



**RECRUITMENT TO THE POST OF OFFICE EXECUTIVE AND JUNIOR OPERATOR
TECHNICIAN CUM TECHNICAL ASSISTANT.**

NOTIFICATION NO. MPP/2018/05(ii) || DATE: 17/08/2021

**INFORMATION PERTAINING TO RE-EXAMINATION THROUGH COMPUTER BASED TEST MODE FOR
APPLICANTS UNDER NOTIFICATION NO. MPP/2018/05(ii)**

Background:

The Re-Examination notified vide Notification No MPP/2018/05(i) dated 07.02.2020 against the previously held examination on 09.06.2019 is scheduled to be held during 2nd week of September, 2021. Instead of the OMR-based Test as was held on 09.06.2019, the Re-Examination will be conducted through Computer-based Test (CBT) i.e, Online mode of examination. Under the new scheme of examination, there will be a two-layered selection process comprising CBT followed by Personal Interview. The applicants who were earlier issued Admit Cards for the Written Test held on 09.06.2019 will be issued Admit Cards afresh for the purpose of this Re-Examination.

Details of Post(s)/Vacancy/Remuneration/Qualification:

NAME OF THE POST : OFFICE EXECUTIVE	
1. No. of Vacancy :	As originally notified under Notification No MPP/2018/05
2. Category-wise Break-Up :	
3. Qualification :	
4. Remuneration :	Scale of Pay ₹ 29,000 - ₹ 84,500
NAME OF THE POST : JUNIOR OPERATOR TECHNICIAN CUM TECHNICAL ASSISTANT	
1.No. of Vacancy :	As originally notified under Notification No MPP/2018/05
2. Category-wise Break-Up :	
3. Qualification :	
4. Remuneration :	Scale of Pay ₹ 23,400 - ₹ 68,900

Note:

Selected candidate(s) shall be posted across various establishments of WBSEDCL in the State of West Bengal.

Allied Allowances & Other Facilities: As originally notified under Notification No MPP/2018/05

Other Conditions : As originally notified under Notification No MPP/2018/05

Employment Bond : As originally notified under Notification No MPP/2018/05

Age Limit Details: As originally notified under Notification No MPP/2018/05.

Exempted Category : As originally notified under Notification No MPP/2018/05

Note: In case of non-availability of a suitable Exempted Category candidate belonging to SC, ST, OBC (A) or OBC (B) for any of such reserved posts the said vacancies shall be filled up as per existing State Government Rules.

Post-wise details of Reservation: As originally notified under Notification No MPP/2018/05.

Post Identification for candidates applying under PwD category:- As originally notified under Notification No MPP/2018/05.

Note: ** Only candidates with disabilities identified as suitable for the Post will be considered for employment under the category reserved for Persons with Disabilities, if otherwise admissible.

Definition of Person with Disability: As originally notified under Notification No MPP/2018/05.

Stages of Selection:

SL No.	Phase No.	Particulars
1	1 st Stage	Computer Based Test (Objective Type with Multiple Choice Question Pattern)
2	2 nd Stage	Personal Interview
3	3 rd Stage	Pre-Employment Medical Test

Test Matrix Overview:

Name of the Post	Duration of CBT	CBT	Viva-Voce	Total
		Objective Test		
Office Executive	90 Minutes	85	15	100
Junior Operator Technician Cum Technical Assistant				

Detailed Test Matrix:

SI No	Name of the Post	Mode of Examination	Test Type	Marks	Question Break-up		Duration
					Topics of Evaluation	Marks Allotted	
1	Office Executive	CBT	MCQ	85	General Awareness	10	90 Mins.
					Knowledge of Bengali Language and West Bengal	05	
					Reasoning	10	
					Quantitative Aptitude	20	
					General English	15	
					Data Analysis, Data Interpretation & Data Sufficiency	05	
					Computer Proficiency (MS-Office)	20	
2	Junior Operator Technician Cum Technical Assistant	CBT	MCQ	85	General Intelligence/ Reasoning	05	90 Mins.
					General English	05	
					Quantitative Aptitude	10	
					General Knowledge	05	
					Knowledge of Bengali Language and West Bengal	05	
					Computer Proficiency (MS-Office)	10	
					Domain Knowledge	45	

**** The Question Paper along with Answer Key (all the relevant Question series) will be uploaded on the online portal after 48 hours of the completion of all the sessions of Computer Based Test. A stipulated timeline will be given for tracking objections from the candidates, post which the final correct answer key will be uploaded. Evaluation of CBT will be done as per final correct answer keys.**

Schedule & Scheme of Examination:

