WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
OFFICE OF THE GENERAL MANAGER (HR & A), TP & AS
Registered Office: Vidyut Bhavan, Block–DJ, Sector–II, Bidhannagar, Kolkata–700091

EMPLOYMENT NOTIFICATION NO: REC/2025/03

RECRUITMENT OF SPECIAL OFFICER (SECURITY) IN WBSETCL ON CONTRACT BASIS

DETAILS OF THE POST

WBSETCL invites applications from the Retired Officials to fill up the following vacant posts on Contract basis immediately:

Sl. No.	Name of the post	Consolidated Remuneration per month	No. of Vacancies	Location
01	Special Officer (Security)	Rs. 50,000/-	02	• Kalyani Transmission Zone • Raiganj Transmission Zone

AGE & REQUIRED QUALIFICATION:

Sl. No.	Name of the post	Required qualification	Age as on 01.01.2025
01	Special Officer (Security)	Retired Officer in the rank of Dy. Superintendent of Police who has worked in different capacities as OCs/ ICs/CIs/ Zonal DSPs/ SDPOs in their career.	Between 60 to 62 years

JOB PROFILE:

Special Officer (Security):

a) To provide intelligence support to the Chief Security Officer of WBSETCL.
b) To maintain continuous liaison with the in-charges of the field level offices, Police and District Authorities for proper maintenance of law and order.
c) To supervise the work of the Private Security Personnel, NVF/HG and R.G. Members as a routine work.
d) To take all sorts of initiatives to prevent / control theft of Company's properties.
e) To conduct all enquiries related to theft of company's properties and submit a detailed report to the competent authority.
f) To follow up with the concerned Police Authorities regarding the theft of WBSETCL's properties and for quick recovery of the same.
g) To rush to the site in case of any exigency in order to resolve the security related issues by meeting with the Superintendent of Police/Inspector In-charge of the Police Station/Civil Administration and Officers of the company in that locality as the case may be.
h) To inspect security arrangement of various substations/ establishments periodically and submit detailed report with suggested preventive measures to be

taken to prevent any hazardous incidents in future.

i) To monitor security drill of security personnel to meet exigency / emergency.

j) To inspect the D.B.L. guns, ammunitions and arms license used by the private security Guards.

k) To facilitate installation of Tower and stringing of Transmission Lines of WBSETCL, coming within Right of Way, in co-ordination with the District Administration and the Officers of the local office.

l) To assist in the process of eviction of unauthorised occupants / intruders, if any, from different premises of WBSETCL across the State.

m) To investigate any inconsistencies as declared by the employee concerned in the format of family declaration and submit a confidential report within stipulated time to the competent authority.

n) To monitor the Fire Fighting system installed at various offices of the Company and related issues.

o) Any other jobs as assigned by the Chief Security Officer or higher authorities of the Company from time to time.

PERIOD OF ENGAGEMENT:

1. The engagement is on purely contractual basis initially for a period of 1 (One) year.
2. Depending upon performance, physical fitness and mental alertness, the period of engagement may be extended from time to time till attaining the age of 65 years, subject to decision of the Competent Authority.
3. The contract period may be terminated on serving 1 (One) month's notice from either side or on payment of 1 (One) month's pay in lieu thereof.

OTHER BENEFITS:

1. 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 any official tour.
2. 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.
3. He / She will be eligible to get Compensatory Casual Leave as applicable for regular employees.
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 Rs. 50,000/- in a year where engagement is for 1 year. Persons covered under WBHS 2008, CGHS or similar other scheme is not entitled for the benefit. Sate Govt. Pensioners, even if not covered under WBHS 2008, will not be entitled to any medical reimbursement facility.
5. Company's CUG mobile connection will be allotted to the selected candidate.

MODE OF SELECTION:

Selection will be made on the basis of performance in the Personal Interview only. The Interview will be held at Vidyut Bhavan, Saltlake, Kolkata on a suitable date with prior information to all the eligible candidates.

APPLICATION PROCEDURE

Application format can be downloaded from the Company's website **www.wbsetcl.in on and from 09.07.2025.** Interested eligible candidates may submit the filled in Application Form along with the self-attested copies of certificates/ documents as proof of identity (Voter's Card/PAN Card/AADHAAR 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), Training, Planning & Allied Services, WBSETCL, Vidyut Bhavan, 8th Floor, D-Block, Salt Lake, Kolkata - 700091** on or before **30.07.2025.** The envelope should be superscripted as "**APPLICATION FOR THE POST OF SPECIAL OFFICER (SECURITY)".**

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 the website of WBSETCL (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** language.
4. WBSETCL, at its discretion may raise/relax the age and/or other criteria notified above.
5. The short-listed candidates will be required to appear in the Personal Interview at their own cost. No TA/DA will be admissible.
6. The details of interview schedule will be duly communicated to the short-listed candidates.
7. Recruitment will be done strictly as per merit in pursuance of the recruitment policy, other rules and guidelines of the WBSETCL.
8. Canvassing in any form will summarily disqualify a candidate.
9. 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 **01.01.2025**.
10. Incomplete application will be summarily rejected. Application formats, not accompanying any of the valid credentials i.e. Proof of Identity, Age Proof, Educational Qualification, Professional Qualification, Work Experience, Disability Certificate (if applicable), Photograph and Signature, will be rejected.
11. The original copies of the documents / Certificates will be verified at the time of interview.
12. 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.
13. All details submitted in the Application Format will be treated as final and no subsequent changes will be entertained.
14. 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.
15. **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.

16. The decision of the Company in all matters relating to selection process shall be final and binding on the candidate.

17. 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.

18. 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:

a) Filled in Application as per prescribed format only.

b) Proof of identity (Voter's Card / PAN Card / AADHAAR Card).

c) Age Proof Certificate (Birth Certificate/ Admit Card or Certificate of Secondary Examination)

d) All the Mark-sheets & Certificates for Educational & Professional Qualifications starting from Matriculation.

e) Experience Certificate / Proof of post qualification experience.

f) Last pay certificate.

g) Release Order from the last employer on superannuation.

h) Pension payment Order (PPO).

IMPORTANT DATES	
Start date for receipt of applications	**09.07.2025 (10:00 A.M.)**
Last date for receipt of applications along with all documents / Credentials	**30.07.2025 (5:30 P.M.)**

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