Notification No.: MPP/2025/04

Date: 24/11/2025

Recruitment for the Post of Assistant Manager (HR&A), Assistant Manager (F&A) & Junior Engineer (Electrical) Grade II under WBSEDCL.

Commencement of Online Registration	Closure of Online Registration
27.11.2025 (11:00 AM)	29.12.2025 (11:55 PM)

Commencement of Online Application Fee Collection Process	Closure of Online Application Fee Collection Process
27.11.2025 (11:00 AM)	29.12.2025 (11:55 PM)

Disclaimer: *Candidates are advised to go through full particulars of the notification/advertisement and make sure before applying that they satisfy the entire requirement as per the notification/advertisement. In case, it is detected at any stage of recruitment/selection process (i.e. during Application Phase, Computer-Based Test, Personal Interview, Verification of documents etc.) that a candidate does not fulfill the prescribed eligibility norms and / or that they have furnished any incorrect/false/wrong information or has suppressed any material fact(s), their candidature will automatically stand cancelled without any further reference. If any of the above shortcoming(s) is / are detected even after appointment, their services are liable to be terminated without any further notice.*

West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)
Registered Office: Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091
CIN: U40109WB2007SGC113473
Website: www.wbsedcl.in

Company Profile:

West Bengal State Electricity Distribution Company Limited (WBSEDCL) is proud to bring smiles to millions of people across West Bengal with a slew of measures towards providing Quality Power and Customer Service, with an annual turnover of more than **₹ 38,745 crores**.

WBSEDCL serves around **2.42 crores+** customers throughout the State and is proud to light up the lives of the people across the length and breadth of the State with more being added every day – from hills to seashore, particularly in remote and rural areas.

Various schemes have been undertaken by the Company to strengthen and upgrade this massive distribution network including setting up of new sub-stations and upgradation of the existing ones. For system up gradation and modernization, World Bank-AIIB co-funded Project in the name of "West Bengal Distribution Grid Modernization Project" is in progress. GOI and State Govt. funded Revamped Distribution Sector Scheme (RDSS) has also been taken up.

Revamped Distribution Sector Scheme (RDSS) is another key project which is being executed by WBSEDCL. Several units of the Company are working in tandem to implement this scheme which includes infrastructure work, setting-up of EV Charging Stations and IT/OT work. Revamped Distribution Sector Scheme (RDSS) for loss reduction work has also been going on under the funding of Asian Development Bank (ADB) and Government of West Bengal (GoWB) to carry on the work with 7 (seven) districts namely East Burdwan, West Burdwan, Birbhum, Hooghly, Nadia, Malda & Murshidabad.

Development of renewable energy is another priority area of WBSEDCL. Among WBSEDCL's hydro-power projects, Purulia Pumped Storage Project has achieved all-time record generation of 1578.0564 MU in the FY 2022-23. Hydel projects located in the hills of North Bengal have also clocked all-time record generation of 576.542 MU.

In a significant boost to its renewable energy ambitions, WBSEDCL has already installed the **Goaltore Solar Power Plant** in **West Midnapore** which is the **largest solar facility in Eastern India** on **22nd April 2025**. Inaugurated by the Hon'ble Chief Minister of West Bengal, this plant spans approximately 950 acres. Currently operating at a capacity of 112.5 MW, it was developed at a cost of Rs. 750 Crore. This pollution-free project aims at reducing green house gas emissions and dependency on fossil fuel, hence helps in decreasing carbon footprint. It is a remarkable environment-friendly shift towards renewable energy providing an economic boost to the region that contributes to local employment generation and improved infrastructure.

To reduce carbon footprint with an objective of zero emission, WBSEDCL has already installed 240.20 MW Ground Mounted Solar Power which includes 10 MW floating solar at upper dam of PPSP, Purulia and 112.5 MW Solar park at Goaltore, Paschim Midnapore along with 12.96 MW Roof top Solar PV in different establishment of Schools and Government office complexes.

With the same objective of zero carbon emissions, WBSEDCL has taken up the project of installation of 854 nos. EV Charging stations throughout West Bengal to promote e-mobility under RDSS scheme with the approx. project cost of Rs. 73.07 Crores, wherein 826 nos. for 4 wheelers and 28 nos. for heavy vehicles have been considered. As of now, total 791 nos. of EV charging station are in operation in West Bengal.

India's first Solar Dome has been made operational at ECO Park, New Town, Kolkata.

WBSEDCL is also the State Designated Agency (SDA) for energy conservation activities in the State.

WBSEDCL has successfully achieved ISO 27001:2022 certification, reaffirming its commitment to maintaining high standards of information security across all organizational processes.

Customer Services: Online connection, Central Data Centre, Zonal Call Centres, E-payment through Debit/Credit Card/UPI & other services, pre-paid and remote metering, automated kiosks, grievance redressal, single-window services and prompt restoration of power through IVRS system during breakdowns.

Employee Motivation: Excellent work culture, professional management, workers' participation and welfare measure make WBSEDCL one of the best places to work.

Vision of the Company: To be the Best Utility in India in terms of customer service, efficiency and financial viability.

Mission of the Company: Our mission is to supply uninterrupted and quality power to all.

HR - Vision & Mission of WBSEDCL

Vision: To adopt and use the best HR practice from national and international top performers to develop a dynamic, efficient, diversified, dependable, self-driven human resource, capable of making WBSEDCL the best Power Utility in the country.

Mission: To induct quality human capital and develop a trained, focused and motivated team capable of rendering services in all conditions to meet the business objectives of the company and expectation of the consumers.

Core Values:

- Nurture a cohesive & a vibrant professional environment that fosters a unified creative workforce and promote employee participation in decision-making process.
- Implement best suited modern technologies and impart knowledge on best HR practices amongst its employees to achieve excellence in developing core professional competencies.
- Women empowerment at all levels of the organization with a focus on gender equality.
- Fostering leaning, creativity and multi-disciplinary team-work supported by reward and recognition.
- Practicing best ethical practices, integrity & responsiveness to our customers.
- Integration of training with the business strategy.
- To maintain safe work place for our workforce across the organization.

*Visit us at **www.wbsedcl.in** for more information.*

Awards & Accolades Since 2011:

2011	• Power India Excellence Certificate from India-Tech Foundation • Award of Excellence -2nd Best Power Utility (ICC-5th India Energy Summit -2011)
2012	• Power India Excellence Certificate for 'Customer Satisfaction & Quality Service' from India-Tech Foundation. • Award of Excellence - 3rd Best Power Utility (ICC 6th India Energy Summit -2012) • Skoch Digital Inclusion Award, 2012 for 'Reforms & R-ADDRP'.
2013	• 2nd Best Award for 'Customer Service & Sound Financial Base' by Rating of Ministry of Power, Govt. of India. • Award of Excellence - 3rd Best Power Utility (ICC 7th India Energy Summit -2013)
2014	• 'Best Innovation' winner [IPPAI Power Awards-2014] • Award of Excellence - 3rd Best Power Utility (ICC 8th India Energy Summit -2014)
2015	• REPA State Awards 2015' for Best State of India in Rural & Remote Are Electricity Access. • 'Best Hydro Power Generation' [IPPAI Power Awards -2015] • Award of Excellence - 3rd Best Power Utility (ICC 9th India Energy Summit -2015)
2016	• SAP ACE Awards [SAP INDIA] for "Successful Implementation of ERP". • IPPAI Power Award for winner of Outstanding Innovation for "Customer Service & Power Purchase Cost". • Award of Excellence - 3rd Best Power Utility (ICC 10th India Energy Summit -2016) • SKOCH Award of Merit
2017	• IPPAI Power Award • Platinum State Award • Best Power Utility at ICC India Energy Summit-2017
2018	• Best Power Utility Award at ICC India Energy Summit-2018 • One of the Best Innovations in Energy Storage through Hydro Award at ICC India Energy. • Purulia Pumped Storage Hydel Project Award at ICC India Energy Summit-2018
2019	• Best Performing Power Distribution Utility Award at CBIP Day Programme
2023	• Best House Journal (Regional) - Silver Award for "Vidyut Barta" Journal (WBSEDCL and WBSETCL jointly won the award) • Best Corporate Film - Crystal Award for Corporate Film • Innovation of the Year - Gold Award for New Year Greetings Card • Corporate Social Responsibility Campaign - Diamond Award for Corporate Social Responsibility (CSR) Brochure
2024	• Chanakya Awards 2024 - Best Communicator of the Year - Government Sector at 18th Global Communciation Conclave and 14th PRCI Excellence Award 2024. • Best PR Campaign - Silver Award for Durga Puja Temporary Connection Advertsiement at 18th Global Communciation Conclave and 14th PRCI Excellence Award 2024. • Best Public Service Advertisement - Silver Award for TV advertsiment on meeting record power demand in the State at 18th Global Communciation Conclave and 14th PRCI Excellence Award 2024 • Motivational Films: Bronze Award for WBSEDCL's Corporate Social Responsibility (CSR) Film at at 18th Global Communciation Conclave and 14th PRCI Excellence Award 2024 • Internal Communciation Campaign: Excellence Award for New Yaer Greetings Card at at 18th Global Communciation Conclave and 14th PRCI Excellence Award 2024. • Best Social Media Campaign: Excellence Award for X (Formerly Twitter) campaign on WBSEDCL's braving natures's adversity during Remal Cyclone at at 18th Global Communciation Conclave and 14th PRCI Excellence Award 2024
2025	• Best Performing Distrbution Company (DISCOM) at IPPAI Power Awards 2025