SL No.	Particulars	Details
1	Duration of Examination	90 Minutes (1 Hour 30 Minutes Per Session)
2	Centres	At locations in and around Kolkata, Durgapur & Siliguri.
3	Question Paper Medium	English.
4	Total Marks	85 Marks
5	Total No. of Questions	85 Questions
6	Scheme of Examination	<ul style="list-style-type: none"> • Objective Type Multiple Choice Questions (MCQs). • Each Question will carry 01 (one) mark. • For every wrong answer, 0.33 marks will be deducted

Minimum Qualifying Marks: As originally notified under Notification No MPP/2018/05

Resolution of Tie in the Final Merit List:

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

i. In case of two or more candidates scoring equal marks:

• The candidate senior in age will be given preference.

ii. If the aggregate/combined marks and also the date of birth be same:

a. The candidate scoring higher in the area/section of Computer Proficiency in CBT for the post of Office Executive will be given preference.

b. The candidate scoring higher in the area/section of Domain Knowledge in CBT for the post of JOT-CUM-TA will be given preference.

Mode of Selection:

The Computer- based Test (CBT) will be held in and around Kolkata, Durgapur & Siliguri. The process of Interview will be conducted at Kolkata only.

Since the CBT will be conducted across multiple sessions, the marks in CBT will be finalised after applying the formula for Normalization.

Normalization: Normalization means adjusting values measured on different scales to a notionally common scale.

Normalization Formula:

Normalized Score for each candidate (Xn) = $X_n = (S_2 / S_1) * (X - X_{av}) + Y_{av}$

S2	Is the "Standard Deviation" of the shift with the highest average score taken as base for normalization (criteria for choosing the base for normalization is generally taken as the shift with 'highest average' of raw scores)
S1	Standard deviation for the corresponding shift (to be scaled to S2)
X	Raw score of a candidate
Xav	Simple average of the shift
Yav	Average corresponding to shift with highest average (taken as base for normalization)

Candidates will be provisionally shortlisted for Interview in 1:3 ratio (category-wise) of the advertised vacancies based on their performance in Computer Based Test.

Hard copy credentials of all the shortlisted candidates for Interview will be verified at the time of Interview and thereafter prior to issuance of appointment letter to ascertain eligibility for the post. **Mere appearance in CBT or Interview will not guarantee any entitlement of appointment to any post under this recruitment exercise.**

The candidate must ensure that he/she fulfils the eligibility including academic and professional qualification as per our detailed notification and other norms. In case, it is detected at any stage of recruitment/selection (i.e. during interview/verification of documents etc.) that a candidate does not fulfill the prescribed 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 ab-initio. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice. No application/prayer for relaxation of eligibility norms will be entertained by the Company.

Final selection will be made on the basis of fulfilment of eligibility criteria prescribed under this Notification, combined performance in the Computer Based Test and Interview, fitness in pre-employment medical examination as per existing Company guidelines, available vacancies and existing reservation rules of Govt. of West Bengal.

Schedule for Computer Based Test (Location-wise):

Location(in or around)	Date(s) of Examination
Kolkata	08.09.2021 (Wednesday), 09.09.2021 (Thursday) & 10.09.2021 (Friday)
Durgapur	
Siliguri	

Schedule for Computer Based Test (Post-wise):

Name of the Post	Date(s) of Examination
Office Executive	The Date, Session and Test venue of examination will be specified in the Admit Card for candidate.
JOT-Cum-TA	

Session Timing & Reporting Time:

For Candidates	Shift – I	Shift - II	Shift – III
Session Timing :	09:30 AM – 11:00 AM	01:00 PM – 02:30 PM	04:30 PM – 06:00 PM
Reporting Time :	08:00 AM	11:30 AM	03:00 PM

General Instructions:**Admit Card Related Instructions:**

1. The candidates will be provided with static link for Mock Test after issuance of Admit card for undertaking the process of mock test to understand process and examination platform of Computer Based Test (CBT).
2. Helpline will be operational from the date of issuance of e-Admit cards till the last day of Computer Based Test (CBT).
3. **The candidates are requested to download their e-Admit Cards well in advance using their Registration No. and Date of Birth.**
4. All efforts will be made to deliver SMS & Email alert only to the registered Mobile Number & Email ID of the candidates. However, WBSEDCL will not be responsible for non-delivery of such SMS/Email.
5. **Request for change of Test Centre/Test Date/Test Session and address of correspondence shall not be entertained under any circumstances.**
6. Depending on the requirement, WBSEDCL reserves the right to cancel/curtail/enlarge/modify the recruitment process, if deemed necessary, in the interest of the Company, without any further notice and without assigning any reason thereof. WBSEDCL will not be liable to compensate the applicant for consequential damages, if any.

