

West Bengal State Electricity Transmission Company Limited

RECRUITMENT POLICY–2010

1. **Short title, extent and commencement:** This policy shall be known as the “West Bengal State Electricity Transmission Company Limited Recruitment Policy–2010” and it will be applicable for all kinds of recruitment in regular posts commencing from the 1st day of April 2010.
2. **Definition:** Unless repugnant to the context and inconsistent with the relevant Acts or rules framed by the legislature,
 - a. “Company” means the ‘West Bengal State Electricity Transmission Company Limited’, hereinafter referred to as “WBSETCL”;
 - b. “Employee” means a person already engaged by WBSETCL in the regular post of the company and those persons to be engaged from time to time under the provisions of this Policy and circulars issued thereunder;
 - c. “Board” means the Board of Directors of the WBSETCL;
 - d. “Director” means a Director of the Board;
 - e. “CMD” means the Chairman and Managing Director of the Company;
 - f. “Appointing authority” means the Director (Human Resources) in respect of Class–I posts and General Manager (HR&A) for the post upto and including Class–II level.
 - g. “Sanctioned strength” means the strength of employees in regular posts as approved by the Board and shall not include the strength of manpower engaged through agencies or contractors or those engaged on part–time basis;
 - h. “Regular posts” mean posts against approved pay scales of the company;
 - i. “Qualifying age” means the age of a person attained on the 1st day of January of the year of recruitment;
 - j. Class of employees: Employees drawing salary as on the 1st April 2007 in the pay band of Rs. 15,600–39,100 and Rs. 37,400–67,000, Rs. 9,300–34,800, Rs. 6,300–20,200 and Rs.4,900–9,200 shall be treated as Class–I, Class–II, Class–III and Class–IV employees respectively;

- k. "Permanent Disablement" means total disablement which is permanent in nature and incapacitates a person for work which he was capable of performing at the time of accident resulting into such disablement and aggregate percentage of loss of earning capacity amounts to one hundred percent;
- l. "Prescribed" means prescribed by the Board.
3. **Conditions of recruitment:** Recruitment in all the regular posts shall be governed by the following conditions:
- a. No person shall be appointed to any regular post under the company unless the post stands sanctioned by the Board. The Board may accord one-time approval for the sanctioned strength for the company as a whole and any subsequent proposal for enhancing the strength may not ordinarily be considered within next one year.
 - b. Annual man power-budget for the next year shall normally be placed before the Board within August of every year, after making an in-depth assessment of requirements arising out of natural attrition or because of introduction of new activities / projects, or otherwise and recruitment process shall be initiated consequent to approval of the Board.
 - c. Qualifying minimum and maximum age for all kinds of recruitment shall normally be 18 and 27 years respectively; provided however, the CMD may decide the respective age group for lateral entry and/or recruitment against any post specially sanctioned for a specific purpose;
 - d. Recruitment shall not be made in any post other than that declared as entry-level posts as shown at Annexure-I; provided however, not exceeding 10 percent of posts in the *Class-I/II* levels can be made open for lateral entry, if *specific skill is not available from internal source* or such post(s) is (are) urgently required to be filled up for business requirements of the company, provided the existing employees with required qualification and minimum of three years of service in the existing post shall be allowed to sit for such test without any restriction on number of such attempts.
 - e. Minimum level of age, qualification and experience for each of the entry level posts, as enumerated in this policy at Appendix-I shall not be relaxed under any circumstances, provided the usual relaxation of three & five years for upper age limit be granted for candidates belonging to OBC as well as SC & ST candidates respectively, at the entry level.

