



**Registered & Corporate Office:**

Bidyut Unnayan Bhaban, Plot No. 3/C, LA-Block, Sector-III,  
Salt Lake City, Kolkata - 700 098 | Tel: 033 – 23393 200

## **Employment Notification No.: WBPDC/Recruitment/01/2014**

The West Bengal Power Development Corporation Limited (WBPDC), a wholly owned Government of West Bengal Enterprise, engaged in the business of Generation of Electricity in the State of West Bengal with employee strength of around 4500 and annual turnover in the region of Rs. 8000 crore, invites applications in the prescribed format from Indian Nationals to fill-up the following vacant positions for its Corporate Office & Power Stations/ Project located at different places in West Bengal:

### **I. POSITION & NO. OF POSTS:**

Sl.	Position
1	Executive Director (Operation Service)
2	Executive Director (Fuel Management)
3	Executive Director (Projects & Planning)
4	Executive Director (F&A&RA)
5	Deputy General Manager (HR&A)
6	Deputy General Manager (F&A)
7	Deputy General Manager (IT)
8	Deputy General Manager (Legal)
9	Deputy General Manager (Chemical)
10	Deputy Company Secretary

### **II. QUALIFICATION & EXPERIENCE:**

#### **1. Executive Director - Operation Service**

**Qualification** – Graduate in Engineering (Electrical/ Mechanical/ Instrumentation/ Instrumentation & Control Engg.) from any recognized University or reputed Institute approved by AICTE.

**Experience** - 20 years (post qualification) or more in senior position in a large Engineering Industry/ Power Generation Company in a professional environment, out of which minimum two (2) years' experience as Station-in-Charge/ General Manager in any Thermal Power Station.

## 2. Executive Director - Fuel Management

**Qualification** – Graduate in Engineering (Electrical/ Mechanical/ Mining) from any recognized University or reputed Institute approved by AICTE. MBA in relevant field from a reputed Institute approved by AICTE, is desirable.

**Experience** - 20 years (post qualification) or more in senior position in a large Engineering Industry/ Power Utility preferably Power Generation in a professional environment, out of which minimum two (2) years' experience in working in the rank of General Manager or equivalent position and experience of managing Coal Handling Plant in a Power Station.

## 3. Executive Director - Projects & Planning

**Qualification** – Graduate in Engineering (Civil/ Electrical/ Mechanical/ Instrumentation) from any recognized University or reputed Institute approved by AICTE. MBA in relevant field from a reputed Institute approved by AICTE, is desirable.

**Experience** - 20 years (post qualification) or more in the field of planning and supervision / executions of Projects in Thermal Power Station, out of which minimum two (2) years' experience in the rank of General Manager or equivalent position in any Thermal Power Station.

## 4. Executive Director - F&A&RA

**Qualification** – Graduate in any discipline with AICWA/ACA.

**Experience** - 20 years (post qualification) or more in senior position in Finance & Accounts Department in a large Engineering Industry/ Power Utility/ Manufacturing Industry in a professional environment. Out of which minimum two (2) years' experience in the rank of General Manager or equivalent with experience in Project Financing, Taxation, Finance & Accounts, Budgetary and in Regulatory Affairs in Public Sector Utilities.

Further, the Officers of State / Central Govt. having required qualification with working experience of 20 years or more as well as experience of at least 3 years in any Central / State PSU in the relevant field are also eligible.

## 5. Dy. General Manager - HR&A

**Qualification** – Graduate in any discipline with MBA (HR) or PG Diploma / Degree ( 2 yrs. full time course) in Personnel Management & IR or MSW or DSW or MHRM from any recognized University or reputed Institute approved by AICTE/IIMs/XLRI/ IISWBM. Degree in Law is desirable.

**Experience** - 18 years (post qualification) or more in managerial position in a large Engineering Industry/ Power Utility/Manufacturing Industry/Construction Company in a professional environment with experience in handling IR issues, Contractor workers, legal, HR issues etc.

The candidates from PSU(Central / State) must have working experience for at least **5 years** in next below Grade/Scale of Pay i.e. Pay Band of Rs. 15600/- to Rs. 39100/- with Grade Pay of **Rs. 7600/-** or equivalent scale of pay and the candidates from the Private Sector must have working experience at senior level position at least for 5 years respectively out of 18 years in a Company having manpower of not less than 500.

Further, Officers of State or Central Government having required qualification with working experience of 18 years or more as well as experience of at least 3 years in any State / Central PSU in the relevant field are also eligible.

## **6. Dy. General Manager - F&A**

**Qualification** – Graduate in any discipline with AICWA/ACA

**Experience** - **18 years** (post qualification) or more in managerial position in Finance & Accounts department in a large Engineering/Power Utility/Manufacturing organization in a professional environment out of which at least 5 years experience in senior level position with experience in Project Financing, Taxation, Finalization of Accounts, Budgeting etc.