7. The candidates are requested to refer to their Admit Card for Computer Based Test details viz. Test Centre, Test Date, Test Session, Roll No, Reporting Time & other allied instructions.
8. Every candidate must note the date, time and venue address of the examination given in the Admit Card.
9. Candidates reporting late to the venue of test will not be allowed. All candidates are advised to maintain specified timelines.
10. The candidate must carry Admit Card to the examination venue along with passport size photograph duly pasted on it. (Preferably, the same photograph as was uploaded/submitted during application).
11. The candidate must bring the Admit Card with photograph affixed thereon, and valid photo ID in original (ESSENTIAL).
12. **In case of multiple online registrations for the same post, only the latest registration will be considered.**
13. WBSEDCL shall take no responsibility in case of failure to download Admit Card for appearing in the various stages of selection test.
14. The Admit Card must not be mutilated or tampered with. The Admit Card must be signed by the candidate in presence of the invigilator and handed over to the Test administrator/ invigilator at the Test Venue. Non-submission of Admit Card at the Test Venue may lead to disqualification.
Valid ID: PAN Card/ Passport/ Permanent Driving License/ Voter's Card with photograph/ Aadhar / Employee ID Card issued by Government (for Government/departmental employees)
Note: *Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.*

Computer Based Test Related Instructions:

1. The candidates have to produce the printout of their e-Admit Cards at the allotted venues for appearing in the said examination with a valid photo ID proof as specified in the Admit Card.
2. Candidates will be allowed to enter the Examination Hall with Admit card, Original Photo ID proof only. Pens & paper for rough work will be provided at the Test Venue. After the test is over, candidates must submit rough sheet before leaving the venue.
3. No candidate will be allowed to leave the examination hall during the currency of the examination.
4. Candidates are **not allowed** to carry the following items inside the examination hall (Lab):-Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/ Scanner, Any communication device like Mobile Phone, Digital or Smart Watch, Bluetooth, Earphones, Microphone, Pager, Fitness Band etc, other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Wrist Watch, Camera, any metallic item, any eatable item opened or packed, water bottle (only transparent water bottle is allowed), any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth devices etc.
5. Candidates are advised to avoid wearing ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc.
6. At the time of Examination, if any candidate is found with any of these electronic gadgets, his/her candidature will stand cancelled immediately, even if he/she was not found using the same. Only masks, sanitizer in a transparent bottle and water bottle (transparent) will be allowed inside the examination hall.
7. **Candidates are also advised not to bring any valuable or costly items to the Test Centre as arrangement for safe-keeping will not be provided and Test Centre will not be responsible for safe custody, loss or theft of such items.**
8. **Digital Photograph will be recorded for each and every candidate before and after appearing for Computer Based Test (CBT).**
9. Candidates will not be allowed to leave their respective seat unless permitted by the authorities of the exam venue.
10. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test etc.
11. At registration desk, the candidate will be required to sanitize his / her hands using sanitizer after which Photograph will be captured during the pre-examination registration process. Similarly, after the end of examination, at the time of exit, photograph of the candidate will again be captured.
12. Candidate's Roll Number and the Lab Number will **NOT** be displayed outside the exam venue, but the same will be provided to the candidates individually at the time of entry to the exam venue after their Admit Card and ID verification.
13. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Admit Card which will also be informed via SMS on their registered mobile number/ and Email at their registered email ID prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the test centre will be provided based upon the individual's time slot ONLY.
14. Candidate(s) should report at designated venue at the allotted time and sit at their designated system only for the CBT examination.
15. **The Computer Based Test will automatically start at the allotted session time after logging into the system and stop after the expiry of the scheduled examination duration.**

Covid-19 Related Instructions:

1. Candidates are required to wear proper face masks during the entire the process of the examination. Covid-19 protocols as applicable in the examination centre will have to be maintained by all the candidates.
2. It is mandatory for every candidate to maintain social distancing norms and personal hygiene all the time inside the premises of the Test Venue.
3. Candidate(s) must carry their own Hand Sanitizer (in transparent bottle), Gloves (optional), Surgical Head Cap (optional) & PET Water Bottle (transparent) to the venue.
4. Thermo- gun screening at the entry point shall be done for the candidates.
5. In case Candidate displays COVID-19 symptom, he/ shall be allowed to appear in CBT in a separate Isolation Lab.

Irregularities:

1. Any candidate found using unfair means during the course of examination shall be debarred from appearing in the examination of WBSEDCL in future and shall face disciplinary/legal proceedings.
2. Violation of discipline in the examination hall in any form including failure to submit Admit Card to the Invigilator may lead to cancellation of candidature.
3. Any candidate who is found copying or receiving or giving assistance will be disqualified i.e candidature will be cancelled.
4. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
5. A candidate must abide by the instructions as may be given by the Test Administrator / Invigilator of the Examination Lab at the time of Computer Based Test/Personal Interview as the case may be. If the candidate fails to do so or indulges in disorderly or improper conduct he / she will render himself / herself liable for expulsion from the examination hall or such other punishment as the authority deems fit to impose as cancellation of candidature/disciplinary proceedings/legal proceedings.

