

The West Bengal Power Development Corporation Limited

(A Government of West Bengal Enterprise)

Corporate Identity No. : U40104WB1985SGC039154

Registered & Corporate Office: "Bidyut Unnayan Bhaban", Plot No. 3/C, LA-Block, Sector-III, Salt Lake City, Kolkata-700 098



Employment Notification No.: WBPDC/Recruitment/2014-2015/04

The West Bengal Power Development Corporation Limited (WBPDC), a Government of West Bengal Enterprise, engaged in the business of Generation of Electricity in the State of West Bengal, invites applications from Indian Nationals to fill-up the following positions for its Corporate Office and Power Stations / Projects located at different places across West Bengal as given below:-

A. DETAILS OF DISCIPLINES AND MINIMUM ESSENTIAL QUALIFICATIONS

Sl. No	Discipline & Scale of Pay	Number of Posts							Total	Minimum Essential Qualification
		UR	OBC		SC	ST	PWD	MSP		
		A	B							
1.	Trainee - Operator / Technician									50% marks in Madhyamik or equivalent examination and Trade Certificate (ITI) under NCVT from any recognized Industrial Training Institute in the trade of Fitter / Electrician (2yrs duration) respectively. Candidates appeared in the final year examination of such ITI course in 2014, but results awaited are also eligible to apply. However, such candidates are required to furnish final qualifying results of such Trade Certificate (ITI) at the time of Interview if called for. Part time courses / courses undertaken through Distance mode / sandwich courses shall not be considered.
	<ul style="list-style-type: none"> Fitter Electrician * 	65	13	8	27	07	03	02	125	
	<p>Stipend of Rs. 7500/- per month during 01 (One) year traineeship.</p> <p>On absorption to be placed in Pay Band of Rs. 6300 – Rs. 20200 with Grade Pay of Rs. 2600.</p>	64	13	10	29	13	04	02	135	
2.	Assistant Sub Inspector (Security) *									Ex Servicemen having Higher Secondary (Class XII Board) qualification with at least 5 (five) years service in regular Army, Navy or Air Force of the Union of India and includes BSF, CISF and ITBP only. Besides above, experience of looking into Industrial Security at any Central PSU, State PSU will be preferred. Part time courses / courses undertaken through Distance mode / sandwich courses shall not be considered.
	<p>Pay Band of Rs. 6300 – Rs. 20200 with Grade Pay of Rs. 2600.</p>	03	03	-	08	03	02	01	20	
Sl. No	Discipline & Scale of Pay	Number of Posts							Total	Minimum Essential Qualification
		UR	OBC		SC	ST	PWD	MSP		
		A	B							

3.	Staff Nurse * Pay Band of Rs. 6300 – Rs. 20200 with Grade Pay of Rs. 3600.	05	-	01	02	01	01	-	10	Higher Secondary (Class XII Board) and having Diploma in General Nursing & Midwifery from any statutory institute recognized by the Indian Nursing Council. Candidates having at least 01 (One) year working experience in OT and inpatient department at any Government Hospital will be preferred. Part time courses / courses undertaken through Distance mode / Degrees from Open Universities / sandwich courses shall not be considered.
4.	Security Officer * Pay Band of Rs. 15600 – Rs. 39100 with Grade Pay of Rs. 5400.	02	-	-	01	01	-	-	04	Ex Servicemen having Graduate Degree in any discipline from any university recognized by the UGC with at least 5 yrs service in regular Army, Navy or Air Force of the Union of India and includes BSF, CISF and ITBP only not below the rank of Lieutenant / Assistant Commandant. Besides above, experience in Industrial security in an Executive position at any Central PSU, State PSU will be preferred. Part time courses / courses undertaken through Distance mode / degrees from Open Universities / sandwich courses shall not be considered.
5.	Stenographer * Pay Band of Rs. 6300 – Rs. 20200 with Grade Pay of Rs. 3600	08	02	02	06	01	01	-	20	Graduate with 50% marks in aggregate or Honours Graduate in any discipline from any university recognized by the UGC having proficiency in English language. Candidates must know operation of MS Office with minimum speed of 100 words per minute in shorthand and Computer key depression speed of 8000 per hour. Knowledge of typing in Bengali font is desirable. Part time courses / courses undertaken through Distance mode / degrees from Open Universities / sandwich courses shall not be considered.
6.	Office Executive Pay Band of Rs. 6300 – Rs. 20200 with Grade Pay of Rs. 3600.	12	02	02	06	02	01	-	25	Graduate with 50% marks in aggregate or Honours Graduate in any discipline from any university recognized by the UGC with proficiency in operation of MS Office. Part time courses / courses undertaken through Distance mode / degrees from Open Universities / vocational courses / sandwich courses shall not be considered.
Sl. No	Discipline & Scale of Pay	Number of Posts								Minimum Essential Qualification
		UR	OBC A B	SC	ST	PWD	MSP	Total		

