

West Bengal Co-operative Service Commission

PWD Buildings, Block-'A' [Ground Floor], Khadya Bhawan Complex, 11A, Mirza Ghalib Street, Kolkata-700087

Advertisement No. 01/2016(Revised)

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org **on and from 24/02/2016 to 11:59 pm of 25/03/2016** for recruitment to the following posts in various Co-operative Institutions as described hereunder. **An applicant can apply for all or any of the posts of the following Institutions (indicating preferences) by submission of only one application form.**

The Co-operative Institution marked at Sl. No.9 has been incorporated with effect from 01/03/2016 in terms of resolution adopted in the Commission's meeting.

Sl. No.	Co-operative Institution	Name of the Post	No. of Vacancies	Category	Minimum Qualification	Pay Scale (₹)	Total Initial Salary (₹)
1	Burdwan Co-operative Agriculture & Rural Development Bank Ltd.	Field Supervisor (Only Males can apply)	04	UR:2, SC:1, OBC-A:1	Graduate in any discipline + BCK	8000-400/4-9600-500/1-10100-600/2-11300-800/8-17700-900/1-18600-1200/2-21000-1000/1-22000 (20 years)	19948.00 (Approx.)
2	Durgapur Steel Peoples' Co-operative Bank Ltd.	Assistant Gr. III	08	UR:7, SC:1		11765-655/3-13730-814/3-16175—980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540 (20 years) + * Stagnation increment @Rs.1310/-	20199.00 (Approx.)
3	Jhargram Co-operative Agriculture & Rural Development Bank Ltd.	Supervisor Gr. III	01	UR:1		7200-(400)-8400-(500)-9900-(600)-12300-(700)-17200-(1300)-18500-(800)-19300	17141.00 (Approx.)
4	The Howrah District Central Co-operative Bank Ltd.	Assistant-cum-Cashier-cum-Teller Grade III	01	ST:1		8500-(400/5)-10500-(500/5)-13000-(600/10)-19000-(650/6)-22900-(700/3)-25000 (30 years)	19,625.00 (Approx.)
5	Liluah Co-operative Bank Ltd (* For Bond see N.B [4])	Clerk	04	UR: 04		7710 (375/4) 9210 (550/6) 12510 (670/6) 16530 (740/3) 18750	16,122.00 (Approx.)
6	North Suburban Wholesale Consumers' Co-operative Society Ltd.	Cashier	01	UR:1		Pay Band: 5710-10440 Grade Pay : 1300	10115.00 (Approx.)
7		Junior Assistant	02	UR:2		Pay Band: 5060-9280 Grade Pay : 900	8644.00 (Approx.)
8	Samata Co-operative Development Bank Ltd.	Clerk-cum-Cashier (Computer Assistant-cum-Cashier) Gr. II-cum-Field Assistant	02	UR:1, SC:1		7800-250/3—8550—350/6-10650-550/8-15050-600/2-16250- (19 years)	17590.00 (Approx.)
9#	Tamluk-Ghatal Co-operative Union	Lower Division Clerk	01	UR:1		PB:2 (5400-25200) GP:2600	16212.00 (Approx.)

N.B:-[1] (a) The Applicant must have obtained graduation degree (in any discipline) from UGC - recognised University **on or before** the date of making application; **(b) BCK** stands for **Basic Computer Knowledge** meaning a computer course covering at least MS Office and Internet Operation, with a duration of minimum six months. **If the academic/professional course curriculum successfully pursued by the applicant contains at least 6 months' session on Computer Application and the same is duly mentioned in the testimonial/document, certificate on BCK will not be separately necessary.**

[2] An applicant must have **Bengali** as 1st/ 2nd Language in the 10th /12th Standard Examination. If any Applicant does not have Bengali as 1st/2nd Language in the 10th /12th Standard Examination, he/she will have to appear in a **Bengali Proficiency Test** at the time of Interview/ Viva Voce Test.

