



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.: 2014-15/02

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 4600 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/ Projects located at different places in West Bengal:

I. POSITION & NO. OF POSTS:

Sl.	Position	No. of Posts
1	Executive Director (Fuel Management)	1 no.
2	Deputy General Manager (IT)	1 no.
3	Deputy General Manager (Legal)	1 no.
4	Deputy General Manager (Chemical)	1 no.
5	Deputy Company Secretary	1 no.

II. QUALIFICATION & EXPERIENCE:

1. 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.

2. 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 the aforesaid 18 yrs in the middle management level in a company having turnover of **Rs. 500 Crore** and above.

3. 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 the aforesaid 18 yrs in the middle management level in a company having turnover of **Rs. 500 Crore** and above.

4. 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 wing 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.

5. 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 / **ACMA**.

Experience: 10 yrs or more (post qualification) experience in a managerial position in large engineering industry / power utility / manufacturing industry / construction company with experience in (i) ensuring compliance of various provisions of the Companies Act 1956/Companies Act, 2013, following of guidelines on Corporate Governance and other corporate laws viz. Electricity Act ,Competition Act, FEMA, Consumer Protection Act and other applicable laws relating to the Corporation (ii) convening Board Meetings, Annual General Meetings and other Committee meetings etc. including preparation of agenda and drafting of minutes of meetings (iii) maintaining books, registers, records etc. as per applicable statutes including e-filing of returns, forms etc. (iv) liaison 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 2 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 candidates from private sector must have at least 4 yrs experience out of aforesaid 10 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 01.10.2014
1	Executive Director (Fuel Management)	37400 - 67000 with 10000 (PB 5)	52 – 58 years
2	Deputy General Manager (IT)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
3	Deputy General Manager (Legal)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
4	Deputy General Manager (Chemical)	37400 - 67000 with 8700 (PB 5)	45 – 52 years
5	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:

- a. Selection to the afore-mentioned positions from Sl. No. 1 to Sl. No. 4 shall be made through Personal Interview (PI) only and the position under Sl. No. 5 shall be made through Written Test (WT) followed by Personal Interview (PI).
- b. Eligibility Criteria may be relaxed in case of exceptionally suitable Candidates .

- c. 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.
- d. 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.
- 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 **24th September , 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.	FULL NAME (In Block Letters)					
02.	FATHER'S / HUSBAND'S NAME					
03.	ADDRESS	(a) Permanent				
		(b) Present				
04.	DATE OF BIRTH (Attach self attested copy of appropriate certificate)	____/____/____ (Put '0' before any single digit viz. 05/07/XXXX)				
05.	EDUCATIONAL & PROFESSIONAL QUALIFICATION (Attach self attested copy of appropriate certificate)	Exam Passed	Board / University	Year of Passing	% of Marks	Class / Division
06.	CATEGORY (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.	RELIGION					
08.	SEX					
09.	NATIONALITY					

10.	E-MAIL ADDRESS								
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