Notification Details:

West Bengal State Electricity Distribution Company Limited (WBSEDCL) invites application from Indian Nationals fulfilling the eligibility criteria for filling-up various posts in Class-I (Non-Technical) and Class-III (Technical) cadres for units/offices located across the State of West Bengal on regular basis.

DETAILS OF POST(S), MINIMUM ESSENTIAL QUALIFICATION, VACANCY & REMUNERATION	
1. Name of the Post :	Assistant Manager (HR&A)
2. No. of Vacancy :	20 (Twenty)
3. Category-wise Break-Up :	UR: 03 ||UR(EC): 03||SC: 02 ||SC(EC): 03 ST: 01 ||OBC-A: 01 ||OBC-A(EC): 01 OBC-B: 02 ||UR(PwBD): 02 ||EWS: 02
4. Qualification :	Graduate in any discipline and MBA (2 years' full time course) / MPM (2 years' full time course)/ MHRM (2 years' full time course) with major specialization in Personnel Management / HR or Post-Graduate full time Degree/ Diploma (2 years' course) with specialization in Personnel Management / H.R from any University recognized by UGC/ Institute approved by AICTE/ IIM's /IIT's/XLRI/IITB Schools. (MBA/PGDBM with dual specialization shall be accepted provided Specialization in Personnel Management/HR should not carry lesser marks than the other subject of specialization)
5. Remuneration :	₹56,100/- to ₹1,60,500/- (Level 08 of Pay Matrix of ROPA-2020,WBSEDCL)
1. Name of the Post :	Assistant Manager (F&A)
2. No. of Vacancy :	26 (Twenty-Six)
3. Category-wise Break-Up :	UR: 04 ||UR(EC): 05||SC: 04||SC(EC): 01 ST: 02||OBC-A: 02||OBC-A(EC): 01 OBC-B: 01||OBC-B(EC): 01||UR(PwBD): 02 ||EWS: 03
4. Qualification :	Graduate in any discipline and passed Final Examination from Institute of Chartered Accountants of India or Institute of Cost Accountants of India Or MBA (2 years' full time) with major specialization in Finance & Accounts from any University recognized by UGC/ Institute approved by AICTE/ IIM's /IIT's/XLRI/IITB Schools. (MBA/PGDBM with dual specialization shall be accepted Provided Specialization in Finance & Accounts should not carry lesser marks than the other subject of specialization)
5. Remuneration :	₹56,100/- to ₹1,60,500/- (Level 08 of Pay Matrix of ROPA-2020,WBSEDCL)
1. Name of the Post :	Junior Engineer (Electrical) Grade-II.
2. No. of Vacancy :	401 (Four Hundred One)
3. Category-wise Break-Up :	UR: 100||UR(EC): 52||UR(EX-SM): 12||SC: 52||SC(EC): 28 SC(EX-SM): 04||ST: 16||ST(EC): 09||OBC-A: 28||OBC-A(EC): 13 OBC-B: 20||OBC-B(EC): 08||UR(PwBD): 14 SC(PwBD):04||EWS: 25||EWS(EC): 12|| EWS(EX-SM): 04
4. Qualification :	Full Time 3 years' Diploma in Electrical Engineering from recognized Institute/College duly recognized by W.B State Council of Technical Education *[Currently renamed to the West Bengal State Council of Technical and Vocational Education and Skill Development (WBSCT&VE&SD)].*
5. Remuneration :	₹36,800/- to ₹ 1,06,700/- (Level 06 of Pay Matrix of ROPA-2020,WBSEDCL)

NB: The number of posts may vary.

Note:

1. The candidates who have appeared or are going to appear in the final examination to acquire the requisite academic degree/diploma or professional qualification (as prescribed above) are also allowed to apply for the recruitment, provided that such candidates shall have to produce their Final Pass Certificate/Marksheet(s) of the qualifying examination, as per eligibility criteria, on the date of Interview or as called for, failing which their candidature will stand cancelled without any further reference.
2. Selected candidate(s) shall be posted across various establishments of WBSEDCL in the State of West Bengal.
3. Degree/Diploma/Certificate obtained by the candidates from Open School/University or through Distance-Learning Mode (duly recognized by UGC/AICTE/NIOS) in prescribed lay-out of qualification are allowed for all candidates.
4. Degree/Diploma obtained through Part-Time Course/Sandwich Course shall be allowed only for Departmental Candidates ***(i.e. Existing Employees of WBSEDCL).***
5. Candidates must have the ability to read, speak and write in BENGALI / NEPALI language.
6. No qualification other than those stated in the above layout against each post will be considered.
7. Students of final semester/year of degree/diploma will be eligible to appear in the Computer Based Test (CBT) /Online Test but the result of the final examination need to be submitted invariably on the date of Interview (if shortlisted) or as called for, failing which the candidature of the candidate will not be considered during the selection process. Such candidates will be required to furnish the Percentage of Mark/CGPA/DGPA, secured by them till the last semester/year of that particular examination, in the space meant for the same under Qualification Details in the Online Application Portal.

Age Limit:

- Minimum **18 years** and maximum **32 years as on 01.01.2025** for the post(s).
- Relaxation in the upper age limit of **3 Years for OBC (A) & OBC (B) candidates of West Bengal only**.
- Relaxation in the upper age limit of **5 Years for SC & ST candidates of West Bengal only**.
- Candidates applying under the category reserved for **Persons with Benchmark Disabilities (PwBD)** are entitled to a relaxation of **10 years in the upper age limit for all the posts**.
- Candidates belonging to the category of SC, ST and OBC from States other than West Bengal but are domicile of West Bengal may apply under **Unreserved or EWS category (as applicable).** Such candidates will not enjoy any other relaxation in terms of application fee, age and qualifying marks criteria in various phases of examination.
- Only eligible confirmed employees of WBSEDCL will get **age relaxation up to the age of 45 years** irrespective of their Caste/ Category.
- **The limits of date of birth to be eligible to apply are mentioned below:**

Lower Limit w.r.t Date of Birth (Born on or before)	Upper Limit w.r.t Date of Birth (Born on or after) - Category-wise				
(Applicable for all categories)	UR	SC/ST	OBC-A/OBC-B	PwBD	Departmental Employee
01-01-2007	01-01-1993	01-01-1988	01-01-1990	01-01-1983	01-01-1980

- Ex-Servicemen will get age relaxation as per rules of Government of West Bengal i.e. **Age of the Candidate – (minus) Total Service Length (Minimum 6 months) subject to maximum relaxation of 3(three) years in the upper age limit.**

Career Aspects:

The Company offers professional work environment with modern technology & system. The Company is in the process of modernizing and updating its activities with IT enabled services. It offers opportunities for time-bound promotion to the employees with higher responsibility depending upon their sincerity, initiative, merit and prevailing norms of the Company.

