

Applications, complete in all respect, accompanied by attested copies of certificates and testimonials, proof of age should reach the office of NTESCL, addressed to the Managing Director, Administrative Office, Finance Centre, 2<sup>nd</sup> floor, CBD, Plot No.1, Action Area – II, New Town, Rajarhat, Kolkata – 700 156 by 14.8.2015.

For further details as to qualifications and experiences required for the aforesaid posts, please visit website: [www.wbsedcl.in](http://www.wbsedcl.in) and [www.ntescl.nic.in](http://www.ntescl.nic.in)

Sl. No.	Name of the Post	Educational Qualification	Pay (Rs.) (consolidated)
1	Company Secretary & Adviser (F&A)	Should be a member of the Institute of Company Secretary & ICA / ICW with LLB	49,720.00
2	General Manager (Commercial)	Should be graduate in Electrical Engineering	43,480.00
3	General Manager (Engineering)	Should be Graduate in Electrical Engineering	43,480.00
4	General Manager (Civil)	Should be Graduate in Civil Engineering	43,480.00
5	AGM (Engg)	Should be Graduate in Electrical Engineering	34,600.00
6	Sr Manager / Manager (HR)	Should Possess MBA Degree/ NIPM /DSW Or Post Graduate Diploma In Industrial Relations & Personnel Management	27,640.00
7	Sr Manager / Manager (Accounts)	Should be Graduate in Commerce	24,040.00
8	Station Manager	Should be Graduate in Electrical Engineering/Diploma in Elec Engg	24,040.00
9	Manager / Dy Manager (Coml)	Should be Graduate in Electrical Engineering/Diploma in Elec Engg	26,080.00
10	Manager / Dy Manager (Project)	Should be Graduate in Electrical Engineering/Diploma in Elec Engg	26,080.00
11	Assistant Engineer (IT)	Should be Graduate in Information & Technology	26,080.00
12	Asstt Manager (Finance) for Electric Supply Station	Should be Graduate in Commerce	24,040.00
13	Jr Manager (Fin) / Accountant	Should be Graduate in Commerce	20,560.00
14	Store-Keeper	Should be Graduate	20,560.00
15	P.S. / P.A. to Managing Director	Should be Graduate	21,000.00

**Experience:**

Regarding post under Sl.No.1, the personnel should be holding position of Company Secretary at the time of superannuation and should have also adequate experience in financial activities during any time of the tenure of service and computer literate.

Regarding post under Sl. No.2, the personnel should be holding position at the level of Addl Chief Engineer and above or equivalent post at the time of superannuation and should have adequate experience in commercial activities as per the ERC Guidelines related to processing of applications of the intending consumers for bulk power up to effecting the power supply and related to the existing consumers under bulk power category & all categories of L&MV consumers. The personnel should have adequate experience over computer with knowledge of SAP and other languages. Wide experience in Material Management & Inventory Control, purchase of material, Contract Management, preparation of Revenue Budget and Capital Budget, Administration of Franchisee work and agency work. Company's Board related matters etc.

Regarding post under Sl.No.3, the personnel should be holding at the level of Addl Chief Engineer & above or equivalent at the time of superannuation and should have adequate experience in Planning, construction, operation, maintenance, testing etc associated to Power Supply to all categories of consumers of Electrical Distribution Utilities. He should have managerial ability to co-ordinate with other agencies like Government, Semi-Govt, PSU / Private etc for achieving company's target.

Regarding post under Sl. No.4, the personnel should be holding position at the level of Addl Chief Engineer & above or equivalent post at the time of superannuation and should have adequate experience of all kind of civil works viz, construction of DSS, DSS's Control Room as well as 33 KV Control Room, both ESS & GIS, Store Building, Customer Care Centre, multistoried building and computer literate.

Regarding post under Sl.No.5, the personnel should be holding position at the level of Dy Chief Engineer / Superintending Engineer or equivalent post at the time of superannuation and should have adequate experience towards construction of Distribution Project work with adequate exposure towards underground cable laying with assorted work, Electrical equipment installation of Distribution Network along with testing experience. Wide experience in purchase of material through e-tendering.

Regarding post under Sl.No.6, the personnel should be holding position at the level of Manager & above at the time of superannuation and should have adequate experience in HR activities, Contract Labour Management/ Purchase Procedure and other Office Establishment Jobs with working knowledge in computer.

Regarding post under Sl.No.7, the personnel should have work experience in Finance Deptt holding Executive position at the level of Assistant Manager / Manager at the time of superannuation and should have wide experience and competence in finalization of accounts and other accounts related jobs with working knowledge in computer. The personnel should also be adequately competent in handling both direct and indirect taxation areas. Experience and knowledge of contracts relating to turnkey project and other contracts along with payments thereon is also an essential feature.

Regarding post under Sl.No.8, the personnel should be holding position at least the level of Divisional Engineer or equivalent at the time of superannuation and should have adequate experience towards the entire activities of Customer Care Centre / Electric Supply Station and exposure towards cable laying work, electrical equipment installation in Distribution Network with knowledge of SAP and other languages.

Regarding post under Sl. No. 9, the personnel should be holding at least the level of Divisional Engineer or equivalent at the time of superannuation and should have adequate experience in commercial activities as per the ERC Guidelines related to processing of applications of the intending consumers for bulk power up to effecting the power supply and related to the existing consumers under bulk power category.

Regarding post under Sl.No.10, the personnel should be holding position at the level of Divisional Engineer or equivalent post at the time of superannuation and should have adequate experience towards construction of electrical distribution network with exposure towards cable laying work, operation, installation of electrical equipment of HV/MV used in Electric Supply Distribution Company.

Regarding post under Sl.No.11, the personnel should be holding position at the level of Assistant Engineer (IT) and above at the time of superannuation and should have adequate knowledge/experience in the field of Information Technology with knowledge of SAP and other languages.

Regarding post under Sl.No.12, the personnel should have work experience in Finance Deptt holding Executive position at the level of Assistant Manager / Manager at the time of superannuation and should have wide experience and competence in financial activities pertaining to Customer Care Centre / Supply Station with knowledge over computer, SAP & other languages.

Regarding post under Sl. No.13, the personnel should have working experience in Finance Department at the level of Jr Manager (Accounts) at the time of superannuation. The personnel should have competence in finalization of Accounts, knowledge of taxation and other related Accounts job with working knowledge of computer. Experience and knowledge of contracts relating to turnkey projects and other contract along with payments thereon is also an essential feature.

Regarding post under Sl. No.14, the personnel should have wide experience in Store related works having knowledge on Computerized Store Management System.

Regarding post under Sl. no. 15, personnel should be holding at the level of PS/PA at the time of superannuation with experience in all office related works, stenography and computer literate.

**Age:** Age of the applicant should be above 60(Sixty) years and not exceeding 62(Sixty-two) years as on 01.06.2015.

**Tenure:** The contract period is 1(One) year subject to renewal on satisfactory performance. The service may be terminated with one month's notice from either side.