

DETAILED ADVERTISEMENT FOR EXECUTIVE POSITIONS
(ADVT. NO. BCPL-27/2019)

Category-wise distribution of post

SN.	Post	Grade	Upper age limit**	No. of Posts				
				UR	OBC*	SC	ST	Total
1	Dy. General Manager (Contract & Procurement)#	E-6	48	01B	-	-	-	01
2	Deputy Manager (Information Technology)##	E-2	30	01N	-	-	-	01
3	Deputy Manager (Law)##	E-2	30	01N	-	-	-	01
Total				03	-	-	-	03

Abbr. used: UR-Un-Reserved, OBC-Other Backward Classes (Non-Creamy Layer), SC-Scheduled Caste and ST-Scheduled Tribe, B –Backlog vacancies, N-New vacancies

Post to be filled through walk-in-interview

Posts to be filled through online applications

Minimum eligibility criteria required for the posts

S N.	POST, GRADE & PAY SCALE	MINIMUM ESSENTIAL EDUCATION QUALIFICATION REQUIRED	MINIMUM ESSENTIAL EXPERIENCE REQUIRED	AGE LIMIT
1	Dy. General Manager (Contract & Procurement) Grade: E-6	Bachelor Degree in Engineering* with minimum 55% marks. Preference will be given to candidates having 02 years MBA** with specialization in Materials Management.	15 years of Post Qualification executive experience (including experience as ET /MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	48 years
2	Deputy Manager (Information Technology) Grade: E-2	Bachelor Degree in Engineering* in Computer Science / Information Technology with minimum 60% marks OR Bachelor Degree with minimum 60% marks and 03 years Masters Degree in Computer Application (MCA) with minimum 60% marks.	01 year of Post qualification executive experience (including experience as GET / ET / MT) in line.	30 years
3	Deputy Manager (Law) Grade: E-2	Graduate Degree in any discipline with minimum 60% marks and Bachelor Degree in Law (LLB) (minimum 03 years professional course) with minimum 60% marks. OR 05 years integrated LLB Degree (Professional) with minimum 60% marks. Preference will be	Candidate must have enrolled as an Advocate and possess minimum 01 year of post-qualification experience as a Law Executive in Public Sector / Large Private Sector Companies or as an Advocate in a reputed Law Firm/ Bar and /or District and higher	30 years

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		given to candidates having Master Degree in Law (LLM).	courts in handling litigations before Arbitration Tribunals, Judicial / Quasi-Judicial Forums.	
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* includes B.E/ B.Tech./ B.Sc. Engg.

** includes Two years Post Graduate Diploma in Management / MMS with specialization in relevant field.

TERMS & CONDITIONS FOR WALK-IN-INTERVIEW

1. **The cut-off date for determining age limit and post qualification experience will be 15.03.2019.**
2. Candidates who can join BCPL within maximum 30 days from issue of offer of appointment **will be given preference.**
3. **No TA will be paid for appearing walk-in-interview.**
4. **WALK-IN-INTERVIEW PROCEDURE**
 - (i) Before appearing for the Walk-in-Interview, **candidates should ensure that he / she fulfills all the eligibility and other criteria as mentioned in this advertisement.**
 - (ii) The candidates who meet the job specifications may appear for walk-in-interview on **15.03.2019** at

Hotel Floatel Kolkata
9/10, Kolkata Jetty,
Strand Road,
Opposite SBI Head Quarters, BBD Bagh,
Kolkata,
West Bengal 700001
Phone: +91 33 2213 7777

- (iii) **The reporting time is 08:30 am.**
- (iv) The candidates are required to fill the prescribed *Application for Employment* (available in website www.bcplonline.co.in) and carry the same along with 01 recent passport size colour photograph at the time of interview.
- (v) Candidates will be required to produce original documents along with 01 set of **self-attested** copies of the following testimonials / documents at the time of interview for verification of documents failing which he / she will not be permitted to appear in the interview.
 - o *Document in support of Date of Birth (age).*

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- *Latest Caste / Tribe certificate (for SC / ST / OBC-NCL candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PH candidates) in the prescribed format issued by the Competent Authority, Ex-servicemen Proof (in case of Ex-servicemen candidates) and Income & Assets Certificate in prescribed format issued by the Competent Authority (in case of candidates belonging to Economically Weaker Sections).*
- *All Certificates / Testimonials in respect of **all qualifications** starting from matriculation onwards (all semester / year wise Mark Sheets & Degree certificates).*
- ***Experience certificates / Documents** issued by the Employers in support of experience details i.e. Date of Joining, Date of Absorption, Date of Promotion, Date of latest Increments, Date of Relieving and all other relevant information.*
- ***Forwarding Letter / NOC** from the Employer in case candidate is presently employed in a Central / State Government / PSU / Semi Government organization.*

(vi) The candidates will be interviewed only on production of all the above mentioned documents and verification of the details with the original mentioned therein. The candidates who do not meet the job specifications / do not submit any documents mentioned above will not be interviewed.