Other Benefits & Allowances Facilities:

In addition to Basic Pay and Grade Pay, the posts also carry DA, HRA, Medical Allowance, Electricity Allowance, Hill Compensatory Allowance (depending on the place of posting), Project Allowance (depending on the place of posting), LTC / HTC, CPF, Gratuity, benefits for indoor treatment in leading hospitals for self & dependents, Leave Encashment, Child Care Leave (for Female), Paternity Leave (For Male) and other facilities as per the rules of the Company.

Employment Bond:

Candidates are required to furnish a bond of **₹ 3,00,000/-** for the post of **Assistant Manager (HR&A)/Assistant Manager (F&A)** and **₹ 2,00,000/-** for the post of **Junior Engineer (Electrical) Grade-II** at the time of joining the Company and required to serve the Company for a minimum period of 4 years from the date of joining (one year probation plus 3 years' service).

Additional Conditions w.r.t Selection Process:

Selected candidates must also qualify in the Pre-employment Medical Examination as per prescribed rules of the Company. The decision of WBSEDCL pertaining to Pre-Employment Medical Examination report will be final and binding on the candidate. Thereafter, they may be appointed against available vacancies provisionally on 'Probation' for a period of one year with regular scale of pay. Their appointment shall be entirely provisional and their confirmation as regular employee will be subject to subsequent receipt of Police Verification Report and Caste Certificate Verification Report and other testimonials' Verification Report. Decision of the Management for absorption under the Company is final and binding. Selected candidates are liable to be posted in any Offices/Units/Power Stations of the Company located at different parts of West Bengal.

Domicile Criteria:

'Domicile of West Bengal" forms a mandatory criteria for determination of eligibility of candidates for recruitment to various induction levels posts as per Recruitment Policy w.r.t regular employment under WBSEDCL.

- **Determination of Domicile of West Bengal**
  - ***Candidates will be treated as Domicile of West Bengal who are either***,

    a. Residing in West Bengal continuously at least for 10 (ten) years as on **31.12.2024**
    *[Declaration in prescribed format & issued from the appropriate authority in **Proforma-A** shall have to be submitted]*

    Or

    b. Whose parent(s) is/are permanent resident(s) of West Bengal having permanent address within the state of West Bengal *[Declaration in prescribed format & issued from the appropriate authority in **Proforma-B** shall have to be submitted]*

  Note: Candidates with valid SC, ST, OBC-A, OBC-B certificates issued by the appropriate authority of Govt. of West Bengal are not required to submit domicile certificate.

- **Authority competent to issue Domicile Certificate**

  i. *District Magistrate, Additional District Magistrate, Deputy Magistrate & Deputy Collector, Sub-Divisional Officer, Block Development Officer.*

  ii. *Superintendent of Police, Additional Superintendent of Police, Sub-divisional Police Officer, Deputy Superintendent of Police.*

  iii. *Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner or Police Commissionerate.*

  iv. *Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Judge/Judicial Officers of the Hon'ble Calcutta High Court or the Hon'ble Supreme Court of India.*

v. Corporation area -- Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner of Municipal Corporation.

vi. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Govt.

vii. Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

➢ **Other Important Points of Reference**

- *Officials issuing domicile certificate must provide his/her full name, designation, place of posting with address, landline/mobile number. He/she should also provide his/her Identity Card Number, if available.*
- *No certificate in any form/structure/proforma or any type of e-certificate generated from any website/portal/forum other than the prescribed format of WBSEDCL shall be accepted as a proof of Domicile of West Bengal.*
- *Domicile certificate issued by any elected peoples 'representative such as Municipal Commissioner, Councillor of Municipal Corporation/Municipality, Member of Three-tier Panchayat system or GTA, MLA/MP are not acceptable.*
- *Domicile Certificate as per the applicable **Proforma** /Caste Certificate (as applicable) will have to be uploaded by each and every applicant **on the Online Application Portal**. During the Online Application Process, the applicant will have to select and submit the relevant option which satisfies their Domicile Criteria and upload the required certificate accordingly.*

Note: Proforma-A & Proforma-B have been uploaded separately under Career[Tab] along with the Website Notification for needful reference.

Reservation:

- Reservation for all the posts shall be made as per the guidelines issued by the Govt. of West Bengal from time to time.
- Candidates belonging to the category of SC, ST and OBC from States other than West Bengal but are domicile of West Bengal may apply under **Unreserved or EWS category (as applicable).**
- In case of non-availability of a suitable EC candidate belonging to UR, EWS, SC, ST or OBC(A)/OBC(B) category for any such reserved point, the said vacancy shall be filled up a non-Exempted Category Candidate belonging to UR, EWS, SC, ST or OBC-A/OBC-B category as the case may be.
- A candidate claiming to be EWS/SC/ST/OBC-A/OBC-B of West Bengal must have a certificate in support of their claim from a competent authority of West Bengal as specified by Govt. of West Bengal from time to time.

Note: (i) *The reservation for all the posts will be guided by the Model 100-Point Roster of Vacancies published by* ***Labour Department (Exempted Category Cell), Government of West Bengal vide No. Labr/110-Emp/EC/1M-01/2025 Dt. 13.06.2025.***

(ii) *Candidates belonging to Ex-Serviceman & Exempted Category should ensure that they submit their application online under the relevant Reservation category only as outlined and notified at Page No. 04 under Notification Details. It may further be noted that Candidates belonging to Ex-Serviceman & Exempted Category who are applying for reservation categories which have not been notified by WBSEDCL will be duly rejected and not considered for subsequent processing under this Notification.*

The eligibility of a candidate applying as Other Backward Classes (Category-A and Category-B), shall be guided by the following Notifications and any other subsequent Notifications if issued, by Backward Classes Welfare Department, Government of West Bengal, till the last date of submission of Online Application for this Notification.

a. 917-BCW/MR-33/2025, Dtd. 08th May 2025.	**d. 1106-BCW/MR-33/2025, Dtd. 03rd June 2025.**
b.1056-BCW/MR-33/2025(Pt.I), Dtd. 27th May 2025.	**e. 1107-BCW/MR-38/2025, Dtd. 03rd June 2025**
c. 1057-BCW/MR-38/2025, Dtd. 27th May 2025.	**f. 912/Secy/BCW, Dtd. 13.06.2025.**

Note:

- ***However, the operation of the above mentioned Notifications will be subject to outcome of pending legal proceedings in the competent Court of Law and WBSEDCL shall abide by such order, if any arising out of such legal proceedings.***
- ***Category Declaration: Applicants must declare their OBC category (A or B) strictly as per the above notifications.***
- ***Category Revalidation: All OBC certificates to be revalidated by the Competent Authority.***
- ***Candidates who have not yet received their revalidated certificates are to submit the revalidated certificates at the time of Personal Interview or as called for, if he/she/they are shortlisted for Personal Interview.***

Exempted Category:

Names of candidates under Exempted Category will be obtained from Exempted Category Cell (Directorate of Employment, Govt. of WB.) as per existing rules. They will be intimated by WBSEDCL in due course of time. All candidates under this category will be required to apply online furnishing the requisite information whether they receive any intimation from WBSEDCL or not.

