR MERITORIOUS SPORTS PERSONS

The Recruitment of Sports persons against reserved vacancies shall be restricted only to the following sports events:

1) Football; 2) Cricket; 3) Athletics; 4) Badminton; 5) Table Tennis;

In order to be eligible, the applicant must produce requisite certificates issued by the respective Competent Authorities in the format as applicable in terms of **Govt. of West Bengal Notifications** and as shown below:

| LEVEL | COMPETENT AUTHORITY |
|---|---|
| International Competition | Secretary of the National Federation/National Association of the Sports concerned. |
| National Competition | Secretary of the State Association of the Sports concerned. |
| Inter-University Tournament | Dean/Director of Sports or other officer in overall charge of Sports of the University concerned. |
| National Sports / Games for School Education | Director or Deputy Director in overall charge of Sports/Games for Schools in the Directorate of School Education, West Bengal. |

The following categories of Meritorious Sportspersons shall be given preference in recruitment.

a) Those who have represented West Bengal or India in a National or International Competition in sports discipline mentioned above.

b) Those who have represented a University in an Inter-University Tournament conducted by Inter-University Sports Board in any Sports discipline mentioned above.

c) Those who have represented State School Teams in National Competition for Schools conducted by all India School Games Federation in any spots discipline mentioned above.

## RESERVATION FOR PERSONS WITH DISABILITIES

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 read with Order issued from the Health & Family Welfare Department (PHP Branch) vide no. 289-HF/O/PHP/1R-05/2017 dated 29.08.2018 of the joint Secretary to the Govt. of West Bengal and subsequent amendments order as issued from time to time by appropriate authority, as only such persons would be eligible for reservation who suffers from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Candidates, claiming reservation/relaxation, should produce original valid certificate, issued by the Competent Authority **in the prescribed format** as per latest Govt. Order/Circular/Notification, at the time of Interview or at any subsequent stage of the recruitment process. If such certificate issued in wrong format or not valid on the date of submission, the candidature of the concerned candidates may be treated as cancelled and no further plea will be entertained at any stage.

## 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 WBSETCL in due course informing them with the details of the advertisement and other formalities for applying under the Notification. All such candidates will be required to apply online furnishing the requisite information whether they receive any intimation from WBSETCL or not.

The Exempted Category candidates, whose names are not sponsored by the Exempted Category Cell, may also apply online at their own subject to fulfillment of other eligibility criteria. But their candidature for the applied posts will be considered only after due authentication of their credentials by the Exempted Category Cell prior to final selection.

The posts reserved for Exempted Category candidates will be filled up by following the provisions laid down in Notification No. 50-Emp/1M-25/98 dated 1st March 2011, Labour Department Govt. of West Bengal and this Employment Notification.

## MODE OF SELECTION

Selection of candidates for all posts will be made on the basis of the performance of the eligible candidates in the Online Test (CBT) and Personal Interview. This will be followed by Pre-Employment Medical Test as per prescribed rules of the Company. The applicants will be allowed to appear for Online Test (CBT) based on the self-declaration submitted by them at the time of online registration and payment of prescribed Application Fee (wherever applicable). The Online Test (CBT) and Personal Interview for the notified posts will be held in **Kolkata**. However, WBSETCL, at its discretion, may conduct the Online Test (CBT) in multiple cities within the State of West Bengal depending on the number of applicants. If large numbers of applications are received for a particular post, the CBT may be conducted in multiple sessions/shifts with different sets of question papers and in such cases, normalization formula as approved by WBSETCL and accepted industry wide shall be adopted for preparation of merit list.

The candidates will be shortlisted for Interview in **1:3 ratio** in each category based on their performance in the Online Test (CBT). Final selection will be made on the basis of fulfilment of prescribed eligibility criteria, combined performance in the Online Test (CBT) and Interview, fitness in pre-employment medical examination, available vacancies and existing reservation rules of Govt. of West Bengal.