7.	Assistant Teacher										<p>For Assistant Teacher positions other than Work Education, candidates must be Honours graduate in respective discipline from any university recognized by the UGC with at least 50% marks in the Honours subject at graduation level having either of the desired pass subjects as mentioned against each below (refer Table) along with Degree in Bachelor of Education (B. Ed).</p> <p>Candidates applying for Post Graduate grade pay must have secured at least 50% marks in respective Honours subject at Graduate level and also at Post Graduate level in the respective subject along with Degree in Bachelor of Education (B. Ed).</p> <p>For Assistant Teacher position in Work Education, candidates must be Honours Graduate in Bengali with at least 50% marks in the Honours Subject and must have PGBT or Work Education as a subject in B.Ed. in regular course from a Teachers' Training Institution duly recognized by the NCTE in relevant academic session or have Degree / Diploma in Work Education curriculum awarded by any University.</p> <p>Part time courses / courses undertaken through Distance mode / degrees from Open Universities / sandwich courses shall not be considered.</p>
	• Biology *	--	1	--	--	--	--	--	1		
	• Physics *	--	--	--	--	1	1	--	2		
	• Education *	--	--	--	1	--	--	--	1		
	• Geography	--	--	1	1	--	--	--	2		
	• Sanskrit	--	--	--	--	--	--	1	1		
	• Bengali	1	1	--	--	--	--	--	2		
	• History	--	--	--	--	1	--	--	1		
	• English	1	--	--	--	--	--	--	1		
• Work Education	1	--	--	--	--	--	--	1			
	Pay Band of Rs. 9000 – Rs. 40500 with Grade Pay of Rs. 4700 (for Honours Graduate candidates)										
	Pay Band of Rs. 9000 – Rs. 40500 with Grade Pay of Rs. 4800 (for Post Graduate candidates)										
	Note:- In the case of Work Education PG Grade Pay is not applicable										
8.	Assistant Manager (PS) - Probationer *									<p>B. E. / B. Tech (4 Yrs fulltime) in Mechanical / Electrical / Instrumentation Engineering from any recognized university or reputed Institute approved by AICTE having 60% marks in aggregate or equivalent CGPA.</p> <p>Candidates appeared in the final examination of B.E. / B. Tech course in 2014, but results awaited are also eligible to apply. However, such candidates are required to furnish final qualifying results at the time of Interview if called for.</p> <p>Part time courses / courses undertaken through Distance mode / degrees from Open Universities / sandwich courses shall not be considered.</p>	
	• Mechanical	--	4	1	--	2	1	--	08		
	• Electrical	--	3	1	--	1	1	--	06		
	• Instrumentation	--	3	--	--	1	2	--	06		
	Pay Band of Rs 15600 – Rs. 39100 with Grade Pay of Rs. 5400.										
Sl. No	Discipline & Scale of Pay	Number of Posts								Minimum Essential Qualification	
		UR	OBC A	OBC B	SC	ST	PWD	MSP	Total		

Honours subject in Graduation	Combination of Pass Subject in Graduation (any)
Botany / Zoology / Physiology	Botany / Zoology / Physiology / Anthropology
Physics	Mathematics / Chemistry / Computer Science
Education	English / Bengali
Geography	History / Mathematics
Sanskrit	Bengali / English
Bengali	English / Sanskrit
History	Geography / Bengali / English
English	Bengali / History
Bengali	English / Sanskrit / Any Science Subject
for the post of Work Education	

9.	Assistant Manager (Legal) - Probationer * Pay Band of Rs. 15600 – Rs. 39100 with Grade Pay of Rs. 5400.	01	--	--	01	--	--	--	02	5 yrs integrated degree in Law from any university recognized by UGC and approved by the Bar Council of India. Candidates must have at least 01 year post qualification experience as legal practitioner or as an officer in a large industry / institute / legal firm / commercial house etc. in handling Labour, Industrial, Commercial, Civil, Criminal, Service matters or in judicial service. Part time courses / courses undertaken through Distance mode / degrees from Open Universities shall not be considered.
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Note:- (i) Post(s) as indicated above include reservation for Exempted Category (EC) / Ex Servicemen (XSM) Category of candidates as per extant norms.