Others Instructions:

1. Canvassing in any form will disqualify the candidate.
2. Candidates should retain Applicant's copy of original CHALLAN and a photocopy of their original Registration Slip (to be submitted during later stages of the recruitment process).Candidates employed in Govt. Departments / PSUs / Autonomous Bodies are required to produce NOC mandatorily at the time of Interview. Otherwise, their candidature may be cancelled subsequently.
3. In case of any ambiguity / dispute on account of interpretation in versions other than English, the English version shall prevail.
4. Court of jurisdiction for any dispute will be in Kolkata.
5. Candidates must remain in constant touch with Company's website www.wbsedcl.in at Career [Tab] for information pertaining to this recruitment.
6. Category [SC / ST / OBC (A) / OBC (B) / PwD etc] as submitted during Online Registration/application cannot be changed thereafter by the candidate and no benefits of reservation applicable to any other reserved category will be subsequently made admissible to them at any stage of the selection process. Category as mentioned at the time of online registration/application shall remain unaltered during the recruitment process unless proved otherwise from relevant documents (e.g. caste certificate/ disability certificate etc). Candidates must ensure that he/she actually belongs to SC/ST/OBC (A)/OBC (B)/PwD category etc under that specific category. **Candidates belonging to SC/ST/OBC (A)/OBC (B) of other states will be treated under Unreserved category.**
7. All correspondence with candidates shall be done through E-mail/SMS only. All information regarding examination schedule/downloading admit card / Interview call letters etc. shall be uploaded on Company's website and will be intimated to the concerned candidate through E-mail/SMS. The candidates will be responsible for receiving, downloading and printing Admit Card / Interview call letter / any other information. WBSEDCL will not be responsible for any loss of E-mail / SMS sent, due to invalid / wrong E-mail ID / Mobile No. provided by the candidate or for delay / non receipt of information if a candidate fails to access his / her mail/mobile in time.
8. If the Caste certificate or Disability certificate has been issued in a language other than English, the respective candidates will be required to submit a self-certified translated copy of the certificate in English.
9. In case of any overwriting or tampering of Registration Slip generated under MPP/2018/05, the candidature of the candidate may lead to disqualification.
10. Mobile No. & E-mail ID submitted at the time of online registration/application cannot be changed by the candidate under any circumstances. All correspondence / communication / information to the candidates will be made through their Mobile No. / E-mail ID registered during online application. Candidates are advised to regularly check Email/ SMS. Candidates are further advised to regularly visit WBSEDCL's website (www.wbsedcl.in) to get updated information.
11. Fee once paid cannot be refunded under any circumstances.
12. No Travelling Allowance/Daily Allowance will be admissible to the candidates for appearing in the Computer Based Test/Personal Interview/Pre-Employment Medical Test.
13. Candidates applying under category reserved for Ex-Serviceman should mandatorily submit **valid Discharge certificate (issued by the Competent authority)** at the time of Interview (if short-listed), failing which their candidature will not be considered for further selection process.

14. The candidate must ensure that he/she fulfils the eligibility including academic and professional qualification as per our detailed notification and other norms. In case, it is detected at any stage of recruitment/selection (i.e. during interview/verification of documents etc.) that a candidate does not fulfill the prescribed 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 ab-initio. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice. No application/prayer for relaxation of eligibility norms will be entertained by the Company.
15. This is to be noted that mere 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 fulfilment of eligibility criteria as per prescribed rules of the Company, performance in the selection process, merit, available vacancy, verification of original documents/certificates, fitness in Pre-Employment Medical Test ,clear police verification report and existing rules of the Company.
16. Conduct of a re-examination is at the absolute discretion of WBSEDCL. Candidates not willing to move or not willing to participate in the delayed process of test delivery might lead to rejection.
17. **Only those candidates who were issued Admit Card for Written Test held on 09.06.2019 under Notification No MPP/2018/05 will be allowed to appear for the re-examination (CBT) under this notification. No fresh application will be entertained.**
18. In addition to the terms and conditions mentioned above, all other rules, regulation and policies of WBSEDCL for recruitment and appointment of manpower will apply mutatis mutandis to this Notification.

NOTIFICATION NO.: MPP/2018/05(ii)	DATED: 17.08.2021
HELPLINE/HELP DESK FOR CANDIDATE:	Helpline No: 022-61306286
	EMAIL ID: examwbsedcl@gmail.com
IMPORTANT DATES:	
COMMENCEMENT OF E-ADMIT CARD DOWNLOAD PROCESS FOR COMPUTER BASED TEST	24.08.2021
CLOSURE OF E-ADMIT CARD DOWNLOAD PROCESS FOR COMPUTER BASED TEST	10.09.2021 (up to 04:00PM)