The Exempted Category candidates, whose names are not sponsored by the Exempted Category Cell, may also apply online at their own subject to fulfillment of other eligibility criteria as per the notification. But their candidature for the applied posts will be considered only after due authentication/vetting of their credentials by the Exempted Category Cell prior to final selection. The candidates applying under Exempted Category will have to upload their valid Exempted Category Card (EC Card) issued by Exempted Category Cell, Govt. of West Bengal during the Online Registration Process and furnish the same on the date of Interview or as called for (if shortlisted).

The posts reserved for Exempted Category candidates will be filled up by following the provisions laid down in ***Labr/110-Emp/EC/1M-01/2025 Dt. 13.06.2025 of the Labour Department Govt. of West Bengal*** and this Employment Notification. Only those candidates **nominated by Exempted Category Cell will be considered for posts reserved for Exempted Category**, as per 100 point reservation roster, based on their performance in the selection process and if otherwise eligible.

Economically Weaker Section:

Economically Weaker Section (EWS) is a term that describes the persons who are not covered under the scheme of reservation for Scheduled Castes, Schedule Tribes and Other Backward Classes with income and assets below the criteria as set by the Government. EWS certificate is the proof that a person belongs to the EWS category and is eligible to avail the reservation benefits meant for the EWS. It may be noted that candidates opting for EWS category will have to upload their valid EWS certificate during the Online Registration Process & submit valid EWS certificate on the date of Interview or as called for (if shortlisted). The **EWS certificate issuance process** and reservation system for Economically Weaker Section (EWS) will be guided by **Office Memorandum No. 325-PAR(AR)/3P-1/2019 dated 9th July 2019 & 959-BCW/MR-52/2019 dated 18th May 2023 of the Government of West Bengal.**

The EWS Certificate, so produced, to avail the benefits of reservation under EWS may subsequently be verified through proper channels and if the verification reveals that, the claim to belong to EWS is Fake/False, the candidature of the applicant will be rejected without assigning any further reason.

The persons belonging to EWS shall get **10% reservation in direct recruitment** as outlined by **Gazette Notification No. 18-Emp(EC)/LABR-27011(20)/1/2020-EC dated 07.02.2023, issued by Labour Department, Government of West Bengal**.

Definition of Person with Benchmark Disability:

According to The Rights of Persons with Disabilities Act, 2016:

"**Person with benchmark disability (PwBD)**" means a person with not less than 40% (Forty Percent) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

As per section 34 of The Rights of Persons with Disabilities Act, 2016, *"Not less than 04% (Four Percent) of the total number of vacancies in the cadre strength in each group of posts meant to be filled with persons with benchmark disabilities of which, 01% (One Percent) each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and 01% (One Percent) for persons with benchmark disabilities under clauses (d) and (e), namely:—*

(a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities"

PwBD Certificate & related issues will be governed by the Rights of Persons with Disabilities Act, 2016 read with Order issued from the Health & Family Welfare Department (PHP Branch) vide no. 289-HF/O/PHP/1R-05/2017 dated 29.08.2018 of the Joint Secretary to the Govt. of West Bengal and any subsequent amendments order issued from time to time (if any) by appropriate authority, as only such persons would be eligible for reservation who suffers from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Candidates, claiming reservation/relaxation, must upload scanned copy of the original valid certificate, issued by the Competent Authority in the prescribed format as per latest Govt. Order/Circular/Notification during Online Application Process and produce the same at the time of Interview or at any stage of the recruitment process. If such certificate is issued in wrong format or not valid on the date of submission, the candidature of the concerned candidates may be treated as cancelled and no further plea will be entertained at any stage.

Post Identification for candidates applying under PwBD Category:

Sl No.	Name of the Post	Post Type/ Category	No. of Vacancies	Functional Requirement of the Posts	Category of Disabilities suitable for the Post	Break-up of PwBD Vacancies
1	Assistant Manager (HR&A)	Class-I (Non-Tech)	02	S, ST, W, BN, L, PP, KC, RW, SE, H, C, MF.	a. B, LV b. HH c. OA, OL, BA, BL, OAL, CP, LC, Dw, AAV. d. SLD e. MD involving (a) to (d) above	UR (PwBD - Blindness and Low Vision): 01
						UR (PwBD - Deaf and Hard of Hearing): 01
2	Assistant Manager (F&A)	Class-I (Non-Tech)	02	S, ST, W, BN, MF, RW, SE, H, C.	a. B, LV b. D, HH c. OA, OL, BA, BL, OAL, LC, Dw, AAV, MDy. d. ASD (M), MI e. MD involving (a) to (d) above	UR (PwBD - Deaf and Hard of Hearing): 01
						UR (PwBD - Autism, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities): 01
3	Junior Engineer (Electrical) Gr.-II	Class-III (Tech)	18	S, ST, W, KC, BN, MF, RW, SE, H, C.	a. D, HH. b. OL, LC, Dw, AAV c. SLD, MI d. MD involving (a) to (c) above.	UR (PwBD - Blindness and Low Vision): 04
						SC (PwBD - Locomotor Disability including Celebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy): 04
						UR (PwBD - Deaf and Hard of Hearing): 05
						UR (PwBD - Autism, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities): 04
						UR (PwBD – Locomotor Disability or Celebral Palsy): 01 [Carry forward Vacancy]

Note:

(a) Persons with Benchmark Disabilities (PwBDs) belonging to the category/ categories for which the post is identified (as indicated above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection/ appointment to the post under Unreserved Category.

(b) PwBD category candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if specified disability is not less than 40% of the relevant disability.

Functional Requirements Abbreviations Used: *S= Sitting, ST=Standing, L=Lifting, PP=Pulling & Pushing, W=Walking, BN=Bending, KC=Kneeling & Crouching, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing and C=Communication.*

Category Abbreviations Used: *B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.*

Mode of Selection:

There will be a two-stage selection process viz. Computer-based Test (CBT) and Personal Interview followed by Pre-Employment Medical Examination as per prescribed rules of the Company.

Stages of Selection:

SL No.	Phase No.	Particulars
1	1st Phase	Computer Based Test (Objective Type with Multiple Choice Question Pattern)
2	2nd Phase	Personal Interview

The applicant(s) will be allowed to appear for Computer-based Test (CBT) based **on the self-declaration submitted at the time of Online Registration/Application** and payment of prescribed application fee (wherever applicable). Procedure of online registration and other detailed particulars is mentioned under this notification.

The Computer-based Test (CBT) will be held across various locations in West Bengal. Depending on the number of applicants, WBSEDCL might arrange for an additional centre. However, WBSEDCL reserves the right to cancel/add any centre for Computer-based Test (CBT) at its discretion.

Candidates will be shortlisted for Personal Interview in **1:3 ratios** (category-wise) of the advertised vacancies based on their performance in Computer Based Test (CBT). The process of Interview will be conducted at Kolkata only. Candidates called for Computer Based Test (CBT)/ Personal Interview shall not be entitled to reimbursement of any Travelling Expenses/Allowance.

Candidates will have to subsequently appear and qualify in Pre-Employment Medical Examination.

Since the CBT will be conducted across multiple sessions, the marks in CBT will be finalized after applying the formula for Normalization.

Normalization: Normalization means adjusting values measured on different scales to a notionally common scale.

Normalization Formula:

Normalization mark of jth candidate in i^{th} session $\widehat{M}_{ij}$ is given by:

$$\widehat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}} \left(M_{ij} - M_{iq}\right) + M_q^{gm}$$

M_{ij} : is the actual marks obtained by the jth candidate in i^{th} session.

$\overline{M}_t^g$: is the average marks of the top 0.1% of the candidates considering all sessions.

M_q^g : is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

$\overline{M}_{ti}$: is the average marks of the top 0.1% of the candidates in the ith session or marks of topper if session strength is less than 1000.

M_{iq} : is the sum of the mean marks and standard deviation of the ith session.

M_q^{gm} : is the sum of mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 decimals places.

