



**The West Bengal Power Development Corporation Limited**  
 (A Government of West Bengal Enterprise)  
 Corporate Identity No. : U40104WB1985SGC039154  
 Registered & Corporate Office:  
 "Bidyut Unnayan Bhaban", Plot No. 3/C, LA-Block,  
 Sector-III, Bidhannagar, Kolkata 700 106

## Employment Notification No.: WBPDC/Recruitment/2022/03

The West Bengal Power Development Corporation Limited (WBPDC), a Government of West Bengal Enterprise, engaged in the business of generation of electricity in the State of West Bengal, intends to engage experienced professionals for the position of **'ASSISTANT MANAGER (CIVIL)'** on **CONTRACTUAL** basis initially for a period of **03 (three) years** which may be extended further, subject to satisfactory performance, for its Mining activities spread across West Bengal & Jharkhand.

### A. DETAILS OF POSITION & MINIMUM ESSENTIAL QUALIFICATIONS:

Sl	Name of the Position	No. of Vacancies	Educational Qualifications	Minimum Experience	Consolidated Remuneration
01	<b>Assistant Manager (Civil)</b>	<b>06 nos.</b>	Full Time 4 years B.E. / B. Tech. / Integrated M. Tech. / Dual-degree B. Tech. - M. Tech./ B.Sc. - B. Tech./ B. Tech. through lateral entry programme degree in Civil Engineering / Construction Engineering from a University recognized by UGC / Institute approved by AICTE or from IITs / NITs.	Total 2-years post qualification experience in: (i) construction and maintenance of urban roads AND (ii) construction and maintenance of both institutional and residential buildings. Additional experience in construction of bridges shall be preferred.	63,000/-

**Note:** - Candidates must produce **'Experience Certificate'** from the employer, clearly mentioning the area of work for fulfillment towards the aforementioned **'Minimum Experience'** criteria at the time of Personal Interview, if called for.

**B. TENURE OF ENGAGEMENT & COMPENSATION:** Engagement shall be purely on contractual basis for a period of 03 (three) years subject to satisfactory performance evaluation at the end of each year with a fixed monthly consolidated remuneration. In addition to the monthly consolidated remuneration, a fixed amount towards 'House Rent Allowance' and 'Mines Allowance' shall be payable to the above mentioned position as per applicability and eligibility as per the extant norms of WBPDC.

Annual enhancement @ 3% on the monthly consolidated remuneration as payable at that respective point of time shall be paid based on satisfactory performance evaluation.

The contract of engagement shall be liable for termination with 01 (one) months' notice on either side.

**C. AGE LIMIT:** 34 years as on 01.02.2022 for General category candidates. However, age limit is relaxable by 05 years for SC / ST, 03 years for OBC (Non-Creamy Layer), 10 years for PWD candidates, as per norms. Age relaxation for SC / ST / OBC / Ex-Servicemen/ EC / PWD candidates shall be allowed as per extant norms, subject to maximum of 45 years considering all applicable relaxations.

The employees of WBPDC and the employees of the Contractor of WBPDC / Mine Developer & Operators (MDO) of the Coal Mines of WBPDC shall be entitled for age relaxation upto maximum of 45 years considering all applicable relaxations for all the positions.

### D. RESERVATION:

Sl	Discipline	Vacancies	UR	UR (EC)	SC	ST	OBC - A
01.	<b>Assistant Manager (Civil)</b>	06 nos.	02	01	01	01	01

**Note: In case of non-availability of a suitable Exempted Category candidate belonging to UR, SC, ST or OBC (A) / (B) for any of such reserved posts as mentioned above, the said vacancies shall be filled up by Non-Exempted Category Candidate belonging to UR, SC, ST or OBC (A) / (B) as the case may be, as per Notification No. 50-Emp/1M-25/98 dtd. 01st March 2011, Labour Department Govt. of West Bengal.**

Reservation norms in respect of the above mentioned positions shall be maintained as per guidelines issued by the Government of West Bengal from time to time. **SC (Schedule Caste) / ST (Scheduled Tribe) / OBC (Other Backward Classes)** candidates from states other than West Bengal shall not be entitled for respective reservation benefits. Such candidates may apply as General category candidate subject to eligibility otherwise.

Reservation for Persons with Disabilities (PWD) / Meritorious Sportsman (MSP) / Ex-Servicemen (XSM) / Exempted Category (EC) shall also be in accordance with prevailing rules of the Government of West Bengal. PWD candidates having disability of 40% or more shall only be considered for reservation benefits.