(ii) * Vacancies includes backlog.

B. COMPENSATION / PAY:

Basic, 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 Corporation.

C. AGE LIMIT & RELAXATION:

30 years as on **01.12.2014** for General category candidates applying against disciplines mentioned under Sl. No. 01, 03, 05, 06, 07, 08 & 09 and **35 years** as on **01.12.2014** for General category candidates against disciplines mentioned under Sl. No. 02 & 04. Age limit is relaxable by 05 years for SC / ST, 03 years for OBC (Non Creamy Layer), 10 years for PWD candidates as per norms. Minimum age limit for all advertised position shall be 18 years. Relaxation for SC / ST / OBC / EC / Ex Servicemen / PWD candidates shall be allowed as per extant norms subject to maximum of 45 years considering all applicable relaxations.

D. 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 states other than West Bengal shall not be entitled for respective reservation benefits. However, such candidates may apply as General category candidate subject to eligibility otherwise.

Reservation for Persons with Disabilities (PWD) / Meritorious Sportsman (MSP) / Ex Servicemen (XSM) / Exempted Category (EC) shall also be in accordance with prevailing rules of the Government of West Bengal. PWD candidates having disability of 40% or more shall only be considered for reservation benefits. PWD candidates desiring to avail facility of Scribe shall have to nominate the respective person at the time of submission of application. A scanned photograph and signature of the Scribe is also required to be uploaded at the time of submission of such nomination. Nomination of scribe so made shall not be allowed to be altered under any circumstances. However, all candidates can apply against UR positions identified suitable for them and shall be considered on general standards of merit if otherwise eligible.

E. APPLICATION FEE & MODE OF PAYMENT:

General and OBC candidates are required to apply paying non-refundable Application Fee of Rs. 300/- (Rupees Three Hundred only). SC / ST / EC / eligible WBPDCCL Contractors' workers & WBPDCCL Departmental candidates are exempted from deposition of Application Fees. All applicable commission levied by the banker is to be remitted by the candidate.

State Bank of India (SBI) has been authorized to collect the application fee through **SBI Collect facility only**. Candidates would be required to fill in some basic details like Name, Date of Birth, Position, Application No. etc before making the payment transaction. On receipt of the money the WBPDCCL shall reconcile the same with SBI within a maximum time of 72 hours, after which a candidate is required to re-login and submit the Reference No. of payment transaction to obtain a copy of the system generated Application Slip issued by WBPDCCL, **which shall be the sole acknowledgement of application submitted**. The WBPDCCL shall not be responsible for any technical issues arising with deposition of application fees.

A summarized process flow is given below:

- STEP A:** Candidates upon registering oneself at the WBPDCCL recruitment portal and verifying their eligibility based on own submission, shall be directed to SBI Collect facility, as required, using which eligible candidates can make payment of application fees **through Debit Card(s)** online or **in cash**, using the SBI Collect system generated pay-in slip only, upon clicking 'SBI Branch' option under Other Payment mode. The system generated pay-in-slip is to be used for depositing money in cash at any SBI branch within banking hours of **17.01.2015**.
- STEP B:** Upon successfully transferring the application fee using Debit Card or through cash deposition at any SBI branch a unique **Reference no.** shall be generated which is to be recorded by the candidate for future reference.
- STEP C:** The candidate has to return to the WBPDCCL recruitment website and re-login (maximum 72 hours required for system to update payment details) to input the Reference No. of payment transaction and generate ones Application Slip. A maximum of 72 hours is required for the payment transaction details to be updated on the WBPDCCL server.
- STEP D:** Candidates are to take a printout of the system generated Application Slip and retain such for future reference, as acknowledgement of application submitted.