Final selection will be made on the basis of fulfillment of prescribed eligibility criteria, combined performance in the Computer-based Test (CBT) & Personal Interview, fitness in Pre-Employment Medical Examination, available vacancies and existing reservation rules of Govt. of West Bengal.

Hard copy credentials of all the shortlisted candidates for Interview will be verified before or at the time of Interview and thereafter prior to issuance of appointment letter to ascertain eligibility for the post. Mere appearance in CBT or Personal Interview will not guarantee any entitlement of appointment to any post under this recruitment exercise. The candidate must ensure that he/she/they fulfill the eligibility including academic and professional qualification as per our detailed notification and other norms. In case, it is detected at any stage of recruitment/selection (i.e. during interview/verification of documents etc.) that a candidate does not fulfill the prescribed eligibility criteria and / or that he/she/they has furnished any incorrect/false/wrong information or has suppressed any material fact(s), his/her/their candidature will automatically stand cancelled ab-initio. If any of the above shortcoming(s) is/are detected even after appointment, his/her/their services are liable to be terminated without any notice. No application/prayer for relaxation of eligibility norms will be entertained by the Company.

Test Matrix Overview:

Name of the Post	Duration of Computer Based Test	MCQ Based Objective Type Test	Viva-Voce/ Personal Interview	Total
Assistant Manager (HR&A)	**90 Minutes****	**85**	**15**	**100**
Assistant Manager (F&A)				
Junior Engineer (Electrical) Gr.-II				

Note: **Candidates will be given sufficient time for system check-up before the commencement of Computer Based Test.

Detailed Test Matrix for Computer Based Test (CBT):

Name of the Post	Mode of Examination & Type	Total Marks	Marks Distribution		Section/Part-wise Qualifying Marks (applicable to all irrespective of Category)**	Duration
			Topics of Evaluation	Marks Allotted		
Assistant Manager (HR&A), Assistant Manager (F&A) & Jr. Engineer-(Electrical) Gr.-II	**Computer Based Test (MCQ Based)**	**85**	Domain Knowledge	**50**	**20**	**90 Minutes**
			English	**5**	**-Nil-**	
			Quantitative Aptitude	**10**	**-Nil-**	
			Computer Proficiency (MS-Office)	**10**	**-Nil-**	
			Test of Vernacular (Bengali/Nepali)	**10**	**4**	

Note: (A)**The Part wise Qualifying Marks (wherever mentioned in the table) will be applicable to all the candidates. Besides securing the part wise qualifying marks, as stated above, a candidate will have to secure Minimum Qualifying Marks in Aggregate (marks secured in all the Parts taken together) in the CBT, as mentioned against their category in the following table, to qualify for consideration in the next stage of selection.

(B) The Question Paper along with Answer Key (all the relevant Question series) will be uploaded on the Online Application Portal subsequently with an intimation to the applicants after completion of all the sessions of Computer Based Test. A stipulated timeline will be given for tracking objections from the candidates, post which the final correct answer key will be uploaded. Evaluation of CBT will be done as per final correct answer keys.

Schedule & Scheme of Examination for Computer Based Test (CBT) :

SL. No.	Particulars	Details
1	Duration of Examination	90 Minutes (1 Hour & 30 Minutes)
2	Question Paper Medium	a. Test of Vernacular Section in the Test Matrix: Bengali/Nepali (As per choice submitted by the applicant during Online Application Process) b. All other sections in Test Matrix: English (Only)
3	Total Marks	85 Marks
4	Total No. of Questions	85 Questions
5	Scheme of Examination	• Objective Type Multiple Choice Questions (MCQs). • Each Question will carry 01 (one) mark. • For every wrong answer 0.33 marks would be deducted

Category-wise Minimum Qualifying Marks:

SL. No.	Category	Qualifying Marks***
1	Unreserved (General)/EWS Category	40 %
2	Scheduled Caste	35 %
3	Scheduled Tribe	30 %
4	OBC(A)/OBC(B)	35 %
5	Person with Benchmark Disability	30 %

******Note: Securing minimum qualifying marks will not guarantee any entitlement to the next stage of selection process.***

Resolution of Tie:

In case of tie in score of two or more candidates in the stages of selection process against a particular post for determining merit position for the upcoming recruitment drive as referred above, the resolution of tie may be done in the following manner as per prevalent practice :-

a) In case of two or more candidates scoring equal marks (combined): The candidate senior in age will be given preference.

b) If the aggregate/combined marks and also the date of birth be same: The candidate scoring higher Domain Knowledge will be placed higher in the merit list.

c) If the aggregate/combined marks, the date of birth and also the marks in Domain Knowledge be same, the candidate scoring higher in vernacular section (Bengali/Nepali) as per Test Matrix will be placed higher in the merit list.

How to Apply:

Applicants must ensure that they possess requisite qualifications for the posts as mentioned above and fulfill all the required criteria before applying for the post. The intending applicant(s) including the eligible Exempted Category applicants and eligible Departmental employees of WBSEDCL will also submit their applications through Online Mode only from **27.11.2025 (11:00 AM) to 29.12.2025 (11:55 PM)** by visiting the link mentioned under "**Career [Tab]**" of the Company's website i.e. **www.wbsedcl.in** and then click on the "**Apply Online**" button under the **Recruitment for the Post of Assistant Manager (HR&A), Assistant Manager (F&A) and Junior Engineer (Electrical) Gr.-II under WBSEDCL - Notification No. MPP/2025/04 Dt. 24/11/2025**.

Before applying online, applicant(s) must ensure that they have with them a valid E-mail ID, an active Mobile Number, all essential Educational Certificates, Caste Certificate, Domicile Certificate, EWS Certificate, Person with Benchmark Disability (PwBD) Certificate issued by Medical Board with not less than 40% disability, Exempted Category (X-10B) Card, Discharge Certificate (in case of Ex-Serviceman) [as applicable] and Proof of Identification.

Candidates may raise their queries through the Helpdesk (Email Address/Mobile No.).
GST & Bank Transaction charges for Online Payment of Application Fees will have to be borne by the candidate.

Before applying online, a candidate will be required to have a legible scanned (digital) copy/image of the following documents: **(a)Photograph (b)Signature (c)Other Documents: Domicile Certificate/Caste Certificate/EWS Certificate/ Exempted Category Card/ PwBD Certificate (As Applicable)**

Photograph Image: (3.5cm × 4.5cm)

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Size of file should be between **Minimum 80KB to Maximum 200 KB *(in .jpg/ .jpeg format)***
- Ensure that the size of the scanned image is not more than **200 KB**.
- Photo uploaded should be of appropriate size and clearly visible.

Signature

- The applicant has to sign on white paper with Blue/Black Ink Pen.
- Size of file should be between **80 KB to 200 KB *(in .jpg/ .jpeg format)***
- Ensure that the size of the scanned image is not more than **200 KB**.
- Signature (Not in CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

Other Documents to be Uploaded

- Domicile Certificate ***(to be uploaded by candidates applying under UR & EWS Category)***
- Caste Certificate ***(to be uploaded by candidates applying under SC, ST, OBC-A & OBC-B Category)***
- EWS Certificate ***(to be uploaded by candidates applying under EWS Category)***
- PwBD Certificate ***(to be uploaded by candidates opting for benefits under PwBD Category)***
- Exempted Category ID Card ***(to be uploaded by candidates opting for benefits under Exempted Category)***
- Size of file should be between **100 KB to 300 KB *(in .jpg/ .jpeg / .PDF format)***
- Ensure that the size of the scanned image is not more than **300 KB**. If the size of the file is more than 300KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.
- Page size of the document to be A4.

