



WBSETCL

# WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Block - DJ, Sector - II, Bidhannagar, Kolkata - 700 091

CIN: U40101WB2007SGC113474, Website: [www.wbsetcl.in](http://www.wbsetcl.in)

## RECRUITMENT NOTIFICATION

(EMPLOYMENT NOTIFICATION NO.: REC/2018/06)

### IMPORTANT DATES:

1. Commencement of online registration - 19.12.2018
2. Last date for receipt of online applications - 11.01.2019

### REQUIRES:

1. Special Technical Assistant
2. Executive Assistant
3. Office Executive
4. Linesman

## COMPANY'S PROFILE

**West Bengal State Electricity Transmission Company Limited (WBSETCL)** is the State Transmission Utility (STU) of West Bengal and presently owns and operates total 128 nos of Sub-Stations ranging from 66 kV to 400 kV with total installed capacity of 29883 MVA. It is the constant endeavour of WBSETCL to ensure grid stability across the State of West Bengal as well as in the Eastern Region of the Nation and have always maintained the system availability of more than 99.85%. In order to provide quality power and stable voltage to each and every corner of West Bengal, WBSETCL has laid transmission line network of 13599 ckm and constantly expanding the same.

Since its incorporation, WBSETCL has been making profit consistently. Its Annual Turnover of Rs. 1350 Crore in the Financial Year 2017-18. It is committed for comprehensive socio-economic growth of every citizen of the State of West Bengal, which in turn will act as a catalyst of growth in this very important Eastern Part of the Nation. WBSETCL believes that it not only **'Transmits Power'** but also **'Transmits Happiness'**. It is the recipient of several prestigious awards including **the Best Power Transmission Company Runner up Award, 2018**.

## DETAILS OF THE POSTS

WBSETCL invites online application from the eligible Indian Citizens to fill-up the following vacancies at its different offices:

| POST CODE | NAME OF THE POST            | NO. OF POST | PAY SCALE  | REQUIRED QUALIFICATION  | GROSS REMUNERATION PER MONTH AT ENTRY LEVEL |
|-----------|-----------------------------|-------------|--|---|---|
| 01        | Special Technical Assistant | 35          | <b>PB-2</b><br>Rs. 6300/-- Rs. 20200/- & Grade Pay of Rs. 4400/- (with higher initial start at Rs. 9000/- in the Band Pay) | Full time 3 years' Diploma in Electronics and Tele-Communication/Radio/Wireless Engineering from an Institute recognized duly by W.B. State Council of Tech. Education. | Rs. 34030/-                                 |
| 02        | Executive Assistant         | 37          | <b>PB-2</b><br>Rs. 6300/-- Rs. 20200/- & Grade Pay of Rs. 3600/-   | Passed Graduation with 40% marks and proficiency in English language with minimum speed of 80 words per minute in short hand. Proficiency in operation of MS Office.    | Rs. 25055/-                                 |

|    |                  |     |  |   |            |
|----|------------------|-----|--|---|------------|
| 03 | Office Executive | 100 | <b>PB-2</b><br>Rs. 6300/-- Rs. 20200/- & Grade Pay of Rs. 3600/- | <ul style="list-style-type: none"> <li>• Graduation in any Discipline with 50% marks in aggregate from a recognized University or Graduation in any Discipline with minimum 50% marks in H. S. level and</li> <li>• Must have passed certificate course / any other courses on computer from the Institute indicated below:             <ol style="list-style-type: none"> <li>i. 'O' Level Course of DOEACC Society, Govt. of India or</li> <li>ii. One Year course in Computer Application from any Institute recognized by West Bengal State Council of Technical Education or</li> <li>iii. One year diploma course in Modern office Practice and management from any institute recognized by WB State Council of Technical Education or</li> <li>iv. Course of Computer Operation and programming Assistant (Basic Skill and / or Advance skill) from Regional Vocational Training Institute, Director General of Training &amp; Employment, Govt. of India or</li> <li>v. Secretarial practices (Basic Skill and/or Advance Skill) from Regional Vocational Training Institute, Director General of Training &amp; Employment, Govt. of India or</li> <li>vi. Passed twelve standards in vocational stream from State Council of Vocational Training, Govt. of West Bengal with any of the following combination:                 <ol style="list-style-type: none"> <li>a) Computer fundamentals and Programming and Computer Assembly and Maintenance.</li> <li>b) IT enabled services and Computer Fundamentals and Programming</li> </ol> </li> </ol> </li> <li>• 3 years full time Bachelor Degree in Computer Application (BCA) or Bachelor Degree in Business Administration (BBA) or Bachelor Degree in Science with Honours with Statistics or Bachelor Degree in any</li> </ul> | Rs. 25055/ |
|----|------------------|-----|--|---|------------|