In case of tie in scores of two or more candidates in the stages of selection process, for determining merit position under this Notification, the following methods will be adopted by WBSETCL:

a) the candidate scoring **higher marks** in **Domain Knowledge (Part-A)** for the posts mentioned at Sl. No. 1 to 7 & 9 or **Reasoning (Part-A)** for the post of Office Executive (mentioned at Sl. No. 8) in the online examination (CBT) will be placed higher in the merit list.

b) If the aggregate/combined marks and also the marks in **Domain Knowledge (Part-A) / Reasoning (Part-A),** as the case may be**,** in the online examination (CBT) be same, the candidate scoring higher in **Bengali/Nepali Test (Part- D/E, as the case may be)** in the online examination (CBT) will be placed higher in the merit list.

c) If the aggregate/combined marks, the marks obtained in **Domain Knowledge (Part-A) / Reasoning (Part-A)** and also the marks obtained in **Bengali/Nepali Test (Part- D/E, as the case may be)** in the online examination (CBT) be same, the candidate senior in age will be placed higher in the merit list.

## A.    COMPUTER BASED TEST(CBT) / ONLINE TEST

The segments wise mark distribution of the Computer Based Test / Online Test (CBT) will be as follows:

| Name of the Posts | Topic of Evaluation | Marks | Number of questions | Part wise Qualifying Marks * | Total Duration of the Test | Medium of Test | Negative marking |
|---|---|---|---|---|---|---|---|
| Posts mentioned at Sl. No. 1 to 7 and 9 | Domain Knowledge (Part-A) | 60 | 60 | 24 | 90 Minutes | English except for Part-D | There will be no negative marking for wrong answers |
| | General Aptitude (Part-B) | 20 | 20 | | | | |
| | General English (Part -C) | 10 | 10 | | | | |
| | Bengali / Nepali Test (Part - D) | 10 | 10 | 04 | | | |
| | Total | 100 | 100 | | | | |
| Office Executive (Sl. No. 8) | Reasoning (Part-A) | 40 | 40 | | 90 Minutes | English except for Part-E | |
| | General Knowledge (Part-B) | 10 | 10 | | | | |
| | Arithmetic (Part-C) | 10 | 10 | | | | |
| | General English (Part -D) | 10 | 10 | | | | |
| | Bengali / Nepali Test (Part - E) | 10 | 10 | 04 | | | |
| | Proficiency in MS Office (Part – F) | 20 | 20 | 08 | | | |
| | Total | 100 | 100 | | | | |

*The Part wise Qualifying Marks (wherever mentioned in the table) will be applicable to all the candidates.

Besides securing the part wise qualifying marks, as stated above, a candidate will have to secure Minimum Aggregate Marks (marks secured in all the Parts taken together) in the CBT, as mentioned against their category in the following table, to qualify for consideration in the next stage of selection:

| Sl. No. | Category | Minimum Aggregate Qualifying Marks considering all parts of the CBT |
|---|---|---|
| 1 | General/ General (EC)/General (ExS)/General (MS) | 40 |
| 2 | OBC-A/ OBC-A (EC) | |
| 3 | OBC-B/ OBC-B (EC) | |
| 4 | SC/ SC (EC)/ SC (ExS) | 35 |
| 5 | ST/ ST(EC)/ ST (ExS) | 30 |
| 6 | PWD- LV/HH/ID/LD (any category) | |

Securing mere qualifying marks, as mentioned above, does not construe the rights of the candidates for shortlisting for the Personal Interview.

### B.     PERSONAL INTERVIEW

The total Marks in the Personal Interview will be **25.** There will be no qualifying marks for the Interview. However, the marks secured in the Interview will be added with the marks secured in the CBT at the time of preparation of Final Merit List.

### C.     PRE-EMPLOYMENT MEDICAL EXAMINATION

Selected candidates must also have to qualify in the Pre-employment Medical Examination as per prescribed rules of the Company. The decision of WBSETCL pertaining to Pre-Employment Medical Test report will be final and binding on the candidate.