[3] UR stands for Unreserved, EC stands for Exempted Category, SC stands for Scheduled Caste, ST stands for Scheduled Tribe and OBC stands for Other Backward Classes.

[4] **(For Liluah Co-operative Bank Ltd only)** The selected candidates will have to submit an Undertaking declaring that they will compensate the Bank by paying a sum of Rs. 50,000/- each for Clerical cadre if they leave the Bank before completion of their service period of two years from the date of their confirmation (Probation Period –six months for clerks).

[5] # **For Candidates who have already applied in respect of this Advertisement and who now also intend to apply for Sl. No.9 (Tamluk Ghatal Co-operative Union) in addition: -**

An applicant who has already applied in respect of this Advertisement, and who now intends to change his/her order of preference (taking into consideration the preference of **Tamluk-Ghatal Co-operative Union**) should apply to the Commission in writing stating clearly - (1) his/her name, (2) Reference Id, (3) Transaction ID for successful transaction, (4) request for his/her desire for cancellation of the previous order of preference and indicating his/her new order of preference, and enclosing a photocopy of the application submitted previously. The application should be addressed to the Secretary, West Bengal Co-operative Service Commission, PWD Buildings, Block-A (Ground Floor), Khadya Bhawan, 11A Mirza Ghalib St, Kolkata-87.

On receipt of such application the Commission shall cancel the previous order of preference and shall entertain the new request in the appropriate cases. The list of such candidates will be uploaded in the Commission's website after the last date of submission of applications. Be it noted that- (1) Such request for change of order of preference will only be entertained if the applicant intends to opt for **Tamluk-Ghatal Co-operative Union in addition to other options**. (2) Applications in this respect must reach the office of the Commission through either Speed Post or Registered Post with AD latest by 31/03/2016. (3) Such request will be considered once only, (3) Request for change of preference will not be entertained if the candidate does not intend to opt for **Tamluk-Ghatal Co-operative Union**.

TABLE: 1

Category	UR / UR(EC)	SC	ST	OBC	OBC-A	OBC-B
Lower Age limit	18	18	18	18	18	18
Upper Age limit	40	45	45	45	45	45

HOW TO APPLY

1. In order to apply an applicant must provide one **e-mail address** for receiving communications from the Commission.
2. An Applicant must enter his/her personal, academic and technical (computer) details truly and correctly as required in the application form.
3. Applicants will be required to scan and upload their --(1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10thstandard), (5) Caste Certificate (if applicable) at the time of submission of application.
4. Applicants will have to opt for the Co-operative Institutions according to their preference and indicate the same in the preference boxes. **Be it noted that an applicant will not be considered for any vacancy in any Institution for which the candidate has not exercised option.**
5. Applications will be deemed to have been successfully submitted only after successful payment of correct and exact amounts given below (Please see tables 2, 3 and 4).
6. A **Reference Number** will generate soon after entering all the data relating to personal details as asked for in the application form. Applicants are advised to note and preserve the Reference No. for all future communications, if any, with the Commission on any matter relating to the recruitment of posts advertised herein. The said Reference No. will also be sent to the e-mail address provided by the applicant.
7. (a) If payment is successful, the candidate will get a print out of filled-up application form showing **"TRANSACTION SUCCESSFUL. APPLICATION SUBMITTED"**.
(b) If payment is not successful, the candidate will get a print out of filled-up application form showing **"TRANSACTION FAILED. APPLICATION IS NOT SUBMITTED"**.

- (c) If transaction is pending, the candidate will not get any print out of filled-up application form. A pop-up will appear showing that **TRANSACTION IS PENDING. PLEASE TRY FOR PRINT OUT AFTER THREE DAYS.**
8. After successful submission of application, a soft version of filled-up application form along with Transaction id will generate. Applicants should save and get a print-out of the same.
9. **If any applicant submits more than one application, only the application submitted last will be considered by the Commission and other application(s) will be treated as cancelled. No refund will, however, be made for the payment(s) against the cancelled application(s) under any circumstances.**

FEES

Applicants will have to pay **Examination Fees** and **Processing Fees** at the following rates.