- f. Candidates must be an Indian national.
 - g. Posts shall be reserved for candidates belonging to scheduled caste, scheduled Tribe and other backward class communities as per the practice followed by the Government of West Bengal.
4. **Mode of recruitment:** No recruitment in any post shall be made otherwise than through the procedures laid down below and candidates must possess requisite qualification. All recruits must be qualified in the medical examination as per prescribed health standard.
- a. For class–IV technical employee: specified physical fitness & viva–voce;
 - b. For class–IV non–technical employee: written test & viva–voce;
 - c. For class–III & II technical employees: written test on technical and computer proficiency, medical fitness and viva–voce;
 - d. For class–III & II non–technical employees: written test, computer–proficiency & viva–voce.
 - e. For class–I technical & non–technical employees: written test, computer proficiency test, medical fitness and viva–voce;
 - f. Not exceeding 10% of marks may be assigned to ‘experience’ in the respective fields of job, up to class–III level of employees.
5. **Methods of recruitment:** No recruitment shall be made otherwise than through any one of the following methods:
- a. The appointing authority, with the prior approval of the CMD can constitute a special selection committee with not less than five members having knowledge of the respective fields and not less than 50% of such members shall be drawn from external sources including colleges, universities, professional institutes and renowned personalities with chairman from one of such external members. The committee so constituted can be entrusted with the task of conducting selection test including written test, viva–voce, physical fitness test, Walk–in–Interview and campus interview.
 - b. Employees may be appointed through deputation from Government, semi–Government organizations/PSUs/autonomous institute/ autonomous body and by way of re–employment of ex–employees of WBSETCL/Central Government /State Government/ Other Government organisations/ any other reputed company.
 - c. The appointing authority may maintain a panel of at least nine well–known recruitment agencies by observing standard tender formalities and engage one of

- them by observing standard financial discipline for recruitment of one or more classes of employees at a time.
- d. The appointing authority can fill up posts through promotion of existing employees and for that matter may constitute a panel of officers for conducting the selection test for awarding promotion to its employees, provided however the chairman of such panel shall not be lower in rank than that prescribed below:
- i. For technical class–IV, III & II: Addl Chief Engineer
 - ii. For non–technical class–IV, III & II: Addl General Manager
 - iii. For technical and Non–technical class–I: Director
- e. For all kinds of recruitment, except as provided in this policy, advertisement in at least three leading news dailies including one with All–India spread and one in *local* language are compulsory and at least clear twenty one days should intervene between the first publication of notification in the news dailies and closing day for receipt of application.
- f. Terms and conditions with detailed procedure of recruitment must be available on the website of the company *immediately upon* notification in the news dailies.
- g. Fees from the applicants may be charged towards processing of applications, provided no charges shall be taken from the candidates belonging to the scheduled caste and scheduled tribe having such certificate from any competent authority of West Bengal.
- h. In the event of not getting adequate qualified and competent candidates through standard selection test, for the company as a whole or for a particular project or area, the appointing authority may, with the prior approval of the CMD, take recourse to other methods including walk–in–interview, campus interview in the institutes of repute with prior intimation and after observing standard practice reflecting the transparency of selecting the institute and/or the candidate.
6. **Employment on compassionate ground:** Considering the plight of the family after an earning member dies or becomes physically incapacitated, one of the dependants of the employee who died in harness or had been declared physically incapacitated by the Medical Board constituted by the Company, irrespective of the pecuniary condition of the family, may be offered employment in Class–III or Class–IV posts subject to the following conditions :
- a) The dependent of an employee shall be eligible to apply for employment under this category provided such death–in–harness / incapacitated retirement occurred on or

after 06.06.2005 and also the dependants did not receive any financial compensation in lieu of employment.

- b) Upper age limit shall not be more than 40 years for the spouse and 30 years for other dependants as on the date of the death/ premature retirement on permanent disablement of the employee.
- c) Candidates must meet the minimum requirement of the qualifications *and standard* for the post applied for and the dependants did not receive any financial compensation in lieu of employment.
- d) They must be found physical fit as per norms prescribed by the Company and ascertained by the Medical board constituted by the Company.
- e) Suitability of such candidates will have to be judged through a selection process, separately to be conducted, comprising of written test, interview and/or computer proficiency test as may be required for the post. Those who will obtain the qualifying marks in the written test as may be prescribed will be called for interview and / or other tests like computer proficiency etc. as prescribed above. There will, however, be no gradation in order of merit amongst those qualified candidates.