|    |          |     |  |   |             |
|----|----------|-----|--|---|-------------|
|    |          |     |  | stream with Computer Application / Computer Science as a pass subject with 50% in aggregate from a recognized University or 50% in HS with 3 years full time Degree in the Bachelor level with the subjects indicated in the foregoing lines of this provision.   |             |
| 04 | Linesman | 150 | <b>PB-2</b><br>Rs. 6300/-- Rs. 20200/- & Grade Pay of Rs. 2600/- | Madhyamik or equivalent plus Trade Certificate under NCVT from any ITI under Director of Industrial Training, Govt. of West Bengal in the trade (2 years' duration): Wireman or Electrician. Finally selected candidates will have to undergo 03 (three) months training in the Staff Training Centre of WBSETCL at Kalyani and their absorption to the post of Linesman will be subject to passing in the written examination to be conducted by WBSETCL authority after completion of the training. | Rs. 22605/- |

**Note:**

- **The applicants, completing the qualifying degree / diploma from University / Institutions duly recognized by UGC/AICTE, as the case may be, shall only be eligible to apply. Degree from Open University / Distance Learning mode/ Part time / Sandwich Course shall not be considered.**
- **Students of final semester of degree/diploma will be eligible to appear for written test but the result of the final examination need be submitted invariably before the date of interview, failing which the candidate will not be considered in the selection procedure.**
- **No qualification other than those stated in the above layout against each post will be considered.**
- **The number of posts, as notified above, may vary.**

## CAREER PROSPECT

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 time bound / vacancy based promotion to the employees with higher responsibility depending upon their sincerity, initiative and merit.

The selected candidates shall undergo extensive orientation / on-the-job and class room training in the Company's training centre / establishments during the period of probation. On successful completion of probation, they may be confirmed under the Company as per rules.

## COMPENSATION / PAY

In addition to Basic Pay & Grade Pay, the posts also carry DA, HRA, Medical Allowance, Electricity Allowance, Hill Compensatory Allowance, LTC / HTC, EPF, Gratuity, Benefits for Indoor treatment in leading hospitals for Self & Dependents, Leave Encashment, Children Education Expenses and other allowances as per the Rules of the Company.

## AGE LIMIT & RELAXATION

The age of the applicant should be between 18 to 27 years as on 01.01.2018. Age relaxation for SC/ST and OBC-A/B candidates will be 5 years and 3 years respectively. Ex-Serviceman candidate will get age relaxation according to the applicable rules. **SC / ST / OBC-A & OBC-B candidates from the states other than West Bengal shall be treated as General Candidates. PWD candidates will get Age relaxation up to 45 years of age.** The limits of date of birth to be eligible to apply are mentioned below:

| LOWER LIMIT OF DATE OF BIRTH<br>(Born on or before) | UPPER LIMIT OF DATE OF BIRTH (Born on or after) |            |            |            |
|---|---|------------|------------|------------|
|   | UR  | SC/ST      | OBC-A/B    | PWD        |
| 01.01.2000  | 01.01.1991                                      | 01.01.1986 | 01.01.1988 | 01.01.1973 |

## RESERVATION

Reservation for all posts will be made as per the guidelines issued by the Govt. of West Bengal from time to time. **SC / ST / OBC-A & OBC-B candidates from the states other than West Bengal have to apply as General Candidate.** The vacancies against Exempted Category will be filled up as per the Rules of the Govt. of West Bengal.

