



RECRUITMENT TO THE POST OF OFFICE EXECUTIVE AND JUNIOR OPERATOR TECHNICIAN CUM TECHNICAL ASSISTANT

NOTIFICATION NO. MPP/2018/05(ii) || DATE: 17/08/2021

INFORMATION PERTAINING TO PERSONAL INTERVIEW FOR THE SHORTLISTED CANDIDATE(S)

Background:

The Roll No(s). of the candidate(s) provisionally shortlisted for the process of Interview have already been uploaded on the Company's website on 18th January 2022. The Admit Cards for Personal Interview and Curriculum Vitae format has already been uploaded on the Web Portal. The link for downloading the Admit Card for Interview has been sent over SMS and through E-mail at the registered Mobile No. and E-mail ID of the shortlisted candidate(s).

Candidates may also visit www.wbsecl.in and go to Career [Tab] for downloading the Admit Card. In case of non-availability of Admit Card within 10.03.2022(Thursday), the applicant may contact through email at wbseclinterview2022@gmail.com.

Test Matrix Overview:

Name of the Post	CBT	Viva-Voce	Total
	Objective Test		
Office Executive	85	15	100
Junior Operator Technician Cum Technical Assistant			

Conduct of Interview:

The process of Interview will be conducted at Kolkata only.

Self-attested photocopies of all relevant credentials, testimonials, documents, etc for determination of eligibility and fulfilment of terms and conditions as stipulated under Notification No. MPP/2018/05(ii) Dt. 17.08.2021 will be collected from the shortlisted candidates on the date of interview.

Note:

- 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/subsequent 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.
- This is to be noted that mere receipt of Admit Card for Interview or appearance in Interview 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 Test ,clear police verification report and existing rules of the Company.

Schedule for Personal Interview (Post-wise):

SL No.	Name of the Post	Schedule for Interview
1	Office Executive	21 st March 2022 to 06 th April 2022 [Except 27 th March 2022 & 03 rd April 2022]
2	Junior Operator Technician Cum Technical Assistant	07 th April to 11 th April 2022 [Except 10 th April 2022]

General Instructions:

Admit Card Related Instructions:

- The link for downloading Admit Cards will be active till the last date of Personal Interview.
- Email helpdesk will be operational from the date of issuance of Admit cards till the last day of Personal Interview.
- The candidates are requested to download their Admit Cards well in advance using their Registration No. and Date of Birth (ddmmyyy).
- SMS & Email alert will be sent only to the registered Mobile Number & Email ID of the candidates. However, WBSEDCL will not be responsible for non-delivery of such SMS/Email.
- Request for change of Personal Interview Venue/ Personal Interview Date/ Personal Interview Session and address of correspondence shall not be entertained unless under exceptional circumstances subject to approval of the competent authority of the Company.
- 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.
- Candidates having adequate knowledge of communicating in Bengali / Nepali language will be preferred.
- The candidates are requested to refer to their Admit Card for Personal Interview details viz. Personal Interview Venue, Personal Interview Date, Personal Interview Session, Roll No, Reporting Time & other allied instructions.
- Every candidate must note the date, time and venue address of the Interview given in the Admit Card.

10. Candidates reporting late to the venue of test will not be allowed. All candidates are advised to maintain specified timelines.
11. The candidate must carry Admit Card to the venue along with the passport size colour photograph duly pasted on it. (Preferably, the same photograph as was uploaded/submitted during application).
12. The candidate are requested to bring original photo identity card(s) issued by the Central/ State Govt like PAN Card or Voter ID or Aadhaar Card or Indian Passport or Driving License with photo and to produce the same at the venue for verification(ESSENTIAL).
13. The Departmental candidates are advised to carry the original Employee ID card (issued by WBSEDCL) to the Interview venue. Those Departmental Employees who do not possess any Employee ID card as of yet will be required to carry identity certificate (with photograph) issued by their Controlling Officer.
14. The candidates are required to bring all the following documents (in original) along with 2(Two) sets of photocopy of such documents duly self-attested. The original certificates shall be returned to the candidate and the self-attested photocopies will be retained by WBSEDCL.
 - Filled-up Curriculum Vitae Format (01 Original + 02 Photocopies) [Format Uploaded on WBSEDCL's website].
 - Age Proof Certificate (Viz. Admit Card of Xth Standard/Mark-sheet of Secondary Examination).
 - Valid Caste Certificate (Only applicable for SC/ST/OBC-A/OBC-B candidates of West Bengal).
 - X-10/X-10B Identity Card for Exempted category candidates (nominated by Govt. of WB)
 - All Academic Marksheets and Certificates of Xth & XIIth Standard/ Graduation, Post-Graduation/ ITI Certificate
 - No Objection Certificate from the present Employer (Only for the candidates employed in State Govt./Central Govt./PSUs and similar organizations).
 - Valid Disability Certificate (For candidates applying under category reserved for Person with Disability).
 - Valid Discharge Certificate (For candidates applying under category reserved for Ex-Serviceman).
 - 02 (Two) copies of the Passport size colour photograph, duly self-attested at the front and at the back of the photograph.
15. A candidate will not be allowed to appear at the Personal Interview if you fail to produce any of the above required certificates in original. In case, it is detected at any stage of recruitment/selection (i.e. during Personal Interview/Verification of Documents etc) that a candidate does not fulfil 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.
16. The Admit Card does not constitute an offer of employment.
17. Before coming to the Personal Interview, the candidate must ensure that he/she fulfils all the conditions of eligibility for the applied post as per our Notification.
18. WBSEDCL shall take no responsibility in case of failure to download Admit Card for appearing in the Personal Interview process.
19. The Admit Card must not be mutilated or tampered with. The Admit Card must be signed by the candidate at the Interview venue in front of the representative of the Company. Non-submission of Admit Card at the Test Venue may lead to disqualification.
20. The candidature for the Interview is provisional and is subject to fulfilment of the prescribed educational and other eligibility criteria, etc as per the Notification and existing departmental rules and provisions (mutatis mutandis), failing which the candidature of a candidate will be summarily rejected at the further stages of verification and scrutiny during the selection process.
21. Candidates should keep a photocopy of the Admit Card with them as this Admit Card in original will be collected at the venue.
22. For the candidates without Photograph/Signature on their Admit Card, he/she is advised to paste a colour Photograph and sign on the space provided. **WITHOUT LEGIBLE PHOTOGRAPH, NO ONE WILL BE ALLOWED TO APPEAR IN THE PERSONAL INTERVIEW.**
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 and Learner's Driving License will NOT be accepted as valid ID proof.