While qualifying in such tests will be mandatorily the basis of eligibility, their absorption will be in order of the date of death/incapacitation of the employee concerned in whose respect he or she is the dependant applicant, not in order of merit/performance tests in such selection process, provided that no such candidate should be allowed to appear for the tests for more than one occasion for each category of Class–III or Class–IV posts. Unsuccessful applicants for Class–III posts may also opt for Class–IV posts and such candidates will be given only one more chance of appearing for Class–IV posts.

Such unsuccessful applicant(s) also can opt for financial compensation in lieu of employment within one year of their being unsuccessful. Financial compensation, in lieu of employment, will be given in the manner and at the rate as would be prescribed by the Board.

- f) However, a dependant of the family who died while performing job in any electrical installation of the Company due to accident but directly in course of discharging his official functions may be offered employment with relaxation of

age and qualification and in the manner as may be considered appropriate by the CMD.

- g. None other than the spouse, son (s) and unmarried / widowed / divorced daughter (s) who were fully dependent on the deceased / permanently incapacitated employee shall be considered as a dependant of such employee for this purpose. Any exception to this condition, if necessary in any deserving case, may be made by the CMD only on consideration of the fact and circumstances of such particular case (s).

NOTE: An unmarried daughter as on the date of submitting application for employment as dependant shall cease to remain eligible as soon as she gets married prior to joining the assignment.

- h. Such cases of death-in-harness / permanent disablement of the employee prior to 06.06.2005 were so long being dealt with in terms of O.O. No. C/IR/D.D.Emp./242 dated 04.04.2008. In case any such dependant applicant(s) was/were not found eligible for employment as per the said guidelines, he/she may now apply for being considered for appointment and their cases will be reviewed as per provisions of this policy. In respect of this type of applicant(s) also, the age bar as laid down in clause (b) above and other conditions will apply. They will, however, even on their being unsuitable for employment as per this policy, not be entitled to any compensation package.
7. **Training:** Before deploying an employee on a job, the company shall organize training for him/her as per the policy of the Company with special emphasis on the job the person will be required to perform and other activities including safety standard.
8. **Interpretation and details:** CMD shall be competent to interpret the provisions of this policy and issue detailed circular on procedures of recruitment including physical/other standards of candidates.
9. **Repeal and savings:** Upon commencement of this policy, the provisions, so far followed for recruitment in regular posts shall stand repealed, but processes already started earlier but not taken to logical conclusion shall be continued in the manner as originally decided. The Board, however reserves the right to make any amendment of this policy as and when it is considered appropriate.

ANNEXURE-I

Entry-level posts and minimum qualification required for recruitment.

SL. NO	NAME OF POST	PAY BAND (₹)	GRADE PAY (₹)	REQUIRED QUALIFICATION *
CLASS-I (TECH / NON-TECH)				
1	ASSISTANT ENGINEER (E)	PB-4 15,600- 39,100	5,400/-	Full Time 4 years' B.E / B.Tech / B.Sc (Engineering) Degree in Electrical Engineering / Electrical & Electronics (Combined) / Power Engineering / B.Sc(H) in Physics with 3 years' B.Tech in Electrical Engineering from a recognized University / Institute approved by AICTE / IITs.
2	ASSISTANT ENGINEER (IT & Computer Science)	PB-4 15,600- 39,100	5,400/-	Full Time 4 years' B.E / B.Tech / B.Sc (Engineering) Degree in information Technology / Computer Science / MCA (full time) / B.Sc (H) in Physics and B.Tech in Computer Science & Engineering from recognized University / Institute approved by AICTE / IITs.
3	ASSISTANT ENGINEER (Electronics / Telecommunication)	PB-4 15,600- 39,100	5,400/-	Full Time 4 years' B.E / B.Tech / B.Sc (Engineering) Degree in Electronics & Tele-Communication / B.Sc (H) in Physics / Electronics with 3 years' B.Tech Degree in Radio Physics & Electronics from recognized University / Institute approved by AICTE / IITs.
4	ASSISTANT ENGINEER (C)	PB-4 15,600- 39,100	5,400/-	Full Time 4 years' B.E / B.Tech / B.Sc (Engineering) Degree in Civil Engineering or Construction Engineering from recognized University / Institute approved by AICTE / IITs.
5	ASSISTANT ENGINEER (M)	PB-4 15,600- 39,100	5,400/-	Full Time 4 years' B.E / B.Tech / B.Sc (Engineering) Degree in Mechanical Engineering from recognized University / Institute approved by AICTE/ IITs.
6	ASSISTANT MANAGER (HR&A)	PB-4 15,600- 39,100	5,400/-	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 / H.R. or Post-Graduate full time Degree / Diploma (2 years' course) with specialization in Personnel Management / H.R. from a recognized University / reputed Institute approved by AICTE/IIMs/XLRI/IITB Schools.