The category wise vacancy positions in respect of different posts as mentioned above are as follows:

| Sl. No. | Name of the Post            | UR        | UR (EC)   | UR (Ex S) | UR (MS)   | UR (PH)   | OBC-A     | OBC-A(EC) | OBC-A (Ex. S) | OBC-B     | OBC-B(EC) | OBC-B (Ex. S) | SC        | SC (EC)   | SC (Ex. S) | ST        | ST (EC)   | ST (Ex. S) | Total      |
|---------|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|-----------|-----------|---------------|-----------|-----------|------------|-----------|-----------|------------|------------|
| 1       | Special Technical Assistant | 11        | 5         | 0         | 1         | 1         | 3         | 2         | 0             | 2         | 0         | 0             | 4         | 3         | 1          | 1         | 1         | 0          | 35         |
| 2       | Executive Assistant         | 4         | 4         | 1         | 1         | 1         | 6         | 1         | 0             | 3         | 0         | 0             | 10        | 2         | 0          | 3         | 1         | 0          | 37         |
| 3       | Office Executive            | 28        | 16        | 4         | 2         | 4         | 8         | 3         | 0             | 5         | 2         | 0             | 14        | 7         | 1          | 4         | 2         | 0          | 100        |
| 4       | Linesman                    | 45        | 24        | 5         | 3         | 5         | 10        | 5         | 0             | 8         | 3         | 0             | 21        | 10        | 2          | 6         | 3         | 0          | 150        |
|         | <b>Total</b>                | <b>88</b> | <b>49</b> | <b>10</b> | <b>07</b> | <b>11</b> | <b>27</b> | <b>11</b> | <b>0</b>      | <b>18</b> | <b>05</b> | <b>0</b>      | <b>49</b> | <b>22</b> | <b>04</b>  | <b>14</b> | <b>07</b> | <b>0</b>   | <b>322</b> |

## RESERVATION FOR MERITORIOUS SPORTS PERSONS

The Recruitment of Sports persons against reserved vacancies shall be restricted only to the following sports events:

- 1) Football; 2) Cricket; 3) Athletics; 4) Badminton; 5) Table Tennis;

In order to be eligible, the applicant must produce requisite certificates issued by the respective Competent Authorities in the format as applicable in terms of **Govt. of West Bengal Notifications** and as shown below:

| Level  | COMPETENT AUTHORITY  |
|--|--|
| International Competition                    | Secretary of the National Federation/National Association of the Sports concerned.   |
| National Competition                         | Secretary of the State Association of the Sports concerned.  |
| Inter-University Tournament                  | Dean/Director of Sports or other officer in overall charge of Sports of the University concerned.                              |
| National Sports / Games for School Education | Director or Deputy Director in overall charge of Sports/Games for Schools in the Directorate of School Education, West Bengal. |

The following categories of Meritorious Sportspersons shall be given preference in recruitment.

- a) Those who have represented West Bengal or India in a National or International Competition in sports discipline mentioned above.
- b) Those who have represented a University in an Inter-University Tournament conducted by Inter-University Sports Board in any Sports discipline mentioned above.
- c) Those who have represented State School Teams in National Competition for Schools conducted by all India School Games Federation in any sports discipline mentioned above.

## RESERVATION FOR PERSONS WITH DISABILITIES

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 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.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview/at any stage of the process if allotted to any of the Participating Organizations. Persons with Disabilities will have to work in Branches/Offices as identified by the respective Participating Organization.

### Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functionality even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

### Deaf & Hearing Impaired (HI)

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversation range of frequencies.

### Orthopedically Challenged (OC)

Only those Orthopedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL – Both legs affected but not arms

OA – One arm affected (R or L):- a) Impaired reach; b) Weakness of grip; c) Ataxia

OL – One leg affected (R or L)

MW – Muscular weakness and limited physical endurance.

## RELAXATION AGAINST CANCELLED NOTIFICATION NO. REC/2016/01

The applicants for the post of **Office Executive and Stenographer (renamed as Executive Assistant)** against Notification No REC/2016/01, who appeared in the Written Test, held on 27.03.2016, shall be eligible for applying for the post of Office Executive and Executive Assistant, respectively. These candidates will get relaxation in upper age limit and will not be required to pay any Application Fee if they are applying for the respective posts. This relaxation is given to the candidates owing to the cancellation of the recruitment process for the said posts against Notification No REC/2016/01.

## MODE OF SELECTION

Selection of candidates for all posts will be made on the basis of the performance of the eligible candidates in the Written Test, Computer Proficiency Test (CPT)/Stenography Test (where applicable) and Personal Interview. Based on the performance of the candidates in the Written Test, the shortlisted candidates will be called for Computer Proficiency Test (CPT)/Stenography Test in **1:5 ratio** for the posts of Office Executive and Executive Assistant respectively in each category as per notified vacancy strictly as per merit. For all the notified posts, the candidates will be shortlisted for Interview in **1:3 ratio** in each category based on their performance in the Written Test/CPT/Stenography test.