Procedure for uploading the Photograph, Signature & Other Documents

1. While filling in the Online Application Form the candidate will be provided with separate tabs for uploading Photograph, Signature & Other Documents.
2. Click on the respective dialog box w.r.t "Upload the scanned copy of the recent passport size photo./Upload your scanned signature/Upload your State Domicile Certificate/Upload your Caste Certificate/ Upload your Disability Certificate/Upload your Exempted Category ID Card"- (As Applicable)
3. Browse and Select the location of Photograph / Scanned Signature/ Scanned Copy of Domicile Certificate/ Caste Certificate/ Disability or PwBD Certificate/ Exempted Category ID Card.
4. Select the file by clicking on it
5. Click on the 'Open/Upload' button.
6. If the file size and format are not as prescribed, an error message will be displayed.
7. Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity /quality.
8. Application Form once submitted uploaded files cannot be changed.

Note: ***Please note that until Photographs, Signatures and other required Documents are to be uploaded as per the provided specifications on the Online Application Portal, the portal will not allow the applicant to move forward to the next stage of the application process.***

Online Application Process:

1. Candidates are first required to go to the Company's Website **www.wbsedcl.in** and click on the **Career [Tab]** then click on the "**Apply Online**" link annexed to "**Recruitment to the Post of Assistant Manager (HR&A), Assistant Manager (F&A) & Junior Engineer (Electrical) Gr.-II under WBSEDCL – Notification No. MPP/2025/04 Dt.24.11.2025**" to open **WBSEDCL's Online Application Portal 2025**.

2. Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their candidature by entering their basic information in the online application form. OTP sent to candidate's Email ID shall be used for verification during Registration Process. After that a User ID/Registration Number and Password will be auto generated by the system. An Email indicating the User ID/ Registration Number and Password will also be sent. Candidate should note down the User ID/Registration Number and Password.

3. An Email intimation with the User ID/ Registration Number and Password generated on successful registration of the application will be sent to the candidate's Email ID specified in the online application form as a system generated acknowledgement. If candidates do not receive the Email intimations at the Email ID specified by them, they may consider that their registration is unsuccessful.

4. Subsequently, the candidates will be required to login into the Portal with the User ID/Registration Number and Password to complete the "Application Form" by filling the desired information. The Application Form has been divided into various sections i.e. "**PERSONAL DETAILS**", **"COMMUNICATION DETAILS", "QUALIFICATION & EXPERIENCE", "TEST CITY" & "DOCUMENT & PAYMENT".** The intending candidates are required to click on **"Save & Next"** button after filling-up of each and every section of the "Application Form" and proceed to the next part. The candidate will have the option go back to previous section by clicking on **"Back"** button.

5. Candidates are required to upload their **(a)Recent Colour Photograph (b)Signature & (c)Other Legible & Valid Documents: Domicile Certificate/Caste Certificate/EWS Certificate/Exempted Category Card/PwBD Certificate (As Applicable)**

6. Candidates should carefully fill in the details in the Online Application form at the appropriate places very carefully and click on the "**Submit**" button at the end of the **"DOCUMENT & PAYMENT"** section. Before pressing the **"Submit"** button, candidates are advised to click on the **"Preview"** button and verify every field in the application form. The name of the candidate, his/her Father & Mother, etc. should be spelt correctly in the application form as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature of the applicant.

7. An online application which is incomplete in any respect such as without proper passport size Photograph, Signature and other necessary documents being uploaded in the online application form or unsuccessful Application Fee payment will not be considered valid.

8. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. They can reopen the saved data using the User ID/ Registration Number and Password and edit the particulars, if needed. Once the application form is filled-up completely, candidate may proceed to submit the data. The online application form is integrated with the payment gateway and the payment process can be completed through the Portal. The candidates will be automatically re-directed to the Online Payment Gateway for payment of Application Fees by the Online Application Portal on submission of the Online Application Form.

9. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application form will be possible/ entertained. Prior to submission of the online application form candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required. **No change is permitted after clicking on "SUBMIT" Button**.

10. Candidates are advised to fill in the online application form with utmost care as no correspondence regarding change/modification/correction of any details will be entertained. WBSEDCL will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

11. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the Online Application Portal on account of heavy load on internet/website jam.

12. WBSEDCL will not take any responsibility for the candidates not being able to submit their Online Application Forms with Payment of Fee (as applicable) within the last date on account of the aforesaid reasons or for any other reason beyond the control of the WBSEDCL.

13. Any information submitted by an applicant in his/ her/ their online application form shall be binding on the candidate personally and he/she/they shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/her/them are found to be false/incorrect at a later stage.

Application Fee & Mode of Payment:

SL No.	Name of the Post	Category	Application Fee (in Rs.) (excluding GST)
1	Assistant Manager (HR&A)	UR/OBC-A/OBC-B/EWS	400.00
		SC/ST/PwBD/Exempted Category	Nil
2	Assistant Manager (F&A)	UR/OBC-A/OBC-B/EWS	400.00
		SC/ST/PwBD/Exempted Category	Nil
3	Jr. Engineer (Electrical) Gr.II	UR/OBC-A/OBC-B	300.00
		SC/ST/PwBD/Exempted Category	Nil

Note:

- ✓ *The Application Fees can be paid through the Payment Gateway Service of BillDesk only. Candidates can pay the Fees using Debit Card / Credit Card / Net Banking and other modes as made available to them in the Payment Gateway Service. No other mode like Postal Order/Pay Order/Demand Draft etc. for payment of Application Fees will be accepted.*
- ✓ *All applicable commission / transaction charges including GST, levied by the Payment Gateway, will have to be remitted by the applicant.*
- ✓ *Application Fee once paid shall not be refunded under any circumstances. Applicants are requested to verify their eligibility and information furnished during submission of application before paying the Application Fees.*
- ✓ *Candidature of any applicant, who registers oneself at the WBSEDCL recruitment portal but fails to deposit the Application Fee within the prescribed timeline, shall be summarily rejected. Applicants are required to complete the entire process of submission of application **within 29.12.2025 (11:55 PM)** and deposition of Application Fee (Online) **within 29.12.2025(11:55 PM)** positively.*
- ✓ *WBSEDCL shall not be responsible for any technical issues arising during payment of Application Fees.*
- ✓ *GST will be applicable on the Application Fee to be collected for all the applicable categories.*

Payment of Application Fees through Online Mode (For Categories as Applicable)

The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions:

1. The payment can be made by using Debit Cards/ Credit Cards/ Internet Banking/ UPI by providing information as asked on the screen.

2. In case of failure to successfully proceed with online transaction the candidates are advised to re-login with their User Id/Registration Number and Password and pay the Application Fees online.

3. On successful completion of the transaction, a confirmation with Order/Transaction ID and payment details shall be displayed.

4. Candidates are required to take a printout of the online application form. Please note that if the same cannot be generated then online payment transaction may not have been successful.

Note:

- *After submitting your payment information in the online application form, please wait for the intimation from the server, Do Not press "**Back**" or "**Refresh**" button in order to avoid double charge.*
- *Any other charges associated with different payment options shall have to borne by the candidate. All charges will be listed in Indian Rupees.*
- *To ensure the security of your data, please close the browser window once your transaction is completed.*

Computer Based Test related Details :

Schedule for Computer Based Test & Test Locations:

Tentative Date of CBT Examination	Tentative CBT Location(s)	
To be notified subsequently.	1. Asansol	8. Kalyani
	2. Beharampore	9. Kolkata
	3. Bankura	10. Paschim Medinipur
	4. Burdwan	11. Purba Medinipur
	5. Durgapur	12. Siliguri
	6. Hooghly	13. Suri
	7. Howrah	

Disclaimer: Preferred Test City options are indicative only. However, the actual Test City allotment shall be made as per availability.