5. In the event of the Interview spilling over to the next day owing to unavoidable circumstances, the candidates will have to make their own arrangements for boarding / lodging at their own expenses.

TERMS & CONDITIONS FOR ONLINE APPLICATIONS

1. **The cut-off date for determining age limit and post qualification experience will be 31.03.2019.**

2. **HOW TO APPLY**

Eligible and interested candidates will be required to apply online through BCPL website www.bcplonline.co.in. No other means / mode of application shall be accepted.

Before applying the candidates should ensure that they fulfill all the eligibility norms. The registration will be provisional as the eligibility will be verified only at the time of interview. Mere issue of Admit Card / Interview Call Letter will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage or if candidate fails to produce valid documentary proof in support of his/her eligibility.

Before registration the candidate must ensure the following:

- i. Valid e-mail ID, which should remain valid for at least one year. No change in the e-mail ID will be allowed once entered.
- ii. Candidates should ensure that they possess requisite qualification at the time of applying.

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- iii. Candidates should have latest passport size photograph as well as photograph of signature in digital form (.jpg or .jpeg only of less than 500 kb size) for uploading with the application form.
- iv. Candidates are advised to read carefully instructions for online submission of application. The same is available in the website.
- v. While filling online application the candidates must carefully follow all the steps. Incomplete application / application without fee (not applicable for SC / ST / PWD candidates) / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from applicants in this regard.
- vi. After applying online, the candidate is required to download the system generated Pay in slip & Registration Slip with unique registration number and other essential details.
- vii. **Candidates are not required to send any document to BCPL, Lepetkata at this stage.** The candidates will be allowed to appear in the Written Test / Trade Test, if applicable, only if they possess the valid Photo Admit Card which will be available for downloading from the BCPL website as per schedule notified from time to time.
- viii. The application being online, if during verification of documents prior to interview, it is found that the candidate does not possess the requisite eligibility criteria, he / she will not be allowed to appear for the interview and no TA will be paid.

ix. IMPORTANT

All correspondence wherever required with candidates shall be done through e-mail / SMS only. All information regarding examination schedule / Admit Card / result of Written Test / interview schedule and call letters etc. shall be provided through e-mail / uploading on BCPL website. Responsibility of receiving, downloading and printing of Admit Card / Interview Call Letter / any other information shall be of the candidate. BCPL will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or for delay / non receipt of information if a candidate fails to access his/her e-mail / website in time or due to any network related data loss.

x. MODE OF PAYMENT OF APPLICATION / PROCESSING FEE

Candidates belonging to General and OBC category are required to pay a non-refundable application fees of **₹ 600/- (Rupees six hundred only)**. **SC/ST/PWD candidates are exempted from payment of above fees** provided they produce SC /ST /PH certificate as applicable, issued by the Competent Authority at the time of interview. The fees once paid will not be refunded on any account nor would this fee be held in reserve for future exam / selection.

Payment can be made **through net-banking / credit card / debit card only**. No other mode of payment will be accepted. The payment can be made by using debit card / credit card / Internet Banking online through the payment gateway made available. **Transaction charges for online payment, if any, will be borne by the candidates.** After ensuring the correctness of the particulars of the online application form, candidates are required to pay fees through the payment gateway integrated with the application by following the instructions available on the screen. No change / editing will be allowed thereafter. On successful completion of the transaction, **Registration Slip and Application Number** will be generated, which must be printed by the candidates for record and future reference. If the candidate does not receive the registration slip with unique transaction no. his / her online application form will not be considered complete and he / she will have to make

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payment again. Failed Transaction amount will be automatically refunded to same A/c from which the payment was originally made, within seven working days.

3. BCPL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he / she has applied. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
4. Candidates will be required to **produce original documents along with one set of self-attested copies** of the following testimonials / documents **at the time of interview** for verification of documents **failing which he / she will not be permitted to appear in the interview nor any Travelling Allowance will be reimbursed / paid by the Company to the candidate:**
 - Document in support of Date of Birth proof.
 - Caste / Tribe certificate (for SC / ST / OBC-NCL candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PWD candidates) in the prescribed format issued by the Competent Authority, Ex-servicemen Proof (in case of Ex-servicemen candidates) and Income & Assets Certificate in prescribed format issued by the Competent Authority (in case of candidates belonging to Economically Weaker Sections)
 - All Certificates / Testimonials in respect of all qualifications (all semester/ year wise Mark Sheets & Degree certificates starting from matriculation onwards).
 - Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the online Application Form.
 - NOC from the employer in case candidate is employed in a Central / State Government / PSU / Semi Government organization.
5. Request for change of Mailing address / E-mail / posts as mentioned in the online application will not be entertained.
6. Only short listed candidates who are found apparently eligible based on the details given in the online application form will be called for Written Test and / or interview as the case may be.
7. Category (SC/ST/OBC/PH) once mentioned in the online application form **will not be changed and no benefit of other category will be admissible later on.**
8. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for written test / interview. BCPL's decision shall be final in this regard.