In case of tie in score (combined) for any post, for determining merit position under this Notification, the following methods will be adopted by WBSETCL:

- 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 in written examination will be given preference.

The schemes of various tests for selection are as follows:



## A. WRITTEN TEST

The segments wise mark distribution of the written examination will be as follows:

| POST NAME                            | TOTAL MARKS | TOTAL TIME | DOMAIN MARKS (PART - A) | GENERAL APTITUDE (PART - B) | ENGLISH TEST (PART - C) | BENGALI / NEPALI TEST (PART - D) |
|--------------------------------------|-------------|------------|-------------------------|-----------------------------|-------------------------|----------------------------------|
| Special Technical Assistant/Linesman | 100         | 90 minutes | 60                      | 20                          | 15                      | 05                               |

| POST NAME                              | TOTAL MARKS | TOTAL TIME | REASONING (GROUP-A) | GENERAL KNOWLEDGE (GROUP-B) | ARITHMETIC (GROUP-C) | ENGLISH TEST (PART - D) | BENGALI / NEPALI TEST (PART - E) |
|--|-------------|------------|---------------------|-----------------------------|----------------------|-------------------------|----------------------------------|
| Executive Assistant / Office Executive | 100         | 90 minutes | 60                  | 10                          | 10                   | 15                      | 05                               |

**Medium of Examination:** English

**Marks per question:** 1 (one)

**No. of answer Options:** 4 (A, B, C, D)

**Negative marking:** There will be no negative marking for wrong answers.

**Minimum Qualifying Marks:**

- **Minimum Qualifying marks considering all parts in the MCQ Type Test:**

40% for UR & OBC-A/B

35% for SC

30% for ST

30% for PH

- **Minimum Qualifying marks in English & Bengali / Nepali Tests:**

For all the notified posts, a candidate will have to score a minimum of 05 (five) out of allotted 20 (twenty) marks to qualify.

## **B. COMPUTER PROFICIENCY TEST(CPT)**

The Computer Proficiency Test will be held only for the post of Office Executives and will consist of Microsoft Word, Microsoft Excel and Microsoft Power Point. The marks obtained in CPT will be added with those obtained in the written test for being considered for interview for the posts of Office Executive

Total Marks : 20

Total Time : 30 Minutes (for PWD candidates it will be 40 Minutes)

Qualifying Mark : 8

## **C. STENOGRAPHY TEST**

The Computer Proficiency Test will be held only for the post of Executive Assistant.

Total Marks : 20

Total Time : 60 Minutes (for PWD candidates it will be 85 Minutes)

Dictation Time : 10 Minutes

Words : 800

Transcription Time: 50 Minutes (for PWD candidates it will be 75 Minutes)

Qualifying Mark : 8

Marks obtained in these tests will be added with those obtained in the written test for being considered for interview for the posts of Office Executive & Executive Assistant.

## **D. PERSONAL INTERVIEW**

Total Marks in the Personal Interview: 25

There will be no qualifying marks for the Interview. However, the marks secured in the Interview will be added during the time of preparation of Final Merit List

## **OTHER CONDITIONS**

Selected candidates must also qualify in the Pre-employment Medical Examination as per prescribed rules of the Company. The decision of WBSETCL pertaining to Pre-Employment Medical Test report will be final and binding on the candidate.

The candidates will be appointed provisionally after being found medically fit. They are required to furnish a bond of ₹ 50,000/- at the time of joining the Company and are required to serve the Company for a minimum period of 4 years from the date of joining including the Probation Period.

All positions are transferable anywhere in West Bengal. Selected Candidates will be appointed in the regular Pay Band, initially on probation for a period of **one year**.

Candidates must have the ability to read, speak and write in **BENGALI/NEPALI** language.

## HOW TO APPLY

**Candidates must ensure that they possess requisite qualifications, as shown above in the Details of the Posts and fulfil all the required criteria before applying for the post.**

Eligible candidates will be required to apply online only from **19.12.2018 (11:00 A.M.) to 11.01.2019 (11:59 P.M.)** and no other mode of application shall be accepted. Before applying online, applicants must ensure that they have with them a valid E-mail ID, an active Mobile Number, all essential Educational Certificates, Caste Certificate, Physically Handicapped Certificate issued by medical board with not less than 40% disability, Sports Certificate (if seeking reservation under respective category), Experience details/Certificate and Proof of Identification.