Candidates can apply on the WBPDCCL recruitment portal from **25.12.2014 to 17.01.2015** and make payment of application fee using **Debit Card** or by depositing application fee **in cash** at any SBI Branch within working hours of **25.12.2014 to 17.01.2015 only**, against pay-in-slip generated through SBI Collect upon clicking 'SBI Branch' option. No application fee can be deposited at any SBI Branch subsequent to above mentioned dates. However payment of application fees through Debit Card can be made till 17.01.2015 midnight. All SBI branches will accept deposition of application fees from **25.12.2014 to 17.01.2015** during working hours only.

Candidature of any applicant so registering oneself at the WBPDCCL recruitment portal but subsequently failing to deposit application fee within midnight of 17.01.2015 shall be summarily rejected. Candidates are required to complete the entire process of submission of application and deposition of application fee to the bank within the aforesaid time and date positively. Application fee shall not be collected by any other mode. Fee once paid shall not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying applicable application fee, if any.

F. SELECTION PROCESS:

Eligible candidates will be required to appear for written test to be held in Kolkata only.

- For the position of **Trainee – Operator / Technician, Assistant Sub Inspector (Security), Nurse cum Midwife, Security Officer** selection shall be made on the basis of written test and personal interview only. However, candidates appearing for the written test shall be shortlisted for appearing in the personal interview.
- For the position of **Assistant Manager (PS) - Probationer** and **Assistant Manager (Legal) - Probationer**, selection shall be made on the basis of written test, group discussion and personal Interview. However, candidates appearing for the written test shall be shortlisted for appearing in the group discussion and personal interview at each stage of the selection process.
- For the position of **Assistant Teacher**, selection shall be made on the basis of written test, class demo and personal interview. However, candidates appearing for written test shall be shortlisted for appearing in class demo and personal interview at each stage of the selection process.
- For the position of **Stenographer** selection shall be made on the basis of written test, trade test (short hand & computer proficiency) and personal interview. However, candidates appearing for the written test shall be shortlisted for appearing in the trade test (shorthand & computer proficiency test) and personal interview at each stage of the selection process.
- For the position of **Office Executive**, selection shall be made on the basis of written test, computer proficiency test and personal interview. However, candidates appearing for written test shall be shortlisted for appearing in computer proficiency test and personal interview at each stage of the selection process.

Besides above, final offer of appointment shall strictly be made on the basis of reports of medical fitness test of the candidate. Such medical tests shall be carried out at WBPDCCL authorized hospitals only.

G. HOW TO APPLY:

Eligible candidates will be required to apply online only (on the internet) through the link 'APPLY ONLINE' link on the WBPDCCL recruitment portal. No other mode of application shall be accepted.

1. Before registering / submitting applications on the website, the candidates should possess a valid:
 - a. E-mail ID
 - b. Mobile number
 - c. Scanned copy of recent passport size colored photograph (not more than 50KB size) of the candidate / scribe as applicable, and scanned signature (not more than 20KB size) of the candidate / scribe as applicable.
2. The application is liable to be rejected if the uploaded photograph / signature is not clear and recognizable.
3. Category (General/SC/ST/OBC/PWD/XSM/EC/MSP) as submitted in the application cannot be changed thereafter and no benefit of other category reservation will subsequently be made admissible at any stage of the selection process. Category as mentioned at the time of submission shall remain unaltered during the recruitment process.
4. Verify eligibility criteria against the position for which application is being made and then proceed to SBI Collect for submission of application fees, if any, through Debit Card or in Cash as per instruction provided under **Application Fee & Mode of Payment** at Point E.