7	ASSISTANT MANAGER (F&A)	PB-4 15,600- 39,100	5,400/-	Graduate in any discipline and passed Final Examination from Institute of Chartered Accounts of India or Institute of Cost & Works Accounts of India or MBA (2 years' full time) with specialization in Finance from a recognized university / reputed Institute duly approved by AICTE/IIMs/XLRI/IITB Schools with specialization in Finance from a recognized university.
8	ASSISTANT MANAGER (STORES)	PB-4 15,600- 39,100	5,400/-	Graduate in Science / Engineering plus 2 years' full time Post Graduate Diploma in Materials Management / MBA (Materials Management) from a recognized University / reputed Institute.
9	MEDICAL OFFICER	PB-4 15,600- 39,100	5,400/-	MBBS from recognized University approved by MCI.
10	ASSISTANT MANAGER (CORP. COMN.)	PB-4 15,600- 39,100	5,400/-	Graduate in any discipline plus 2 years' full time Post Graduate Degree in Public Relations / Journalism / Mass Communication/ One year full time PG Diploma in Mass Communications/ Public Relations / Journalism from Indian Institute of Mass Communication.
11	PRIVATE SECRETARY	PB-4 15,600- 39,100	5,400/-	Graduation with 40% marks and proficiency in English language with minimum speed of 80 (eighty) words per minute short hand and excellent proficiency in MS Office & Diploma in Secretarial Practice from a Govt. recognized Institute plus experience of 3 years.
12	SECURITY OFFICER	PB-4 15,600- 39,100	5,400/-	Graduate and experience in Army / Para Military Force in the rank of Captain or equivalent / Dy. Commandant of paramilitary forces.

CLASS-II (TECH / NON-TECH)

13	JR. EXECUTIVE HR&A / F&A / STORES	PB-3 9,300-38,800	4,700/-	Graduate in any discipline from a recognized university plus:- 1. Inter CA / ICWA for F&A Stream. 2. P.G. Diploma in HR, Labour Laws / Public Relations / LLB from a recognized university in HR&A Stream. 3. P.G. Diploma in Logistics / Materials Management for Stores Stream
14	SR. SAE (ELECTRICAL / CIVIL / MECHANICAL)	PB-3 9,300-38,800	4,700/-	Full time 3 (three) years diploma in Electrical / Civil / Mechanical from recognized institute / college duly recognized by W. B. State Council of Technical Education plus experience of 3 (three) years.