The detail procedure of submitting online application is as follows:

- Click on the **“Career”** link of our Website: [www.wbsetcl.in](http://www.wbsetcl.in) and then click on **“Apply online”** under the notification no. : **REC/2018/06**
- First time users will have to get themselves registered by clicking on **“New Registration”** and providing the requisite information. Applicants must ensure that they enter all details marked as mandatory (\*), otherwise they will not be able to proceed further. After providing the desired information, click on **“Save and Edit”** button, upon which the filled up information will be visible and the applicant will be allowed to edit / make any change in the application form. After being fully satisfied with entry details filled in the online application form, the applicant need to click on **“Submit”** button.
- After submission, Registration No. and Password will be generated and sent to the Applicants via SMS and E-mail to the Mobile Number and E-mail Id, provided by them.
- The applicants will have to login using the Registration No. and Password for uploading of scanned copy of coloured photograph and signature by clicking on the link **‘Upload Photo and Signature’**. The size of Photograph and Signature should be up to 50 KB and 20 KB respectively in JPG or JPEG formats only. The system will not accept any size above the mentioned sizes and different format other than JPG and JPEG. Applicant has to make sure that the photograph and the signature are scanned in good quality and not taken by mobile. After successful upload of photograph and signature the applicant need to click on **“Submit”** button, after which the **‘Fee Payment’** or **“Print Registration Slip”** link gets activated. Clicking on **‘Fee Payment’** link

will display the brief details of the candidate. The candidate will have to click on '**Proceed to Pay**' after verifying the displayed details, which will direct the applicant to the payment page.

- The applicants, who are exempted from payment of the Application Fees, will be able to take print out of the Registration Slip by clicking on the "**Print Registration Slip**" button. The other candidates will have to pay the required Application Fees following the procedure as mentioned in the '**APPLICATION FEE & MODE OF PAYMENT**' segment, after which they can proceed to take the print out of the Registration Slip.
- For any query, the applicants may send their queries to the Email Id or contact at the WBSETCL helpline number mentioned at the end of this Notification.

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

The Unreserved, OBC-A, OBC-B and Ex-Serviceman (UR / OBC-A & OBC-B) candidates are required to pay non-refundable Application Fee of **Rs. 250/- (Rupees Two Hundred and Fifty only)** for all the posts mentioned above. SC, ST and PWD candidates are exempted from Payment of Application Fees. The applicants for the post of **Office Executive and Stenographer (renamed as Executive Assistant)** against Notification No REC/2016/01, who appeared in the Written Test, held on 27.03.2016 are also exempted from Payment of Application Fees.

Canara Bank has been authorized to collect the application fee through Payment Gateway Service only. Candidates would be required to pay using Debit Card / Credit Card / Net Banking and other modes as made available to them in the Payment Gateway of the said Bank. Upon successful payment of Application Fees (as applicable) a system generated **Registration Slip** will be generated, which shall be the sole acknowledgement for application submission by the candidate. A summarized process flow is given below:

- STEP A: Candidates upon registering themselves at the WBSETCL recruitment portal and verifying their eligibility based on own submission, shall be directed to Canara Payment Gateway Service, as required, using which eligible candidates can make payment of application fees through Debit Card / Credit Card / Net Banking.
- STEP B: On successful payment of Application Fees, candidates shall be provided with a system generated confirmation slip. Candidates are to take a printout of the system generated Registration Slip and retain a copy for future reference, as acknowledgement of application submitted.

### **Please Note:**

- All applicable commission / transaction charges including taxes, levied by the banker, will have to be remitted by the applicant.
- Fee once paid shall not be refunded under any circumstances. Candidates are, therefore, 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 WBSETCL recruitment portal but fails to deposit the Application Fee within the midnight of **11.01.2019**, shall be summarily rejected. Candidates are required to complete the entire process of submission of application and deposition of application fee to the bank within the aforesaid date positively.
- The WBSETCL shall not be responsible for any technical issues arising with payment of application fees.
- Application Fee shall not be collected by any other mode.