5. SBI Collect facility is to be used for payment of application fee using either Debit Card or through Cash deposition against SBI Collect generated pay-in-slip, as applicable. After making payment of application fee as indicated above, candidates must further re-login at the recruitment portal with their respective payment **Reference No.** within 72 hrs of deposition of application fee (i.e., upon updation of payment records on WBPDCCL server from SBI within maximum time of 72 hrs) to download their system generated **Application Slip**.
6. Candidates are required to download and retain a copy of the system generated Application Slip capturing essential details as provided by the candidate for future reference.
7. Candidates must write their name as it appears in the educational certificate of Secondary or equivalent examination. In case of change of name at a later stage necessary legally accepted documentary proof is to be submitted at the time of interview.
8. Candidates are not required to send any document in support of their application or for appearing in the written test. However, candidates shortlisted for interview would be required to furnish documents regarding proof of Date of Birth, Qualification, Caste/Category, PWD, XSM status, Application slip, copy of payment details etc. at the time of interview, as per intimation to be given to the shortlisted candidates.
9. All the certificates related to qualification should be issued by a recognized Board / Institute / University only. Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a Certificate to this effect from the respective University / Institute at the time of Interview.
10. While filling the online application, candidates must carefully follow all the necessary steps as referred above. Incomplete application / application without fee / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from the applicants in this regard.
11. Candidates sponsored by Employment Exchange will have to **APPLY ONLINE** only, failing which their candidature shall not be considered.
12. The candidates can access the online application form at www.wbpdcl.co.in. Online submission will remain open from **25.12.2014 to 17.01.2015**.
13. All correspondence with candidates shall be done through E-mail / Mobile only. All information regarding examination schedule / download of Admit Card / Interview Call letters, etc. shall be provided through E-mail or through the WBPDCCL website only. **No hardcopy mailing of Admit Card / Interview Call letters shall be done by the WBPDCCL.** Responsibility of receiving, downloading and printing of Admit Card / Call Letter shall be that of the candidate. The WBPDCCL will not be responsible for any loss of e-mail sent due to invalid / wrong E-mail ID provided by the candidate or delivery of e-mails to SPAM / BULK mail folder etc.

H. GENERAL INSTRUCTIONS:

1. Before applying the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
2. Applicants are required to apply through www.wbpdcl.co.in website. No manual / paper application will be entertained. Candidates are advised to keep in touch through the WBPDCCL website for details and updates relating to this employment notification, if any.
3. Payment of non refundable Application Fee of Rs. 300 (Rupees Three Hundred only) should be made using the prescribed SBI Collect facility wherein WBPDCCL account number shall remain prefilled. No other mode of payment shall be accepted.

4. The printout of Application Slips should not be tampered with. In case of any overwriting or tampering of slip, the candidature of the candidate shall be rejected.
5. Candidates should retain a copy of their Application Slip for future reference.
6. SC / ST / OBC / PWD / EC / XSM / MSP for the purpose of this notification means applicants belonging to 'Scheduled Caste' / 'Scheduled Tribe' / 'Other Backward Classes' / 'Person with Disability' / 'Exempted Category' / 'Ex Servicemen' and 'Meritorious Sportsperson' category candidates respectively.
7. Date of Birth will be taken as that mentioned in the Birth Certificate issued by competent authority / Certificate or Admit card of Class X or equivalent examination. No other proof of date of birth shall be accepted.
8. WBPDCCL Departmental candidates / 'Contractor workers' related to WBPDCCL are also required to APPLY ONLINE and submit application through proper channel.
9. Candidates applying as 'Contractor workers' related to the WBPDCCL shall in addition to applying online be required to submit a Certificate as per Annexure X, along with copy of the system generated Application Slip duly certified by the concerned Contractor to the related site HR&A department of WBPDCCL.
10. Candidates whose names have been sponsored as 'Exempted Category' candidates by the Directorate of Employment Exchange shall only be considered for 'Exempted Category' reservation. All candidates sponsored by the Employment Exchanges are required to Apply Online only (www.wbpdcl.co.in) paying requisite application, wherever applicable.
11. Having successfully registered oneself at the WBPDCCL (www.wbpdcl.co.in) website does not entitle one to be eligible to appear for the written test and/or other subsequent test. Candidates need to download the ADMIT CARD which shall only entitle one to appear for the written test. Mere submission of application shall not give right to any candidate to be called for written test / interview and WBPDCCL reserves the right not to fill up any or all the posts notified at its discretion. Verification of credentials shall be done prior to conduct of Personal Interview only and in case any deviation from or non-conformity with the desired qualification shall lead to disqualification of once appearing in the subsequent selection process. Having appeared for the written test does not entitle eligibility for Personal Interview / other secondary tests.
12. Candidature of candidates is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found to be false or is found not to be in conformity with the eligibility criteria so mentioned in the advertisement. Screening and selection of candidates will be based on the details provided by the candidate, hence it is necessary that the applicants should furnish only accurate, full and correct information. Furnishing of wrong / false / incomplete information will lead to disqualification and the WBPDCCL will NOT be responsible for any consequence arising out of furnishing such wrong / false information by the candidate.
13. Request for change of mailing address / examination center / category / discipline / qualification once declared in the online application form will not be entertained. The WBPDCCL reserves the right to cancel / add any examination center or alter the date of examination, if situation so warrants.
14. Candidates should apply for any ONE discipline / post only. Applications made for more than one discipline may render all the applications of the candidate invalid.
15. The applicant(s) working in Government / Semi-Government / PSU(s) / Autonomous bodies should produce NOC (No Objection Certificate) issued by his / her present employer at the time of interview if called for, without which he / she shall not be allowed for interview.
16. No TA or other expenses will be made admissible to the candidates appearing for the written examination / interview etc.

