

GENERAL INSTRUCTIONS (Employment Notification No. REC/2019/01)

- While applying for the above posts, the applicant must ensure that he / she fulfils the eligibility criteria including academic and professional qualifications as per the NOTIFICATION and other norms mentioned above as on the specified dates. 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 service may be terminated.
- Wherever SGPA/DGPA/CGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application (online) as per norms adopted by University / Institute.
- Category i.e. SC / ST / OBC (A) / OBC (B) / Physically Challenged / Ex-Serviceman / Meritorious Sportspersons, once entered at the time of online registration, cannot be changed under any circumstances and no benefit of other category will be admissible later on.
- Candidates, employed in **Govt. Departments / PSUs / Autonomous Bodies** will have to produce '**No Objection Certificate (NOC)**' at the time of personal interview otherwise their candidature will not be considered.
- Application Form not properly filled in or incomplete in any respect will be summarily rejected. Intentional suppression of any material fact will also be similarly dealt with.
- Applicants will not have to upload any document, pertaining to Date of Birth, Education Details, Work Experience, etc at the time submission of online application. Issuing of Call Letters for subsequent tests will be purely provisional without Verification of Documents. During the time of verification if it is found that any candidate does not fulfil the eligibility criteria, his candidature will stand cancel. Candidates called for Interview will be required to produce all original documents i.e. Age Proof, Proof of Essential Educational Qualification, Caste Certificate (if applicable), NOC(if applicable) etc.
- All applicants are advised to submit application for only one post since it is expected that the date and timing of the written test may be same for all posts.
- This is to be noted that mere submission of application or 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 merit position, available vacancy, verification of original documents / certificates and medical test.

- All information regarding examination schedule / admit card / interview call letters etc. shall be provided through e-mail or uploading on WBSETCL's website or via SMS. The responsibility of receiving, downloading and printing of admit card / interview call letter / any other information shall be of the applicants only. Applicants are advised to check their Email / SMS and visit WBSETCL's website (www.wbsetcl.in) regularly. **WBSETCL will not be responsible for any loss of email due to invalid / wrong e-mail ID provided by the applicant or for delay / non receipt of information if an Applicant fails to access his / her mail / website in time.**
- The E-mail ID & Mobile number should be kept active till the completion of this recruitment process. Mobile No. & E-mail ID once given cannot be changed by the applicant under any circumstances.
- WBSETCL shall take no responsibility in case of failure in registration, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.
- Request for change of examination centre will NOT be entertained under any circumstances whatsoever.
- Candidates will be allowed to appear in the Online Test on production of the Admit Card, issued after being considered eligible as per their own declaration and any one of the Photo Identity Proof in original, such as Voter Card, PAN Card, Driving License, AADHAAR Card, Passport or the like.
- Mobile Phone, Scanner, Pager & Other IT Gadgets are strictly prohibited inside the Examination Centre of WBSETCL. At the time of Examination if any candidates found with these instruments than his / her candidature will stand cancelled whatever reasons may be.
- Online Test and the Interview will be held in Kolkata only.
- Candidates called for Online Test / Personal Interview shall not be entitled for reimbursement of travelling expenses.
- **Canvassing in any form shall lead to disqualification of the candidate.**
- **WBSETCL reserves the right to cancel / restrict / enlarge / modify / alter the Recruitment Process, if needed, without issuing any further notice or assigning any reason there for.**
- **Court of jurisdiction for any dispute will be restricted to Kolkata only.**