GENERAL TERMS AND CONDITIONS FOR CANDIDATES APPLYING THROUGH
WALK-IN-INTERVIEW AS WELL AS ONLINE APPLICATION

1. All qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions / Statuary Council.

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2. **Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute / University rules / norms.**
3. **Wherever DGPA / CGPA / OGPA / TGPA / CPI or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated by the applicant as per norms adopted by concerned University/ Institute.**

4. **Age relaxation:**

Relaxed Age Limit for different category of candidates as applicable is specified below:

- (i) The upper age limit is relaxable by **05 years** for candidates belonging to PWD category.
- (ii) The upper age limit is also relaxable by **05 years** for candidates domiciled in the state of **Jammu & Kashmir** between **01.01.1980** and **31.12.1989**.

(iii) In case of **Ex-servicemen** who have put in **not less than six months** continuous service in the **Armed Forces of the Union**, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than **03 years** the maximum age limit prescribed for the posts / services for which a candidate seeks appointment, he / she be deemed to satisfy the conditions regarding the age limit.

5. **MEDICAL CRITERIA IN RESPECT OF EYE POWER:**

In respect of technical officers, total myopia (including the cylinder) shall not exceed - 4.00D. The total amount of hypermetropia (including the cylinder) shall not exceed +4.00D in each eye.

In respect of non-technical officers, total myopia shall not exceed -8.00D. The total amount of hypermetropia shall not exceed +6.00D in case of candidates above the age of 20 years.

6. Candidates appointed for the posts will be placed under **probation for one year** in the grade / pay scale.
7. The selected candidates have to join at BCPL Administrative Office, Lepetkata, Dibrugarh, Assam and the place of posting for the positions will subsequently be decided by Management.

8. **PAY SCALE APPLICABLE AGAINST MENTIONED GRADES:**

SN	Grade	Designation	Pay scale
1	E-6	Dy. General Manager	₹ 43,200 – 66,000/-
2	E-2	Dy. Manager	₹ 24,900-50,500/-

Above mentioned pay scale is likely to be revised w.e.f. 01.01.2017.

BCPL pay scales are likely to be revised w.e.f. 01.01.2017. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance (IDA) at the applicable rates. Presently DA rate is 138.8% of Basic pay w.e.f. 01.01.2019. Other applicable allowances and benefits include Perquisites @ 48% of basic pay, North-East allowance @ 12.5% of basic pay (if posted in North-East region), Special Allowance @ 4% of basic pay, HRA, CMER (Conveyance Maintenance Expenses Reimbursement), etc. Medical Facility, Post-Retirement Medical Benefit (PRMB), Defined Contribution Pension Scheme (DCPS) will also be admissible as per company rules in force from time to time.

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9. BCPL reserves the right to reject candidature of the candidate at any stage of the recruitment process, or after recruitment or joining if the candidate is found ineligible for the post or any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. No correspondence shall be entertained in this regard.
10. The OBC candidates who belong to “**CREAMY LAYER**” are **not** entitled for **OBC concession** and such candidates have to indicate their category as “**General**”.
11. Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer) / PWD as per Government Directives are applicable.
12. For claiming the benefit of **Physically Handicapped (PH)**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange / Vocational Rehabilitation Centre for PH or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates are required to submit the certificate in the prescribed format in support of their claim. Prescribed formats are hosted at **BCPL website www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature **will not be considered**.
13. (a) Candidates from **SC/ST/OBC** category should produce their caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. Prescribed formats are hosted at **BCPL website www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
(b) Candidates belonging to Economically Weaker Sections (EWS) should produce their Income & Assets certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. Prescribed format is hosted at **BCPL website www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
14. Candidates presently employed in Central / State Government / PSU / Autonomous bodies shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his / her present employer at the time of interview, his / her candidature will not be considered and will not be permitted to appear in the interview.
15. BCPL reserves the right to raise the minimum eligibility standards. The Management also reserves the right to increase the number of vacancies notified and /or fill or not to fill all or any of the above positions without assigning any reason whatsoever.
16. **Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.**

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17. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Dibrugarh Court** only.
18. In case any dispute arises on account of interpretation in versions other than English, **English version will prevail.**

IMPORTANT DATES

Availability of Application for Employment and other prescribed forms / documents in BCPL website www.bcplonline.co.in for <i>Walk-in-Interview</i>	From 27.02.2019 to 15.03.2019
Availability of online application form and other prescribed documents in BCPL website www.bcplonline.co.in for <i>Online applications</i>	From 10.00 hours on 01.03.2019 to 23.59 hours on 31.03.2019
Last date of filling of online application form	31.03.2019 at 23.59 hours

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