The candidates from PSU(Central / State) must have working experience for at least **5 years** in next below Grade/Scale of Pay i.e. Pay Band of Rs. 15600/- to Rs. 39100/- with Grade Pay of **Rs. 7600/-** or equivalent scale of pay and the candidates from the Private Sector must have working experience in the senior level position at least for 5 years out of 18 years in a Company having turnover of Rs. 500 crore.

Further, Officers of State or Central Government having required qualification with working experience of 18 years or more as well as experience of at least 3 years in any State / Central PSU in the relevant field are also eligible.

## **7. Dy. General Manager – IT**

**Qualification:** BE / B. Tech in Computer Science or Information Technology from any recognized university or reputed institute approved by AICTE. Post Graduate specialization in Computer Science / Information Technology or professional accreditation from any Government recognized institute is desirable.

**Experience:** 18 years (post qualification) experience in managing large IT integration projects. The candidate should have good project management skill of ERP implementation including solution implementation / rollout and presentation of internal customers in large engineering industry / power utility / manufacturing industry / construction company. Candidates must have experience in implementing all IT application system including programme management of large enterprise wide IT projects and must have in depth knowledge for overseeing the implementation of ERP related software and hardware infrastructure at multiple locations.

Candidates from PSU(s) (Central / State Government) must have working experience of at least 5 yrs in the next below grade / scale of pay in the Pay Band **Rs. 15600 – 39100** with grade pay of **Rs. 7600** or equivalent scale of pay and the candidate from private sector must have at least 5 yrs experience out of aforesaid 18 yrs post qualification in a company having turnover of Rs. 500 crore and above.

## 8. Dy. General Manager – Legal

**Qualification:** 5 years integrated degree in Law / Graduate with LLB from any recognized university or reputed institute approved by AICTE.

**Experience:** 18 years (post qualification) experience or more as legal practitioner or as an executive in large engineering industry / power utility / manufacturing industry / construction company with independent handling of Labour / Industrial / Civil / Criminal / Taxation / Service matter and dealing / drafting / international contract matters or in judicial service.

Candidates from PSU(s) (Central / State Government) must have working experience of at least 5 yrs in the next below grade / scale of pay in the Pay Band **Rs. 15600 – 39100** with grade pay of **Rs. 7600** or equivalent scale of pay and the candidate from private sector must have at least 5 yrs experience out of aforesaid 18 yrs post qualification experience in a company having turnover of **Rs. 500 crore** and above.

## 9. Dy. General Manager – Chemical

**Qualification:** Post Graduate in Chemistry preferably with specialization in inorganic / physical or analytical chemistry from any Government recognized college / institute / university approved by UGC.

**Experience:** 18 years (post qualification) experience or more in a managerial position in the Chemical department of any power utility having total minimum installed capacity of 500 MW.

Candidates from PSU(s) (Central / State Government) must have working experience of at least 5 yrs as In-charge of the chemical wing of the power plant in the next below grade / scale of pay in the Pay Band **Rs. 15600 – 39100** with grade pay of **Rs. 7600** or equivalent scale of pay and the candidate from private sector must have at least 5 yrs experience as Head of Chemical Wing out of aforesaid 18 yrs post qualification experience in any power utility having total minimum installed capacity of 500 MW.

## 10. Deputy Company Secretary

**Qualification:** ACS / FCS from The Institute of Company Secretaries of India (ICSI). Preference shall be given to candidate with additional qualification of ACA / AICWA.

**Experience:** 16 yrs (post qualification) experience or more in a managerial position in large engineering industry / power utility / manufacturing industry / construction company with (i) experience in ensuring compliance of various provisions of the Companies Act 1956, following guidelines on Corporate Governance and other corporate laws like Competition Act, FEMA, Consumer Protection Act, Electricity Act etc. relating to the corporation (ii) convene Board Meetings, Annual General Meetings and other Committee meetings etc. including preparation of agenda and drafting of minutes of meeting (iii) maintaining books, registers, records etc. as per applicable statutes including filing of returns, forms etc. (iv) liaise with various Government Departments to ensure statutory compliance in the relevant areas.

Candidates from PSU(s) (Central / State Government) must have working experience for at least 4 years in the next below grade / scale of pay in the Pay Band Rs. 15600 – 39100 with grade pay of Rs. 6600 or equivalent scale of pay and the candidate from private sector must have at least 4 yrs experience out of aforesaid 16 yrs post qualification experience at a middle level position in a company having turnover of Rs. 500 crore and above.

