



**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, Bidhannagar, Kolkata-700 098

**Employment Notification No.: WBPDC/Recruitment/2018/08**

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, Power Stations, Projects located within West Bengal and Mines located at different places across West Bengal & Jharkhand:

**A. DETAILS OF DISCIPLINES AND MINIMUM ESSENTIAL QUALIFICATIONS**

Sl. No	Discipline	Vacancy	Minimum Essential Qualification
1.	<b>Assistant Manager (PS) - Probationer *</b>	11 nos.	Full Time 4 years B. E. or B. Tech. degree / Integrated M. Tech / Dual – degree B. Tech – M. Tech. Programme / B. Sc. – B. Tech. / B. Tech. through lateral entry in Mechanical / Power Plant Engineering from any University recognized by UGC / Institute approved by AICTE or from IITs / NITs having at least 60% marks in aggregate or equivalent CGPA.
	(i) Mechanical		
	(ii) Electrical		
	(iii) Instrumentation	08 nos.	Full Time 4 years B. E. or B. Tech. degree / Integrated M. Tech / Dual – degree B. Tech – M. Tech. Programme / B. Sc. – B. Tech. / B. Tech. through lateral entry in Electrical Engineering from any University recognized by UGC / Institute approved by AICTE or from IITs / NITs having at least 60% marks in aggregate or equivalent CGPA.
2.	<b>Assistant Manager (Civil) - Probationer *</b>	04 nos.	Full Time 4 years B. E. / B. Tech. / Integrated M. Tech. / Dual – Degree B. Tech. – M. Tech. / B. Sc. – B. Tech. / B. Tech. through lateral entry programme in Civil Engineering / Construction Engineering from a University recognized by UGC / Institute approved by AICTE or from IITs / NITs having at least 60% marks in aggregate or equivalent CGPA.
3.	<b>Assistant Manager (HR&amp;A) - Probationer*</b>	05 nos.	Graduate in any discipline with at least 60% marks in MBA (2 years full time course) / MHRM (2 years full time course) with specialization in Personnel Management / IR / HR or Post – Graduate Degree / Diploma (2 years full time course) with specialization in Personnel Management / IR / HR from a University recognized by UGC / Institute approved by AICTE or from IIMs / XLRI / IIT B – Schools.
4.	<b>Assistant Manager (F&amp;A) - Probationer*</b>	07 nos.	Qualified ACA / ACMA from the Institute of Chartered Accountants of India / Cost Accountants of India.



**Note:- Post(s) as indicated above include reservation for Exempted Category (EC) candidates as per extant norms. In case of non-availability of a suitable Exempted Category candidate belonging to UR, SC, ST or OBC (A) / (B) for any of such reserved point, the said vacancy shall filled up by a non-Exempted Category Candidate belonging to UR, SC, ST or OBC (A) / (B) as the case may be as per Notification No.: 50-Emp/1M-25/98 dated 01<sup>st</sup> March 2011, Labour Department Govt. of West Bengal.**

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. Such candidates may apply as General category candidate subject to eligibility otherwise.

Reservation for Persons with Disabilities (PWD) / 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. However, all candidates can apply against UR positions identified suitable for them and shall be considered on general standards of merit if otherwise eligible. Scribe(s) appearing along with the candidate shall have to carry a valid ID Card like Passport / Driving Licence / PAN / Aadhaar Card etc. at the time of appearing for the written test (CBT).

#### **E. APPLICATION FEE & MODE OF PAYMENT:**

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

**State Bank of India (SBI)** has been authorized to collect the application fee through **SBI e-Pay facility only**. Candidates would be required to pay using **Debit Card / Credit Card / Net Banking**. Upon successful payment of application fees (as applicable) a system generated Application Slip shall be generated, **which shall be the sole acknowledgement for application submission**. The WBPDC shall not be responsible for any technical issues arising with payment of application fees.

**A summarized process flow is given below:**

**STEP A:** Candidates upon registering oneself at the WBPDC recruitment portal and verifying their eligibility based on own submission, shall be directed to SBI e-Pay facility, as required, using which eligible candidates can make payment of application fees **through Debit Card / Credit Card / Net Banking**.

**STEP B:** On successful payment of application fees, candidates shall be provided with a system generated confirmation. Candidates are to take a printout of the system generated Application Slip and retain a copy for future reference, as acknowledgement of application submitted.

Candidates can apply on the WBPDC recruitment portal from **17.08.2018 to 09.09.2018**.

**Candidature of any applicant so registering oneself at the WBPDC recruitment portal but subsequently failing to deposit application fee within midnight of 09.09.2018 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 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 computer based test (CBT) to be held in Kolkata only. Examination for all advertised disciplines shall be held on date(s) / schedule to be intimated by WBPDC through its web site.

