



# West Bengal State Electricity Transmission Company Ltd.

(A Govt. of West Bengal Enterprise)

**Registered Office: Vidyut Bhavan : Salt Lake City : Block-DJ: Sector – II  
Kolkata – 700 091**

**EMPLOYMENT NOTIFICATION NO: REC/2017/03**

## **RECRUITMENT FOR THE POST OF CHIEF SECURITY OFFICER (ON CONTRACTUAL BASIS)**

West Bengal State Electricity Transmission Company Limited (WBSETCL), a wholly-owned Government of West Bengal Enterprise, invites applications from the **Retired Officials** to fill up the following vacant post on Contractual basis immediately.

### **DETAILS OF THE POST**

<b>POST: CHIEF SECURITY OFFICER</b>	
<b>No. of vacancy</b>	01 (One)
<b>Qualification / Experience</b>	Should have served as an Officer not below the rank of Superintendent of Police for at least 2 years at the time of his / her retirement.  Or Should be a retired Officer of the Defence Services not below the rank of Lt. Colonel or equivalent and must have minimum 15 years of work experience out of which at least 2 years must be as Lt. Colonel.
<b>Age</b>	The age as on <b>01-01-2017</b> should be between A) <b>60-62 years</b> for retired Police Officers or B) <b>55-62 years</b> for retired Officers of the Defence Services
<b>Place of posting &amp; Reporting</b>	To be posted at the Corporate Office, WBSETCL at Vidyut Bhavan, Kolkata and will be reporting and responsible to the General Manager (HR & A), WBSETCL.
<b>Remuneration</b>	Consolidated remuneration of Rs.50,000/- per month.

### **PERIOD OF ENGAGEMENT:**

1. The engagement will be purely contractual for a period of 2 (Two) years. Initially, the contract will be for a period of 1 (One) year with the provision and on satisfactory completion, same may be extended for a further period of 1 (One) year.
2. The contractual engagement may be terminated on serving 1(One) month's notice from either side or on payment of 1(One) month pay in lieu thereof.

### **JOB PROFILE:**

- a) To look after the entire Security Network of WBSETCL throughout West Bengal.

- b) To review the performance of Private Security Personnel, NVF/HG and R.G. Members as a routine work.
- c) To follow up with Police Authority at District and State level for preventing theft of companies properties.
- d) To maintain continuous liaison with in-charges of the field level offices for proper maintenance of security of their offices, Sub Stations, transmission lines, towers, etc.
- e) To take all sorts of initiatives to prevent / control theft of materials and maintain a database of that at the Corporate office.
- f) To rush to the site in case of any eventuality in order to solve the security related issues by meeting the Superintendent of Police, Inspector In-Charge of the Police Station, Civil administration and officers of the Company as the case may be.
- g) To follow up with the Police Authority with respect to theft of WBSETCL's property.
- h) To monitor security drill of security personnel to meet exigency / emergency.
- i) To supervise the movement of D.B.L. guns and ammunitions used by the private security personnel.
- j) To monitor the Fire Fighting and related issues. He will also act as a member of the Disaster Management Team of the Company.
- k) Any other jobs as may be assigned by the Controlling Officer or higher authorities of the Company from time to time.

#### **OTHER BENEFITS:**

1. The selected candidate will be entitled to 7 days Casual Leave and 10 days Half Pay Leave (Commutable) for every 6 months duration. Casual Leave and Half Pay Leave will be admissible on pro rata basis for any period less than 6 months. No other kinds of leave will be admissible.
2. He / She will be eligible to get Compensatory Casual Leave as applicable for regular employees.
3. He / She shall not be entitled to HTC and LTC.
4. He / She will be entitled to Medical Benefits for self-indoor treatment only as applicable for regular employees and not for any dependants subject to a limit of ₹50,000/- in a year where engagement is for 1 year and ₹25,000/- where engagement is for 6months. Persons covered under WBHS 2008, CGHS or similar other scheme is not entitled for these benefits. Sate Govt. Pensioners, even if not covered under WBHS 2008, will not be entitled to any medical reimbursement facility.
5. Besides the above stated remuneration, the selected candidate will be entitled to Travelling and Daily Allowance as per the rules of the Company

whenever they go on official tour.

### **MODE OF SELECTION:**

Selection will be made on the basis of performance in the Personal Interview only. The Interview will be held in **Kolkata** only. The candidates, who will be called for the Interview, shall not be entitled to reimbursement of travelling expenses.