### III. COMPENSATION & AGE RANGE

Sl.	Position	Pay Band with Grade Pay (Rs.)	Age Range as on 01.01.2014
1	Executive Director (Operation Service)	37400 - 67000 with 10000 (PB 5)	52 – 58 years
2	Executive Director (Fuel Management)	37400 - 67000 with 10000 (PB 5)	52 – 58 years
3	Executive Director (Projects & Planning)	37400 - 67000 with 10000 (PB 5)	52 – 58 years
4	Executive Director (F&A&RA)	37400 - 67000 with 10000 (PB 5)	52 – 58 years
5	Deputy General Manager (HR&A)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
6	Deputy General Manager (F&A)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
7	Deputy General Manager (IT)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
8	Deputy General Manager (Legal)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
9	Deputy General Manager (Chemical)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
10	Deputy Company Secretary	15600 - 39100 with 7600 (PB 4)	40 - 45 years

In addition to Basic Pay (Band Pay with Grade Pay, Dearness Allowance, HRA, Medical Allowance, Electricity Allowance, Field Compensatory Allowance (depending up on place of posting), LTC / HTC, Contributory Provident Fund, Gratuity, Leave encashment, benefits of medical treatment for self & dependents along with other applicable allowances shall be made admissible as per Rules of the Company.

### IV. RESERVATION:

Reservation norms in respect of the above mentioned positions shall be maintained as per the guidelines issued by the Government of West Bengal from time to time. SC (Schedule Caste) / ST (Scheduled Tribe) / OBC (Other Backward Classes) candidates from the states other than West Bengal have to apply as General category candidate.

### V. GENERAL INSTRUCTIONS:

- Selection to the afore-mentioned positions from Sl. No. 1 to Sl. No. 9 shall be made through Personal Interview (PI) only and the position under Sl. No. 10 shall be made through Written Test (WT) followed by Personal Interview (PI).
- Candidature of applicants shall be liable for rejection at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found false or is found not to be in conformity with eligibility criteria mentioned in the employment notification.

- c. The applicant(s) working in Government / Semi-Government / PSU(s) / Autonomous bodies should produce the NOC (No Objection Certificate) issued by his / her employer at the time of interview without which he / she shall not be allowed for interview.
- d. The departmental candidates for the post of Executive Director would be allowed maximum relaxation of age up to 59 years.
- e. No TA or other expenses will be admissible to the candidates appearing for the written examination / interview.
- f. The WBPDCCL reserves the right to withdraw / cancel the advertisement / recruitment process if circumstances so warrant without assigning any reason thereof.
- g. In case of any dispute, the decision of the WBPDCCL Management shall be final.
- h. In case of any dispute, the legal jurisdiction shall be that of the Hon'ble High Court, Calcutta.

Interested candidates may submit their applications giving details as per enclosed format (Annexure A) addressed to **The Executive Director (HR), WBPDCCL** within **5<sup>th</sup> February, 2014, up to 05:00 p.m.** at Bidyut Unnayan Bhaban, WBPDCCL, 3/C LA Block, Sector – III, Salt Lake, Kolkata – 98 super scribing the name of the position applied for.

**Executive Director (HR)**  
**Corporate Office, W.B.P.D.C.L.**

Annexure A (enclosed below)

(Annexure A)

APPLICATION TO THE POST OF: \_\_\_\_\_

To  
**The Executive Director (HR),**  
**Corporate Office, WBPDCI,**  
Bidyut Unnayan Bhaban,  
Plot No. 3/C, LA Block, Sector – III,  
Salt Lake City, Kolkata – 700 098

Space for recent  
passport size  
photograph

01.	<b>FULL NAME (In Block Letters)</b>					
02.	<b>FATHER'S / HUSBAND'S NAME</b>					
03.	<b>ADDRESS</b>	(a) Permanent				
		(b) Present				
04.	<b>DATE OF BIRTH</b> (Attach self attested copy of appropriate certificate)	____/____/_____ (Put '0' before any single digit viz. 05/07/XXXX)				
05.	<b>EDUCATIONAL &amp; PROFESSIONAL QUALIFICATION</b> (Attach self attested copy of appropriate certificate)	<b>Exam Passed</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>% of Marks</b>	<b>Class / Division</b>
06.	<b>CATEGORY</b> (Put ✓ mark)  (Attach self attested copy of Certificates in support of SC / ST / OBC)	a) General (Unreserved) b) Scheduled Caste (SC) c) Scheduled Tribe (ST) d) Other Backward Classes (OBC)				
07.	<b>RELIGION</b>					
08.	<b>SEX</b>					
09.	<b>NATIONALITY</b>					
10.	<b>E-MAIL ADDRESS</b>					

11.	MOBILE NO.:								
12.	EXPERIENCE : ** (Attach copy of relevant Certificates)	Sl. No.	Designation	Organisation	From	To	Job description	Rank / Designation of immediate Reporting Officer	Salary Details / Scale of Pay/Pay Band with Grade Pay
		1.							
		2.							
		3.							
		4.							
		5.							
13.	ANNUAL TURNOVER OF THE PRESENT COMPANY (IN CRORE)								
14.	NO. OF EMPLOYEES (REGULAR) OF THE PRESENT COMPANY								

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage my candidature is liable to be cancelled.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Candidate)

\*\* may attach extra sheets if required