



## West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Vidyut Bhawan, Bidhannagar, Sector-II, Kolkata – 700 091



### REQUIRES

### JUNIOR EXECUTIVE (FINANCE)

*The West Bengal State Electricity Distribution Company Limited (WBSEDCL), is a wholly owned Profit-making Government of West Bengal Enterprise, engaged in the business of Hydel Generation, Power Distribution throughout the state of West Bengal with an Annual Turnover exceeding Rs.8,000 crores and Total Employee strength of about 22,500 and Customer base around 77 lakhs. The Company, one of the premier Distribution Company in the Country, **invites** applications from Indian Nationals to fill up the following vacant posts.*

Sl. No.	Name of the Post	No. of Post	Pay Band	Grade Pay	Qualification
1.	<b>Junior Executive (Finance)</b>	<b>100</b>	<b>Rs. 9,300/- to Rs. 34,800/-</b>	<b>Rs. 4,700/-</b>	<b>Graduate in any discipline and passed in Intermediate Examination of the Institute of Chartered Accountants of India / The Institute of Cost and Works Accountants of India</b>

**Current Gross Pay:** Rs.21,000/-

**Experience:** Adequate knowledge of independently operating MS Office Package.

**Other facilities:** In addition to Basic Pay & D.A., G.P., HRA, Medical Allowance, Electricity Allowance, Hill Compensatory Allowance, Project Allowance (depending on the place of posting) LTC / HTC, CPF, Gratuity, Liberal benefits for Indoor treatment in leading hospital for Self & Dependents, Leave Encashment, Incentives, House building loans and other allowances as per the Rules of the Company are admissible.

**Career Prospect:** The Company shall offer professional work environment with modern technology & system. The Company is in the process of modernizing and updating its activities with IT enabled services. They will be offered both time bound and fast track mode of promotion with higher responsibility depending upon their sincerity, initiative and merit. The selected candidates might be placed for extensive on-the-job and class room training in the Company's establishments during the period of probation. On successful completion of probation, they may be confirmed under the Company. They are required to furnish a bond of Rs. 50,000/- at the time of joining the Company and are required to serve the Company for a minimum period of 3 years after the probation under the Company.

**Age Limit:** 27 years as on 01-01-2010. Age is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates of W.B.State only.

**Reservation:** Reservation of the posts shall be made for SC/ST/OBC/Physically handicapped candidates of State of West Bengal as per the guidelines issued by the Govt. of West Bengal time to time. SC/ST/OBC/PH candidates from the states other than West Bengal have to apply as General Candidate.

**Other Conditions:** All positions are transferable. Selected Candidates will be appointed in the regular pay scale, initially on probation for a period of one year. Candidates having adequate knowledge for communicating in Bengali / Nepali language may get preference.

**Mode of Selection:** Selection will be made on the basis of performance at written test and interview. Candidates called for written test / interview shall not be entitled to reimbursement of travelling expenses. The Written Test & Interview will be held in Kolkata only.

**How to apply:** Eligible candidates have to apply through online registration system of WBSEDCL i.e. [www.wbsedcl.in](http://www.wbsedcl.in)

Online submission of the applications will be allowed on the website between **28th April 2010 to 18th May 2010**. No other means/mode of application shall be accepted.

While applying on-line, candidate should have the following readily available.

- ❖ E-mail ID (which must be valid for at least one year from the date of application)
- ❖ Non refundable Crossed demand draft of Rs. 400/- as processing and Examination fees. **SC/ST candidates from the state of West Bengal are exempted from processing and examination fees.**
- ❖ The DD details (if applicable) and valid e-mail ID are mandatory fields without which applications will not be registered.
- ❖ The Demand Draft is non refundable and should be drawn in favor of "**West Bengal State Electricity Distribution Company Ltd.**" payable at Kolkata only. Demand drafts payable at locations other than Kolkata will not be accepted. Money Order / Postal Order or any other mode of payment is not acceptable.