Scribe related details :

Candidates applying under Person with Benchmark Disabilities (PwBD) category, if so desired, can use the facility of Scribe during the Computer Based Test (CBT). However, to avail the facility of Scribe the candidate will have to submit the **option for Scribe** during the Online Application Process only. Post uploading of e-Admit Card for Computer Based Test (CBT), a declaration has to be submitted as per Annexure-I (Certificate regarding Physical Limitation of an examinee) & Annexure-II (Letter of Undertaking for Using Own Scribe) to WBSEDCL at the Helpdesk Email Address. **The declaration has to be submitted to WBSEDCL within 02 days from the date of upload of e-Admit Card for Computer Based Test (CBT).** Only after receiving due approval from WBSEDCL through a confirmation email, the candidate can appear in the Computer Based Test (CBT) with their Scribe by carrying the signed & stamped copy of Annexure-II (preferably colour print-out), else they shall not be allowed to appear for Computer Based Test (CBT).

Guidelines for using Scribe:

1. The candidate shall have to arrange their own Scribe.

2. The candidate eligible for and who wish to use the services of a Scribe for the CBT should invariably carefully indicate the same in the Online Application Portal. Any subsequent request will not be entertained.

3. Conditions for using a Scribe:

a. A person acting as a Scribe for one candidate cannot be allotted as a Scribe for another candidate.

b. The qualification of the Scribe should be one step below the required qualification for the post for which the candidate is applying for.

c. Scribe should not answer on behalf of the candidate.

4. In case, if it is detected that the candidate did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the Computer Based Test (CBT)/Personal Interview/ at any later stage of selection process.

5. Those candidates who are availing the facility of a Scribe shall also be eligible for compensatory time of 20 (Twenty) minutes for every hour of the examination.

Note: Compensatory of 20 (Twenty) minutes per hour will be allocated to each and every PwBD candidate as per existing stipulations.

General Instructions:

Online Application Process related Instructions:

1. Candidates should take utmost care in furnishing/providing the correct details while filling-up the online application. They can edit the information before submission of application. However, once the Application is submitted, it shall be treated as final submission.
2. While applying for the above posts, the applicant must ensure that he / she fulfils the eligibility criteria including academic and professional qualifications as per the NOTIFICATION and other norms mentioned above as on the specified dates. In case it is detected at any stage of recruitment / selection that a candidate does not fulfil the eligibility norms and/or that he/she/they has furnished any incorrect/false/wrong information or has suppressed

any material fact(s), his/her/their candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her/their service may be terminated.

3. Wherever SGPA/DGPA/CGPA or Letter Grade in a degree is awarded or its equivalent percentage of marks should be indicated in the Online Application Form as per norms adopted by University/Institute or CGPA/DGPA obtained may be submitted during the Online Application process.
4. Candidates, employed in Govt. Departments/PSUs/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' at the time of Personal Interview otherwise their candidature will not be considered. Candidates may please note that no request for extension of time in this regard will be entertained by WBSEDCL for whatever reason it may be.
5. Application Form not properly filled in or incomplete in any respect will be summarily rejected. Willful suppression of any material fact will also be similarly dealt with.
6. Date of Birth as mentioned in the Birth Certificate issued by Competent Authority/ Pass Certificate or Admit Card of Xth Standard or equivalent examination will be considered as valid document. No other proof of date of birth shall be accepted.
7. Applicants will not have to upload any document, pertaining to Date of Birth, Education Details, Work Experience, etc other than what has been listed under **SL No. 05 at Page No. 14**, at the time of submission of online application. Issuing of Admit Card, Call Letters for subsequent tests will be purely provisional solely based upon their declaration without Verification of Documents. Candidates called for Personal Interview will be required to produce all original documents i.e. Age Proof, Proof of Essential Educational Qualification, Caste Certificate (if applicable), Domicile Certificate (if applicable), EC Card (Exempted Category card) in original (if applicable), NOC (if applicable), Ex-Serviceman Discharge Certificate (if applicable), etc on the date of Personal Interview or as asked for. During the time of verification, if it is found that any candidate does not fulfil the eligibility criteria, his/her candidature will stand cancelled.
8. There is a possibility that the date and timing of the Online Test (CBT) for multiple no. of notified posts may coincide. Candidates may, however, apply for more than one posts at their own risk. WBSEDCL will not be held responsible if any candidate is unable to appear in the CBT for any of the applied posts due to overlapping of date/time of tests.
9. This is to be noted that mere submission of application or receipt of Admit Card / Call Letter or appearance in examination does not guarantee selection / appointment in the respective post. Selection of candidates will be made strictly based on merit position, available vacancy, verification of original documents / certificates and medical test.
10. WBSEDCL reserves the right to cancel / restrict / enlarge / modify / alter the Recruitment Process, if needed, without issuing any further notice or assigning any reason there for.
11. Having successfully registered oneself at WBSEDCL's Online Application Portal 2025, does not entitle one to be eligible to appear for the Computer Based Test and/or other subsequent test(s). Mere submission of application shall not give right to any candidate to be called for Computer Based Test (CBT)/ Personal Interview.
12. WBSEDCL reserves the right not to fill up any or all the posts notified as its discretion.
13. All positions are transferable anywhere in West Bengal.
14. Court of jurisdiction for any dispute will be restricted to Kolkata only.
15. The candidates are advised to consult official website of WBSEDCL i.e. **www.wbsedcl.in** only. They should beware of FAKE WEBSITES put-up by unscrupulous elements/touts.

Admit Card Related Instructions:

1. The candidates will be provided with static link for Mock Test after issuance of e-Admit card for undertaking the process of mock test to understand process and examination platform of Computer Based Test (CBT).
2. Helpline will be operational during the application phase and also from the date of upload of e-Admit cards till the last day of Computer Based Test (CBT).
3. The candidates are requested to download their e-Admit Cards well in advance **from the Online Application Portal**.
4. All efforts will be made to deliver SMS & Email alert only to the registered Mobile Number & Email ID of the candidates regarding release of e-Admit Card for CBT. However, WBSEDCL will not be responsible for non-delivery of such SMS/Email.
5. Request for change of Test Centre/Test Date/Test Session and address of correspondence shall not be entertained under any circumstances. WBSEDCL reserves the right to cancel/add any examination center or alter the date of examination, depending upon the situation/circumstances.

6. Depending on the requirement, WBSEDCL reserves the right to cancel/curtail/enlarge/modify the recruitment process, if deemed necessary, in the interest of the Company, without any further notice and without assigning any reason thereof. WBSEDCL will not be liable to compensate the applicant for consequential damages, if any.
7. The candidates are requested to refer to their Admit Card for Computer Based Test details viz. Test Centre, Test Date, Test Session, Roll No, Reporting Time & other allied instructions.
8. Every candidate must carefully note the date, time and venue address of the examination given in the Admit Card.
9. Candidates reporting late to the venue of test will not be allowed. All candidates are advised to maintain specified timelines.
10. The candidate must carry Admit Card to the examination venue along with passport size photograph duly pasted on it. (Preferably, the same photograph as was uploaded/submitted during application).
11. The candidate must bring the Admit Card with photograph affixed thereon, and valid photo ID in original (ESSENTIAL).
12. **In case of multiple online registrations for the same post, only the latest registration will be considered**.
13. WBSEDCL shall take no responsibility in case of failure to download Admit Card for appearing in the various stages of selection test.
14. The Admit Card must not be mutilated or tampered with. The Admit Card must be signed by the candidate in presence of the invigilator and handed over to the Test administrator/ invigilator at the Test Venue. Non-submission of Admit Card at the Test Venue may lead to disqualification.
15. **A separate notice regarding usage of Scribe will be uploaded by WBSEDCL on the Company's website under Career [Tab] for the candidate(s) applying under the category reserved for Person with Benchmark Disabilities (PwBD) and who will be requiring the services of a Scribe post uploading of e-Admit Card for CBT.**

Computer Based Test Related Instructions:

1. The candidates have to produce the printout of their e-Admit Cards at the allotted venues for appearing in the said examination with a valid photo ID proof as specified in the Admit Card.
2. Candidates will be allowed to enter the Examination Hall with Admit card & Original Photo ID proof. Pens & paper for rough work will be provided at the Test Venue. After the test is over, candidates must submit rough sheet before leaving the venue.
   Valid ID: PAN Card/ Passport/ Permanent Driving License/ Voter's Card with Photograph/ AADHAAR / Employee ID Card issued by Government (for Government/departmental employees)
   Note: Ration Card/College ID Card and Learner's Driving License will NOT be accepted as valid ID proof.
3. No candidate will be allowed to leave the examination hall during the currency of the examination.
4. Candidates are not allowed to carry the following items inside the examination hall (Lab):-Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/ Scanner, Any communication device like Mobile Phone, Digital or Smart Watch, Bluetooth, Earphones, Microphone, Pager, Fitness Band etc, other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Wrist Watch, Camera, any metallic item, any eatable item opened or packed, water bottle (only transparent water bottle is allowed), any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth devices etc.
5. Candidates are advised to avoid wearing ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc.
6. At the time of Examination, inside the test center if any candidate is found with any of these electronic gadgets, his/her/their candidature will stand cancelled immediately, even if he/she/they was/were not found using the same. Only masks, sanitizer in a transparent bottle and water bottle (transparent) will be allowed inside the examination hall.
7. Candidates are also advised not to bring any valuable or costly items to the Test Centre as arrangement for safe-keeping will not be provided and Test Centre will not be responsible for safe custody, loss or theft of such items.
8. Digital Photograph will be recorded for each and every candidate before and after appearing for Computer Based Test (CBT).
9. Candidates will not be allowed to leave their respective seat unless permitted by the authorities of the exam venue.
10. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery. In that event, every effort will be made to rectify such problem, which

may include movement of candidates, delay in test etc.

11. At registration desk, the candidate will be required to sanitize his/her/their hands using sanitizer after which Photograph & Bio-metric will be captured during the pre-examination registration process. **Similarly, after the end of examination, at the time of exit, Photograph & Bio-metric of the candidate will be again captured**.
12. Candidate's Roll Number and the Lab Number will be provided to the candidates individually at the time of entry to the exam venue after their Admit Card and ID verification.
13. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Admit Card. It is expected that candidate strictly adhere to this time slot – as entry into the test centre will be provided based upon the individual's time slot only.
14. Candidate(s) should report at designated venue at the allotted time and sit at their designated system only for the CBT examination.
15. The Computer Based Test will automatically start at the allotted session time after logging into the system and stop after the expiry of the scheduled examination duration.

Irregularities:

1. Any candidate found using unfair means during the course of examination or carrying Mobile Phones or Similar Electronic Devices of communication at the CBT Venue shall be debarred from appearing in the examination of WBSEDCL in future and shall face disciplinary/legal proceedings.
2. Violation of discipline in the examination hall in any form including failure to submit Admit Card to the Invigilator may lead to cancellation of candidature.
3. Any candidate who is found copying or receiving or giving assistance will be disqualified i.e. candidature will be cancelled.
4. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.
5. A candidate must abide by the instructions as may be given by the Test Administrator/Invigilator of the Examination Lab at the time of Computer Based Test/Personal Interview as the case may be. If the candidate fails to do so or indulges in disorderly or improper conduct he/she/they will render himself/herself/themselves liable for expulsion from the examination hall or such other punishment as the authority deems fit to impose as cancellation of candidature/disciplinary proceedings/legal proceedings.

Others Instructions:

1. Canvassing in any form will disqualify the candidate.
2. Candidates should retain copy of Online Application Form submitted (to be furnished during later stages of the recruitment process).
3. Candidates employed in Govt. Departments/PSUs/Autonomous Bodies are required to produce NOC mandatorily at the time of Interview. Otherwise, their candidature may be cancelled subsequently.
4. In case of any ambiguity/dispute on account of interpretation in versions other than English, the English version shall prevail.
5. Court of jurisdiction for any dispute will be in Kolkata.
6. Any information related to Computer Based Test (CBT) will only be given through WBSEDCL's Website. Therefore candidates must remain in constant touch with Company's website **www.wbsedcl.in** at Career [Tab] for information pertaining to this recruitment.
7. SC / ST/ OBC/ PwBD/ EC for the purpose of this notifications means applicants belonging to 'Scheduled Caste'/'Scheduled Tribe'/'Other Backward Class'/'Person with Benchmark Disability'/'Exempted Category' candidates respectively.
8. Category [EWS/ SC / ST / OBC (A) / OBC (B) / PwBD etc] as submitted during Online Registration/application cannot be changed thereafter by the candidate and no benefits of reservation applicable to any other reserved category will be subsequently made admissible to them at any stage of the selection process. Category as mentioned at the time of online registration/application shall remain unaltered during the recruitment process unless proved otherwise from relevant documents (e.g. caste certificate/ disability certificate etc). Candidates

must ensure that he/she actually belongs to EWS/SC/ST/OBC (A)/OBC (B)/PwBD category etc under that specific category. Candidates belonging to SC/ST/OBC(A)/OBC(B) of other states will be treated under Unreserved category.

9. All correspondence with candidates shall be done through E-mail/SMS only. All information regarding examination schedule/downloading Admit card for Computer Based Test / Personal Interview Call letters etc. shall be uploaded on Company's website and will be intimated to the concerned candidate through E-mail/SMS. The candidates will be responsible for receiving, downloading and printing Admit Card / Interview call letter / any other information. WBSEDCL will not be responsible for any loss of E-mail / SMS sent, due to invalid / wrong E-mail ID / Mobile No. provided by the candidate or for delay / non receipt of information if a candidate fails to access his / her E-mail/Mobile in time.

10. If the Caste certificate or Disability certificate has been issued in a language other than English, the respective candidates will be required to submit a self-certified translated copy of the certificate in English.

11. Mobile No. & E-mail ID submitted at the time of online registration/application cannot be changed by the candidate under any circumstances. All correspondence / communication / information to the candidates will be made through their Mobile No. / E-mail ID registered during online application. Candidates are advised to regularly check Email/ SMS. Candidates are further advised to regularly visit WBSEDCL's website (www.wbsedcl.in) to get updated information.

12. Fee once paid will not be refunded under any circumstances.

13. No Travelling Allowance/Daily Allowance will be admissible to the candidates for appearing in the Computer Based Test/Personal Interview/Pre-Employment Medical Examination or any Intermediate Phase.

14. Candidates applying under category reserved for Ex-Serviceman should mandatorily submit valid Discharge certificate (issued by the Competent authority) at the time of Interview (if short-listed), failing which their candidature will not be considered for further selection process.

15. The candidate must ensure that he/she fulfils the eligibility including academic and professional qualification as per our detailed notification and other norms. In case, it is detected at any stage of recruitment/selection (i.e. during interview/verification of documents etc.) that a candidate does not fulfill the prescribed eligibility norms and / or that he / she has furnished any incorrect / false / wrong information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled ab-initio. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice. No application/prayer for relaxation of eligibility norms will be entertained by the Company.

16. This is to be noted that mere receipt of Admit Card/Call Letter or appearance in examination does not guarantee selection/appointment in the respective post. Selection of candidates will be made strictly based on fulfilment of eligibility criteria as per prescribed rules of the Company, performance in the selection process, merit, available vacancy, verification of original documents/certificates, fitness in Pre-Employment Medical Examination, clear Police Verification & Caste Verification Report and existing rules of the Company.

17. In addition to the terms and conditions mentioned above, all other rules, regulation and policies of WBSEDCL for recruitment and appointment of manpower will apply mutatis mutandis.

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

NOTIFICATION NO.: MPP/2025/04 **DATED: 24/11/2025**	**HELPDESK NO.: 07353009094** **HELPDESK EMAIL ID: recruitment.helpdesk@wbsedcl.in**

Note: WBSEDCL's Helpdesk will be operational from Monday to Saturday between 09:00 AM – 06:00 PM. (Except Public Holidays).