Covid Related Instructions:

1. Candidates are required to wear proper face masks during the entire process of Interview. Covid-19 protocols as applicable at the venue will have to be maintained by all the candidates.
2. It is mandatory for every candidate to maintain social distancing norms and personal hygiene all the time inside the premises of the Interview Venue.
3. Candidate(s) must carry their own Mask, Hand Sanitizer (in transparent bottle), Gloves (optional), Surgical Head Cap (optional) & PET Water Bottle (transparent) to the venue.
4. Candidates need to follow directions given by representatives at the Interview venue in order to observe social distancing at the Personal Interview Venue.
5. At registration desk, the candidate will be required to sanitize his / her hands using sanitizer.

Irregularities:

1. Violation of discipline in the Personal Interview venue in any form may lead to cancellation of candidature.
2. Any candidate who is found receiving or giving assistance will be disqualified i.e candidature will be cancelled.
3. Any candidate found to assist or take unauthorized assistance from others during the Interview in any form or by any means verbal or written, electronic or mechanical is likely to be prosecuted.
4. A candidate must abide by the instructions as may be given by the Administrator at the time of Personal Interview as the case may be. If the candidate fails to do so or indulges in disorderly or improper conduct he / she will render himself / herself liable for expulsion from the venue 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 employed in Govt. Departments / PSUs / Autonomous Bodies are required to produce NOC mandatorily at the document collection desk before appearing for the Interview process. Otherwise, their candidature may be cancelled subsequently.
3. In case of any ambiguity / dispute on account of interpretation in versions other than English, the English version shall prevail.
4. Court of jurisdiction for any dispute will be Kolkata High Court.
5. Candidates must remain in constant touch with Company's website www.wbsedcl.in at Career [Tab] for information pertaining to this recruitment.
6. Category [SC / ST / OBC (A) / OBC (B) / PwD etc] as submitted during Online Registration/application cannot be changed thereafter by the candidate at a subsequent date 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 that the candidate originally belonged to a different reserved category at the time of online registration (e.g. caste certificate/ disability certificate etc). Candidates must ensure that he/she actually belongs to SC/ST/OBC (A)/OBC (B)/PwD category etc under that specific category. (Candidates belonging to SC/ST/OBC (A)/OBC (B) of other states will be treated under Unreserved category).
7. All correspondence with candidates shall be done through E-mail/SMS only. All information regarding the recruitment process 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 such 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 mail/mobile in time.
8. 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.
9. 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.
10. No Travelling Allowance/Travelling Expenses will be admissible to the candidates for appearing in the Personal Interview/Pre-Employment Medical Test.
11. 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.
12. The candidate must ensure that he/she fulfills 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.
13. This is to be noted that mere receipt of Admit Card or appearance in Interview 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 Test ,clear police verification report and existing rules of the Company.
14. In addition to the terms and conditions mentioned under Notification No. MPP/2018/05(ii) and as well as the ones stated above, all other rules, regulation and policies of WBSEDCL for recruitment and appointment of manpower will apply mutatis mutandis to this Notification.

NOTIFICATION NO.: MPP/2018/05(ii)**DATED: 17.08.2021****HELP DESK FOR CANDIDATE:****EMAIL ID: wbsedclinterview2022@gmail.com****IMPORTANT DATES:****COMMENCEMENT OF ADMIT CARD
DOWNLOAD PROCESS FOR PERSONAL
INTERVIEW – FOR OFFICE EXECUTIVE & JOT-
cum-TA****03.03.2022**