## PROBATION PERIOD

The candidates will be appointed provisionally after being found medically fit. Selected Candidates will be appointed in the regular Pay Band, initially on probation for a period of **one year**. During the period of probation, they will have to undergo extensive orientation / on-the-job and class room training in the Company's training centre / establishments. On successful completion of probation, they may be confirmed under the Company as per rules.

## EMPLOYMENT BOND

The selected candidates for the posts under Sl. No. 1 to 6 will be required to furnish **a Bond of Rs. 1,50,000/-** & and for the posts under Sl. No. 7 to 9 will be required to furnish a Bond of **Rs. 1,00,000/-** 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 including the Probation Period.

## HOW TO APPLY

Applicants must ensure that they possess requisite qualifications, as shown above in the Details of the Posts and fulfill all the required criteria before applying for the post.

The aspiring applicants, including the eligible WBSETCL Employees, may submit their applications through online mode only from **26.04.2023 to 19.05.2023** by clicking on the **'Career'** link of our website: www.wbsetcl.in and then click on **'Click here to Apply online'** under the **Employment Notification No. - REC/2023/01.**

Before applying online, applicants must ensure that they have with them a valid E-mail ID, an active Mobile Number, all essential Educational Certificates, Caste Certificate, Person with disability (PWD) Certificate issued by medical board with not less than 40% disability, Sports Certificate (if seeking reservation under respective category), Exempted Category Card, Experience details/Certificate and Proof of Identification etc.

The applicants can register their queries/concerns, if any, regarding submission of online application in the Grievance Portal, which is available in the Online Application Portal. Ticket Nos. will be system generated against their queries and the helpdesk team will respond back and resolve the concerns.

## APPLICATION FEE & MODE OF PAYMENT:

| Sl. No. | Posts | Category | Application Fees (Rs.) |
|---|---|---|---|
| 1 | Assistant Manager (HR&A)/ Assistant Engineer (Elect.)/ Assistant Engineer (IT&CS)/ Assistant Engineer (Civil)/ Junior Executive (F&A)/ Junior Executive (Stores) | General/ OBC-A/ OBC-B | 400.00 |
| | | SC/ ST/ PWD | Nil |
| 2 | Junior Engineer (Civil) Gr.-II/ Office Executive/ Technician Gr.-III | General/ OBC-A/ OBC-B | 300.00 |
| | | SC/ ST/ PWD | Nil |

The Application Fees can be paid through the Payment Gateway Service only. Candidates can pay the Fees using Debit Card / Credit Card / Net Banking and other modes as made available to them in the Payment Gateway Service. No other mode like Postal Order/Pay Order/Demand Draft etc. for payment of Application Fees will be accepted.

**Please Note:**

- All applicable commission / transaction charges including taxes, levied by the banker, will have to be remitted by the applicant.

- Application Fee once paid shall not be refunded under any circumstances. Applicants are, therefore, requested to verify their eligibility and information furnished during submission of application before paying the Application Fees.

- Candidature of any applicant, who registers oneself at the WBSETCL recruitment portal but fails to deposit the Application Fee within the midnight of **19.05.2023,** shall be summarily rejected. Applicants are required to complete the entire process of submission of application and deposition of Application Fee to the bank within the aforesaid date positively.

- WBSETCL shall not be responsible for any technical issues arising during payment of Application Fees.

## GENERAL INSTRUCTIONS

➢ Candidates should take utmost care in furnishing/providing the correct details while filling-up the online application. They can edit the information before submission of application. However, once the form is submitted, it can't be edited.

➢ While applying for the above posts, the applicant must ensure that he / she fulfils the eligibility criteria including academic and professional qualifications as per the NOTIFICATION and other norms mentioned above as on the specified dates. In case it is detected at any stage of recruitment / selection that a candidate does not fulfil the 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 service may be terminated.

➢ Wherever SGPA/DGPA/CGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application (online) as per norms adopted by University / Institute.