CLASS-III (NON-TECHNICAL)

15	ASSISTANT	PB-2 6,300-20,200	2,600/-	<p>1. 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</p> <p>2. Must have passed certificate course / any other courses on computer from the Institute indicated below:</p> <p>i) 'O' Level Course of DOECC Society, Govt. of India or,</p> <p>ii) One Year course in Computer Application from any Institute recognized by West Bengal State Council of Technical Education or,</p> <p>iii) One year diploma course in Modern office Practice and management from any institute recognized by WB State Council of Technical Education or,</p> <p>iv) Course of Computer Operation and programming Assistant (Basic Skill and / or Advance skill) from Regional Vocational Training Institute, Director General of Training & Employment, Govt. of India or,</p> <p>v) Secretarial practices (Basic Skill and/or Advance Skill) from Regional Vocational Training Institute, Director General of Training & Employment, Govt. of India or,</p> <p>vi) Passed twelve standards in vocational stream from State Council of Vocational Training, Govt. of West Bengal with any of the following combination:</p> <p>a) Computer fundamentals and Programming and Computer Assembly and Maintenance.</p> <p>b) IT enabled services and Computer Fundamentals and Programming or,</p> <p>3. 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 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</p>
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				Degree in the Bachelor level with the subjects indicated in the foregoing lines of this provision.
16	STENOGRAPHER	PB-2 6,300-20,200	3,600/-	Passed Graduation with 40% marks and proficiency in English language with minimum speed of 80 words per minute in short hand. Excellent proficiency in operation of MS Office.
17	PHARMACIST	PB-2 6,300-20,200	3,600/-	Diploma in Pharmacy from a recognized Institute recognized by AICTE.
CLASS-III (TECHNICAL)				
18	SUB ASSISTANT ENGINEER (E)	PB-2 6,300-20,200 <i>(with higher initial start at ₹9,000 in the Band Pay)</i>	4,400/-	Full Time 3 years' Diploma in Electrical Engineering from recognized institute / College duly recognized by W.B. State Council of Tech. Education.

19	SUB ASSISTANT ENGINEER (M)	DO	4,400/-	Full Time 3 years' Diploma in Mechanical Engineering from recognized institute / College duly recognized by W.B. State Council of Tech. Education.
20	SUB ASSISTANT ENGINEER (C)	DO	4,400/-	Full Time 3 years' Diploma in Civil Engineering from recognized institute / College duly recognized by W.B. State Council of Tech. Education.
21	SPECIAL TECHNICAL ASSISTANT	DO	4,400/-	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.
22	SPECIAL OPERATING ASSISTANT	DO	4,400/-	Full Time 3 years' Diploma in Electrical Engineering from an Institute recognized duly by W.B. State Council of Tech. Education.
23	JUNIOR OPERATOR TECHNICIAN CUM TECHNICAL ASSISTANT	PB-2 6,300-20,200	2,600/-	Madhyamik or equivalent plus Trade Certificate under NCTVT from any Govt. ITI under Director of Industrial Training, Govt. of West Bengal in the trade (2 years' duration): Electronic Mechanic / Wireman / Electrician.
24	LINESMAN	PB-2 6,300-20,200	2,600/-	Madhyamik or equivalent plus Trade Certificate under NCTVT from any Govt. ITI under Director of Industrial Training, Govt. of West Bengal in the trade (2 years' duration): Wireman or Electrician and Workmen's Permit in part-IV.
25	SURVEYOR GR-III	PB-2 6,300-20,200	2,600/-	HS with Diploma in Surveying from Survey Institute or 2 years' course from ITI in Survey.
26	DRAFTSMAN GR-III	PB-2 6,300-20,200	2,600/-	HS with Diploma in Draftsman with proficiency in CAD or 2 years' ITI Course in Civil / Mechanical Draftsman.
CLASS-IV (NON-TECH)				
27	OFFICE SUPORT HAND	PB-1 4,900-9,200	1,700/-	Class-VIII Pass from a Govt. Recognized School and ability to read & write in Bengali / Nepali & elementary English.
CLASS-IV (TECHNICAL)				
28	TECHNICAL SUPORT HAND	PB-1 4,900-9,200	1,700/-	Class-VIII Pass from a Govt. Recognized School with sound physique with ability to read & write in Bengali / Nepali & elementary English and a course of Rural Electrician from an Institute recognized by the Department of Vocational Training, Government of West Bengal.

* **NB:** – Degree from Open University / Private University / Distance Learning mode / Part Time / Sandwich Course shall not be considered.

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