## GENERAL INSTRUCTIONS

- Candidates are requested to ensure that they fulfil the Eligibility Criteria on the date of eligibility i.e. as on 01.01.2018.
- 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 has furnished any incorrect / false / wrong information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated.
- Wherever SGPA/DGPA/CGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application (online) as per norms adopted by University / Institute.
- Category i.e. SC / ST / OBC (A) / OBC (B) / Physically Challenged / Ex-Serviceman / Meritorious Sportspersons once entered at the time of online registration shall not be allowed to be changed under any circumstances and no benefits of other category will be admissible later on.
- Candidates employed in **Govt. Departments / PSUs / Autonomous Bodies** have to produce **No Objection Certificate** at the time of interview otherwise their candidature may be cancelled at that stage.
- Application Form not properly filled in or incomplete in any respect or without requisite documents would be summarily rejected. Intentional suppression of any material fact will also be similarly dealt with.
- Fees once paid will not be refunded under any circumstances. No other mode like Postal Order/Pay Order/Demand Draft etc. for submission of application fees will be accepted.
- One Candidate can apply for one post only under this notification. Candidates applying for more than one post will not be considered as Written Test for all the post will be held on same day.

- 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.
- All information regarding examination schedule / admit card / interview call letters etc. shall be provided through e-mail or uploading on WBSETCL's website or via SMS. The responsibility of receiving, downloading and printing of admit card / interview call letter / any other information shall be of the applicants only. Candidates are advised to check their Email / SMS and visit WBSETCL's website ([www.wbsetcl.in](http://www.wbsetcl.in)) regularly. **WBSETCL will not be responsible for any loss of email due to invalid / wrong e-mail ID provided by the applicant or for delay / non receipt of information if a candidate fails to access his / her mail / website in time.**
- The E-mail ID & Mobile number should be kept active till the completion of this recruitment process. Mobile No. & E-mail ID once given cannot be changed by the applicant under any circumstances.
- WBSETCL shall take no responsibility in case of failure in registration, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.
- Issuing of Call Letters & subsequent test will be purely provisional without Verification of Documents. During the time of verification if it is found that any candidate does not fulfil the eligibility criteria, his candidature will stand cancel. Candidates called for Interview will be required to produce all original documents i.e. Age Proof, Proof of Essential Educational Qualification, Caste Certificate (if applicable) etc.
- Request for change of examination centre will NOT be entertained under any circumstances whatsoever.
- Candidates will be allowed to appear in the Written Test on production of the Admit Card, issued after being considered eligible as per their own declaration and any one of the Photo Identity Proof in original, such as Voter Card, PAN Card, Driving License, AADHAAR Card, Passport or the like.
- Mobile Phone, Scanner, Pager & Other IT Gadgets are strictly prohibited inside the Examination Centre of WBSETCL. At the time of Examination if any candidates found with these instruments than his / her candidature will stand cancelled whatever reasons may be.
- All questions will have to be answered on specially machine designed gradable answer sheets (OMR answer sheet). Answers are to be marked using blue / black ball point pen only on the 'OMR answer sheet'.
- Candidates can take their Question Booklet along with Duplicate Carbon Copy of the OMR for further reference after completion. Before leaving Examination Centre, the applicant should make sure that the signature of the WBSETCL representative, the invigilator & candidate's own signature are incorporated in the OMR sheet. If not then may please bring it to the notice of the room invigilator.

- Written Test, CPT/Stenography Test, where applicable, and the Interview will be held in Kolkata only.
- Candidates called for Written Test / CPT/ Stenography Test / Interview shall not be entitled for reimbursement of travelling expenses.
- **Canvassing in any form shall lead to disqualification of the candidate.**
- **WBSETCL 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.**
- **Court of jurisdiction for any dispute will be restricted to Kolkata only.**

### SPECIAL MESSAGES TO THE APPLICANTS

- **They are advised to consult only official website of WBSETCL i.e. [www.wbsetcl.in](http://www.wbsetcl.in).**
- **They should beware of FAKE websites put-up by unscrupulous elements / touts.**

During the registration process if you face any difficulties, please contact at the Helpline Number or mail your queries to the E-mail Id given below:

E-Mail ID : [helpdesk@wbsetclonline.co.in](mailto:helpdesk@wbsetclonline.co.in)  
Helpline No. : 7044619613 / 7044619616 / 7044619101  
Timing : Monday to Friday - 10:00 a.m. to 5:00 p.m.  
Saturday - 10:00 a.m. to 1:00 p.m.  
Closed on Sundays and Holidays