#### STEPS FOR APPLYING

**STEP 1:** Visit our website [www.wbsedcl.in](http://www.wbsedcl.in)

**STEP 2:** Click on "**Recruitment for Junior Executive (Finance)**" to view the full **Advertisement Details**.

**STEP 3:** Read the details very carefully before applying. "**Apply**" & "**Reprint Registration Slip**" links are placed at the bottom of this page.

**STEP 4:** Click on "**Apply**" to fill up the application form online.

**STEP 5:** After you fill the Application form, click on "**SUBMIT BUTTON**" to proceed to next step.

**STEP 6 :** Now **SAVE** the data and proceed to next screen to take a **Print** of the registration slip.

**STEP 7:** Paste a recent passport size photograph on the registration slip, photograph should be self-attested , attach the DD and attested copies of Caste / Disability Certificate (as applicable), testimonials, age proof by Gazetted officer and send the same by ordinary post at the address given below. Only original registration slip (no photocopy) shall be accepted.

**STEP 8:** If your candidature is found eligible you will be intimated by **e-mail/sms** latest by 12<sup>th</sup> June'2010 regarding the written test. On receipt of the **e-mail/sms** you will have to once again login to **www.wbsedcl.in** and click on "**DOWNLOAD ADMIT CARD**".

**STEP 9:** Print the admit card and paste a recent passport size photograph, self attest the same by signing across your photograph carry the ADMIT CARD to the examination centre on the date and time indicated therein. Photograph affixed on the registration slip and admit card, should be the same.

**NOTE:** Please do not try to retain/copy the Application Form as well as the Registration Slip on your computer as you can reprint the registration slip till the offer is open.

After applying online, candidate is required to print the system generated Registration Slip with unique registration number and other essential details with space for passport size photograph & signature.

In order to save the data entered, candidate should click "**Save**" button and then print the Registration Slip. The original Registration Slip with required Demand Draft (having name and registration number duly written on the back of DD) and Certificates (as applicable) is to be sent, only by **ORDINARY POST** so as to reach latest by 29<sup>th</sup> May'2010 to

**Post Bag No 781,Circus Avenue Post Office**

**Kolkata-700017**

Candidates should take special care not to staple the Demand Draft. They should use pins for fastening all documents / demand drafts.

#### **GENERAL INSTRUCTIONS**

- Submission of registration slip after the closing date will not be accepted. WBSEDCL is not responsible for any postal delay / wrong delivery / loss in transit. No registration slip will be received after the closing date of application.
- Registration slip received with more than one Demand Draft and photocopies of Registration slip/Demand Draft will be rejected.
- The candidature of such candidate whose registration slip along with documents is received after 29<sup>th</sup> May'2010 shall be rejected.

- WBSEDCL will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc.
- **Admit Card will not be sent by post. It should be downloaded by the candidates from the website.**
- **Candidates will be allowed to appear for the Written Test only with Admit Card and not with the Registration Slip.**
- Candidates should retain a photocopy of their Demand Draft and Registration Slip for future reference.
- WBSEDCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- Candidate employed in Govt. Departments / PSUs / Autonomous Bodies have to produce NOC at the time of interview other wise their candidature may be cancelled at that stage.
- In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
- Application fee once paid will not be refunded.
- WBSEDCL reserves the right to cancel the advertisement, modify the educational qualifications with assigning any reason thereof and any decision of WBSEDCL in respect of the recruitment activities for the subject to vacancy is final & binding.
- Court of jurisdiction for any dispute will be at Kolkata.
- While applying for the above post, the applicant must ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false 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 services are liable to be terminated without any notice.
- Candidates must remain in constant touch with company's website **www.wbsedcl.in** for information regarding dates of written test, interview etc.

<b>IMPORTANT DATES</b>	
Commencement of online registration of applications by candidates	<b>28.04.2010</b>
Last date for receipt of online applications	<b>18.05.2010</b>
Last date for accepting registration slips with required documents by post	<b>29.05.2010</b>
Intimation to candidates regarding admit cards by email latest by	<b>12.06.2010</b>
Tentative Date of Written Test	<b>20.06.2010</b>

**Notification No. : PP/2010/05**