### **APPLICATION PROCEDURE**

Application format can be downloaded from the Company's website **www.wbsetcl.in** on and from **22.12.2017**. Interested eligible candidates may send the filled in Application along with the self-attested copies of certificates/documents as proof of identity (Voter's Card/PAN Card/AADHAR Card), proof of age (birth certificate/Admit Card/Certificate of Secondary Examination), proof of educational qualification, proof of experience, Release Order from the last employer on superannuation, Pension payment Order (PPO) and two passport size photographs to **the General Manager (HR & A), WBSETCL, 8<sup>th</sup> Floor, D-Block, Vidyut Bhavan, Salt Lake, Kolkata - 700091** through **Speed Post / Registered Post** so as to reach on or before **19.01.2018**. The envelope should be superscripted as **"APPLICATION FOR THE POST OF CHIEF SECURITY OFFICER, WBSETCL"**

No other mode of submission of Application is allowed.

### **GENERAL INSTRUCTIONS:**

1. All information regarding this recruitment process would be made available under '**Career**' section of WBSETCL's website (i.e. **www.wbsetcl.in**). Applicants are advised to check the website periodically for important updates.
2. Prescribed criteria are minimum and mere possession of the same does not entitle the candidate to be called for interview.
3. Candidates must have the ability to read, speak / write in **Bengali & English** language.
4. WBSETCL, at its discretion may raise/relax age and/or other criteria notified above.
5. The short-listed candidates will be required to appear for the Personal Interview at Vidyut Bhavan, Saltlake, Kolkata at their own cost. No TA/DA will be admissible.
6. The details of interview schedule will be communicated to the short-listed candidates through valid email Id and mobile numbers, provided by them.
7. Canvassing in any form will summarily disqualify a candidate.
8. While applying for the above posts, the applicant must ensure that he / she fulfil the eligibility criteria as per the notification and other norms mentioned above as on **01.01.2017**.
9. Incomplete application will be summarily rejected. Application formats, not accompanying any of the valid testimonials / documents i.e. Proof of Identity, Age Proof, Educational Qualification, Professional Qualification, Work Experience, Photographs and Signature, will be rejected.
10. The original copies of the documents / Certificates will be verified at the time of interview.

11. 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.
12. All details submitted in the Application Format will be treated as final and no subsequent changes will be entertained.
13. WBSETCL will not be responsible for any delay / loss in transit in submission of documents within specified time. Application received after last date will neither be entertained nor returned.
14. Applicants must have a valid "Email ID" and "Mobile Phone Number", which should be kept active for the entire duration of the recruitment process. No change in email id will be permissible. WBSETCL shall not be responsible for any non-delivery of email/any other communication sent, due to invalid/wrong email id/mobile no.
15. The decision of WBSETCL in all matters relating to selection process shall be final and binding on the candidate.
16. Depending on the requirement, WBSETCL reserves the right to cancel/curtail/enlarge/modify the recruitment process, if deemed necessary in the interest of the WBSETCL, without any further notice and without assigning any reason thereof. WBSETCL is not liable to compensate the applicant for consequential damages if any.
17. Any proceedings in respect of any matter of claims / disputes arising out of this advertisement can be instituted in Kolkata only and the Courts / Tribunals / Forums in **Kolkata** only shall have exclusive jurisdiction to try any such dispute.

#### **CHECK LIST:**

The self attested copies of the Application Format and the certificates / documents should be attached or sent in the following order:

1. **Filled in Application as per prescribed format only**
2. **Proof of identity (Voter's Card / PAN Card / AADHAR Card).**
3. **Age Proof Certificate (Birth Certificate, Admit Card or Certificate of Secondary Examination)**
4. **All the Mark-sheets & Certificates for Educational & Professional Qualifications starting from Matriculation.**
5. **Experience Certificate / Proof of post qualification experience.**
6. **Last pay certificate.**
7. **Release Order from the last Employer on superannuation.**
8. **Pension payment Order (PPO)**
9. **Two passport size photographs (one to be affixed in the Application)**

<b>IMPORTANT DATES</b>	
<b>Start date for receipt of applications</b>	<b>22.12.2017 (11 A.M.)</b>
<b>Last date for receipt of applications along with all documents / Credentials</b>	<b>19.01.2018 (5 P.M.)</b>