17. Any canvassing or personal follow up with an intention of inducing the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of candidature.

18. The WBPDCCL reserves the right to withdraw / cancel the advertisement / recruitment process if circumstances so warrant without assigning any reason thereof.

19. In case of any dispute, the legal jurisdiction shall be that of the Hon'ble High Court, Calcutta.

I. RESERVATION OF SPORTSPERSONS:

Recruitment of Sportspersons against reserved vacancy shall be made only to following sports events:

Cricket | Swimming | Cycling | Basketball | Hockey | Boxing | Kho Kho | Football | Wrestling | Kabaddi | Table Tennis | Weightlifting | Judo | Rifle Shooting | Badminton | Tennis | Athletics | Volley Ball | Gymnastics

In order to be eligible, a candidate must produce requisite certificates issued by the respective Competent Authorities as shown below in the format as applicable in terms of Govt. of West Bengal Notifications Area 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 any 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 Sports Persons shall be given preference in recruitment:

- Those who have represented West Bengal or India in a National or International Competition in sports discipline mentioned above.
- Those who have represented a University in an Inter-University Tournament conducted by Inter-University Sports Board in any sports discipline mentioned above.
- Those who have represented State School Teams in National Competition for School conducted by all India School Games Federation in any sports discipline mentioned above.

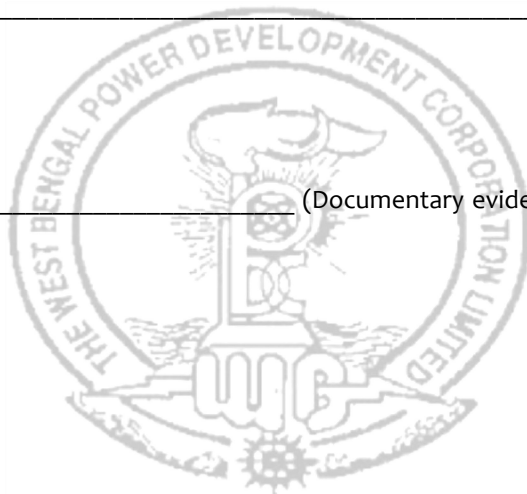
Executive Director (HR)
Corporate Office, WBPDCCL

ANNEXURE - X (Applicable for Contractor workers) is enclosed below (for Contractor Workers only)

ANNEXURE – 'X'
(Certificates to be issued by the authorized person of the Contractor in their printed Official Pad)
FORMAT FOR CERTIFICATE

This is to certify that Sri / Smt. _____ (S/o / D/o _____) worked from _____ to _____ / has been working under our organization since _____ deployed at KTPS/Bk.TPP/BTPS/STPS/Sg.TPP/Corp. under the WBPDC (Form No. XIV under the Contract Labour (R&A) Act, 1970 & Rules framed there under to be submitted as documentary evidence) in the capacity of _____ and he performed / has been performing the duties of _____ at KTPS / BkTPS / BTPS / STPS / SgTPP / Corp., WBPDC (Nature of duties to be specified).

His employment was ceased with effect from _____ (Documentary evidence in from No. XV under the Contract Labour (R&A) Act, 1970 & Rules framed there under to be submitted).



Signature of the authorized person of the Contractor

Name of the Authorized Person : _____
Designation : _____
Seal of the Contractor : _____