➢ Category i.e. SC / ST / OBC (A) / OBC (B) / PWD / Ex-Serviceman /Meritorious Sportspersons, once entered at the time of online registration, cannot be changed under any circumstances and no benefit of other category will be admissible later on.

➢ Candidates, employed in **Govt. Departments / PSUs / Autonomous Bodies** will have to produce '**No Objection Certificate (NOC)**' at the time of personal interview otherwise their candidature will not be considered. Candidates may please note that no request for extension of time in this regard will be entertained by WBSETCL for whatever reason it may be.

➢ Application Form not properly filled in or incomplete in any respect will be summarily rejected. Intentional suppression of any material fact will also be similarly dealt with.

➢ Applicants will not have to upload any document, pertaining to Date of Birth, Education Details, Work Experience, etc at the time of submission of online application. Issuing of Admit Card, Call Letters for subsequent tests will be purely provisional without

Verification of Documents. Candidates called for Interview will be required to produce all original documents i.e. Age Proof, Proof of Essential Educational Qualification, Caste Certificate (if applicable), EC Card in original, NOC (if applicable) etc. During the time of verification, if it is found that any candidate does not fulfil the eligibility criteria, his/her candidature will stand cancelled.

➢ There is a possibility that the date and timing of the Online Test (CBT) for multiple no. of notified posts may coincide. Candidates may, however, apply for more than one posts at their own risk. WBSETCL will not be held responsible if any candidate is unable to appear in the CBT for any of the applied posts due to overlapping of date/time of tests.

➢ 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 and medical test.

➢ All information regarding examination schedule / admit card / interview call letters etc. shall be provided through e-mail or uploading on WBSETCL's website or via SMS. The responsibility of receiving, downloading and printing of admit card / interview call letter / any other information shall be of the applicants only. Applicants are advised to check their Email / SMS and visit WBSETCL's website ([www.wbsetcl.in](www.wbsetcl.in)) regularly. **WBSETCL will not be responsible for any loss or non-receipt of email due to invalid / wrong e-mail ID provided by the applicant or for delay / non receipt of information if an Applicant fails to access his / her mail / website in time**.

➢ The E-mail ID & Mobile number should be kept active till the completion of this recruitment process. Mobile No. & E-mail ID once given cannot be changed by the applicant under any circumstances.

➢ WBSETCL 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.

➢ Request for change of examination centre will not be entertained under any circumstances whatsoever.

➢ Candidates will be allowed to appear in the Online Test (CBT) on production of the Admit Card, issued after being considered eligible as per their own declaration and any one of the Photo Identity Proof **in original**, such as Voter Card, PAN Card, Driving License, Aadhaar Card, Passport or the like.

➢ Mobile Phone, Scanner, Pager & Other IT Gadgets are strictly prohibited inside the Examination Centre at the time of the Online Test (CBT). If any candidate is found using / possessing these instruments during the time of the Test, his / her candidature will stand cancelled then and there whatever reason may be.

➢ The record of attendance of the candidates in the Online Test (CBT) will be taken by capturing facial as well as fingerprint impression. The biometric records, as captured during the CBT, will be used for identification of the candidate at every subsequent stage of recruitment process till joining under WBSETCL. If at any stage of the recruitment process, the biometric records of a candidate do not match with the captured data, the candidature of the candidate may be treated as cancelled.

➢ Candidates called for Online Test (CBT) / Personal Interview shall not be entitled for reimbursement of travelling expenses.

➢ Canvassing in any form shall lead to disqualification of the candidate.

➢ WBSETCL reserves the right to cancel / restrict / enlarge / modify / alter the Recruitment Process, if needed, without issuing any further notice or assigning any reason there for.

➢ All positions are transferable anywhere in West Bengal.

➢ Court of jurisdiction for any dispute will be restricted to Kolkata only.

➢ **The candidates are advised to consult official website of WBSETCL i.e. www.wbsetcl.in only. They should beware of FAKE WEBSITES put-up by unscrupulous elements / touts.**

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