#### **E. SELECTION PROCESS:**

**Candidates shall be shortlisted from the applications received for Personal Interview to be held in Kolkata only.**

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

#### **F. HOW TO APPLY:**

Eligible candidates will be required to apply online only through the 'APPLY ONLINE' link on the WBPDCCL recruitment portal ([www.wbpdcl.co.in](http://www.wbpdcl.co.in)). No other mode of application shall be accepted.

1. Before registering / submitting applications on the WBPDCCL recruitment portal, the candidates should possess a valid:
  - a. E-mail ID
  - b. Mobile number
  - c. Aadhaar Number
  - d. Scanned copy of recent passport size coloured photograph of the candidate.
2. The application is liable to be rejected if the uploaded photograph is not clear and recognizable. Candidates are advised to upload their most recent photograph and retain sufficient numbers of the same photograph to be used at later stages of the selection process if called for.
3. Category (General/SC/ST/OBC/PWD/XSM/EC/MSP) as submitted at the time of application cannot be changed thereafter and no benefit of other category reservation will subsequently be made admissible at any stage of the selection process. Category as mentioned at the time of submission of application shall remain unaltered during the entire recruitment process.
4. Candidates are required to download and retain a copy of the system generated Application Slip capturing essential details as provided by the candidate for submission at the time of Personal Interview, if called for.
5. Candidates must submit their name as it appears in the educational certificate of Secondary or equivalent examination. In case of change of name at a later stage necessary legally accepted documentary proof is to be submitted at the time of interview, if called for.
6. Candidates shortlisted for Personal Interview would be required to furnish documents regarding proof of Date of Birth, Qualification, Category, PWD, XSM status, Application slip etc. at the time of Personal Interview, as per intimation to be given to the shortlisted candidates.
7. All qualification certificates should be issued by a recognized Board / Institute / University only. In line with the methodology of All India Council for Technical Education (AICTE), if a Grade Point System is adopted, the CGPA will be converted into equivalent marks as per the following table: -

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

8. While submitting the online application, candidates must carefully follow all necessary steps as referred above. Incomplete application / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from any applicants in this regard.
9. Candidates sponsored by Employment Exchange will also have to **APPLY ONLINE** through the WBPdcl recruitment portal ([www.wbpdcl.co.in](http://www.wbpdcl.co.in)), failing which their candidature shall not be considered.
10. Candidates can access the online application form in the 'Career Section' at [www.wbpdcl.co.in](http://www.wbpdcl.co.in). Online submissions will remain open from **08.02.2022 to 22.02.2022**.
11. All correspondence with candidates shall be done through E-mail / Mobile only. **List of shortlisted candidates to be called for Personal Interview shall be displayed on the WBPdcl website and shall also be intimated through respective E-mail addresses. No physical copies of Interview Call letters shall be issued by the WBPdcl.** Responsibility of downloading and printing of Call Letters shall be that of the candidate. The WBPdcl will not be responsible for any loss of e-mail sent, due to invalid / wrong E-mail ID provided by the candidate or delivery of e-mails to SPAM / BULK mail folder etc.

#### **G. GENERAL INSTRUCTIONS:**

1. Before applying the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the Employment Notification.
2. Applicants are required to apply through [www.wbpdcl.co.in](http://www.wbpdcl.co.in) website. No manual / physical application will be entertained. Candidates are advised to keep updated through the WBPdcl website for details and updates relating to this employment notification, if any.
3. The printout of Application Slips should not be tampered with. In case of any overwriting or tampering of slip, the candidature of the candidate shall be rejected.
4. Candidates should retain a copy of their Application Slip for future reference.
5. SC / ST / OBC / PWD / EC for the purpose of this notification means applicants belonging to 'Scheduled Caste' / 'Scheduled Tribe' / 'Other Backward Classes' / 'Person with Disability' / 'Exempted Category' candidates respectively.
6. Date of Birth will be taken as that mentioned in the birth certificate issued by the Competent Authority / Certificate or Admit card of Class X or equivalent examination. No other proof of date of birth shall be accepted.
7. WBPdcl Departmental candidates / 'Contractor workers' related to WBPdcl are also required to APPLY ONLINE on the WBPdcl Recruitment Portal and submit application through proper channel as per procedure mentioned at Cl. 8 below.
8. Candidates applying as 'Contractor worker' related to the WBPdcl in addition to applying online, shall be required to submit a Certificate as per Annexure X, along with copy of the system generated Application Slip duly certified by the concerned **MDO and Agent of the Concerned Mines / Head of HR&A Department of the concerned Plants.**
9. Candidates whose names have been sponsored as 'Exempted Category' candidates by the Directorate of Employment Exchange against Notification furnished by WBPdcl in this regard, shall only be considered for 'Exempted Category' reservation. Candidature of candidates applying under Exempted Category shall upon verification of credentials if found not to have been sponsored as Exempted Category by the Directorate of Employment Exchange shall be summarily rejected. Candidates are therefore advised to confirm with the Employment Exchange about their sponsorship as Exempted Category prior to applying.
10. Having successfully registered oneself at the WBPdcl website ([www.wbpdcl.co.in](http://www.wbpdcl.co.in)) does not entitle one to be eligible to appear for the Personal Interview. Mere submission of application shall not give right to any candidate to be called for interview and **only shortlisted candidates shall be called for Personal Interview.**