• For the position of **Assistant Manager (PS) – Probationer, Assistant Manager (Civil) – Probationer, Assistant Manager (HR&A) – Probationer & Assistant Manager (F&A) – Probationer, Assistant Manager (Corporate Communication) – Probationer & Welfare Officer** selection shall be made through computer based test (CBT), group discussion and personal

Interview. Candidates appearing for the computer based test (CBT) shall be shortlisted for appearing in the group discussion and personal interview separately 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 through the '**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 coloured photograph (20KB to 60KB size) of the candidate / scribe, as applicable, and scanned signature (10KB to 30KB 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. Candidates are advised to upload their recent photograph and retain sufficient numbers of the same photograph to be used for later stages of the selection process, if shortlisted.
3. Category (General/SC/ST/OBC/PWD/ EC) as submitted at the time of 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 of application shall remain unaltered during the entire recruitment process.
4. Verify eligibility criteria against the position for which application is being made and then proceed to SBI e-Pay for submission of application fees, where ever required as per instruction provided under **Application Fee & Mode of Payment** at Point E.
5. SBI e-Pay facility is to be used for payment of application fee using either **Debit Card / Credit Card / Net Banking**, as applicable.
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 computer based test (CBT). However, candidates shortlisted for interview shall be required to furnish documents regarding proof of Date of Birth, Qualification, Category, PWD Certificate, Application slip, copy of payment details etc. at the time of interview, as per intimation to be given to the shortlisted candidates.
9. All qualification certificates 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 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 any applicants in this regard.
11. Candidates sponsored by Employment Exchange will also have to **APPLY ONLINE**, failing which their candidature shall not be considered. Only Employment Exchange sponsored candidates shall be allowed reservation benefits applicable to EC category.
12. Candidates can access the online application portal from **17.08.2018 to 09.09.2018** at [www.wbpdcl.co.in](http://www.wbpdcl.co.in).

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 / SMS 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 / SMS sent due to invalid / wrong E-mail ID provided by the candidate or delivery of e-mails to SPAM / BULK mail folder or network issues 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](http://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 e-Pay facility. 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 to be called for at the time of Group Discussion / Personal Interview.
6. SC / ST / OBC / PWD / EC / for the purpose of this notification means applicants belonging to 'Scheduled Caste' / 'Scheduled Tribe' / 'Other Backward Classes' / 'Person with Disability' / 'Exempted Category' candidates respectively.
7. Date of Birth will be taken as that mentioned in the birth certificate issued by the 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 as per procedure mentioned at CI 9 below. All such applicants shall be required to get in touch with the respective HR&A Department of WBPDCCL for confirmation of last day of submission of application.
9. Candidates applying as 'Contractor worker' related to the WBPDCCL shall in addition to applying online 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 against notification furnished by WBPDCCL in this regard, shall only be considered for 'Exempted Category' reservation. Candidature of candidates applying under Exempted Category shall upon verification of credentials if found not to have been sponsored as Exempted Category by the Directorate of Employment Exchange shall be summarily rejected. Candidates are therefore advised to confirm with the Employment Exchange about their sponsorship as Exempted Category candidate prior to applying.
11. Having successfully registered oneself at the WBPDCCL ([www.wbpdcl.co.in](http://www.wbpdcl.co.in)) website does not entitle one to be eligible to appear for the computer based test and/or other subsequent test(s). Candidates need to download the ADMIT CARD which shall only entitle one to appear for the computer based test (CBT). Mere submission of application shall not give right to any candidate to be called for computer based test (CBT) / intermediate test / personal interview. 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 candidature of the candidate shall be summarily rejected. Having appeared for the computer based test does not entitle eligibility for other subsequent test(s) / Personal Interview.

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 furnish accurate, full and correct information. Furnishing 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 shall have to 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. Candidates failing to produce No Objection Certificate at the time of Interview shall be held disqualified.
16. No TA or other expenses will be made admissible to the candidates appearing for the computer based test / intermediate test / personal 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, legal jurisdiction shall be that of the Hon'ble High Court, Calcutta.

**Recruitment Cell**  
**Corporate Office, WBPDCCL**

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

ANNEXURE – 'X'

(Certificates to be issued by the authorized person of the Contractor in their printed official letter head)  
FORMAT FOR CERTIFICATE

This is to certify that Sri / Smt. \_\_\_\_\_ (S/o / D/o \_\_\_\_\_  
\_\_\_\_\_) worked from \_\_\_\_\_ to \_\_\_\_\_ / has been working under our  
organization since \_\_\_\_\_, is / was deployed at KTPS / Bk.TPS / BTPS / STPS / Sg.TPP / Corp. / Coal Mines  
under the WBPDCCL (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. / Coal Mines, WBPDCCL (Nature of duties to be specified).

His employment has 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 : \_\_\_\_\_