WBPDCCL reserves the right not to fill up any or all the posts notified at its discretion. Verification of credentials shall be done prior to conduct of Personal Interview only and in case any deviation from or non-conformity with the desired qualification candidature of the candidate shall be summarily rejected.

11. Candidature of candidates is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found to be false or is found not to be in conformity with the eligibility criteria so mentioned in the advertisement. Screening and selection of candidates will be based on the details provided by the candidate, hence it is necessary that the applicants furnish accurate, full and correct information. Furnishing wrong / false / incomplete information will lead to disqualification and the WBPDCCL will NOT be responsible for any consequence arising out of furnishing such wrong / false information by the candidate.
12. Request for change of mailing address / category / discipline / qualification once declared in the online application form will not be entertained.
13. The applicant(s) working in Government / Semi-Government / PSU(s) / Autonomous bodies shall have to produce NOC (No Objection Certificate) issued by his / her present employer at the time of interview if called for, without which he / she shall not be allowed for interview. Candidates failing to produce No Objection Certificate at the Interview shall be held disqualified.
14. No TA or other expenses will be made admissible to the candidates appearing for the Personal Interview etc.
15. Any canvassing or personal follow up with an intention of inducing the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of candidature.
16. The WBPDCCL reserves the right to withdraw / cancel the advertisement / recruitment process if circumstances so warrant without assigning any reason thereof.
17. In case of any dispute, the legal jurisdiction shall be that of the Hon'ble High Court, Calcutta.

**Recruitment Cell  
WBPDCCL**

**MANDATORY DOCUMENTS REQUIRED AT THE TIME OF PERSONAL INTERVIEW:**

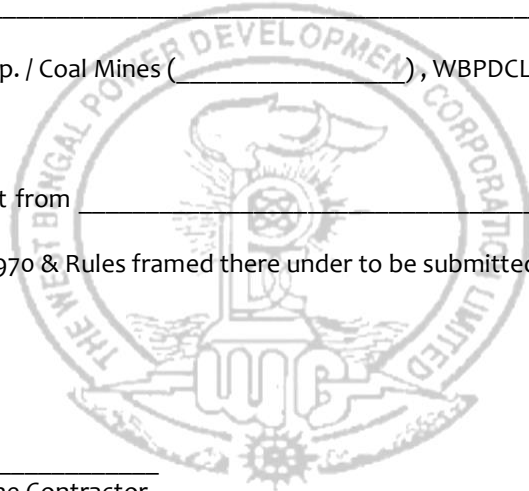
01. Duly signed and filled in application blank / application form.
02. 02 (two) copies of passport size photograph.
03. Original Educational & Experience testimonials.
04. Self-attested copies of:
  - i. Date of Birth (matriculation certificate / mark sheet / admit card or Birth Certificate).
  - ii. Qualifying degree/diploma certificates with all semester wise / year wise mark sheets.
  - iii. Copy of caste / community certificate (applicable for SC / ST / OBC (NCL) candidates of West Bengal.
  - iv. Copy of disability certificate, if applicable.
  - v. Experience Certificates, as applicable.
  - vi. Aadhaar Card.

**ANNEXURE – ‘X’**

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

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

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



\_\_\_\_\_  
Signature of the authorized person of the Contractor

Name of the Authorized Person : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal of the Contractor : \_\_\_\_\_