TABLE: 2

Sl. No.	Category	Examination Fees	Processing Fees	Total Amount Payable
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.140.00	Rs.20.00	Rs.160.00
2	Other Backward Classes (OBC), OBC-A, OBC-B, OBC-A (EC), OBC-B (EC)	Rs.140.00	Rs.20.00	Rs.160.00
3	Scheduled Castes (SC), SC (EC)	NIL	Rs.20.00	Rs. 20.00
4	Scheduled Tribes (ST), ST (EC)	NIL	Rs.20.00	Rs. 20.00

- N.B.**
1. SC & ST candidates are exempted from paying Examination Fees.
 2. SC & ST candidates of other states will get **no exemption** in Examination Fees.

METHODS OF SUBMISSION OF APPLICATIONS

Applicants may submit their applications in any of the following two ways: -

A. ON-LINE SUBMISSION THROUGH COMMISSION'S WEBSITE

Applicants may submit their applications on-line through Commission's website www.webcsc.org. Applicants must provide basic information as required in the application form and upload scanned copies of the following : --(1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10 standard), (5) Caste Certificate (if applicable).

MODE OF ONLINE PAYMENT – e-Payment may be made through payment gateway by using Debit Card / Credit Card/ Net Banking Facility. Service Charges (imposed by the Concerned Agency) and Service Tax (imposed by Govt. of India) are payable as follows: --

TABLE: 3

Sl. No.	Name of the Facility	Service Charges	Service Tax
1	Net Banking facility Fees	Rs. 10.00	As applicable on Service Charges
2	Card Gateway Facility Fees (VISA , Master Card), Debit Card	Rs.5.00	
3	Card Gateway Facility Fees (Amex, Diners)	Rs.5.00	

- NOTE: -**
1. Successful submission of application shall take place only if payment of exact amount as given above is successfully made.
 2. **Examination Fees, Processing Fees, Service Charges and Service Tax (on Service Charges) are not refundable under any circumstances and in any case.**

A. ON-LINE SUBMISSION THROUGH TATHYA MITRA KENDRA-s

1. West Bengal Co-operative Service Commission has also arranged for submission of online applications through the Tathya Mitra Kendras, set up by the Govt. of WB down to the level of Gram Panchayats in the State of West Bengal. **The list of the Tathya Mitra Kendras is available at www.csc.gov.in .Applicants may click on 'CSC LOCATOR' to find out a nearby Tathya Mitra Kendra.**

2. The Tathya Mitra Kendras will provide two types of assistances:

(a) They may help in filling up the application forms, and make payments through CSC Wallet.

(b) Where the applicant fills up application form himself or herself Tathya Mitra Kendras may help in making payments through their CSC Wallet.

(A) For those Candidates who like to Fill up Application Form and Pay through Tathya Mitra Kendras

(I) If any applicant has no e-mail address, they can approach the authorised person of the Tathya Mitra Kendras to generate the same.

(II) Applicants may approach the Authorized Person of any of the listed Tathya Mitra Kendras with all particulars of personal, academic and technical details as required in the application form.

(III) The particulars as required in the Application Form have to be properly filled up and the following documents viz., (1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10 standard) and (5) Caste Certificate (if applicable) have to be scanned and uploaded properly at the time of submission.

(IV) Before online payment, applicants are advised to check detailed on-screen information entered by the authorized person of the Tathya Mitra Kendra. **The same may be edited, if required, before making payment.**

(V) The applicants have to pay Examination Fees and Processing Fees along with Service Charge (imposed by Tathya Mitra Kendras) and Service Tax (imposed by Central Government) as detailed below. **The applicant will not make any extra payment (other than as mentioned below).**

TABLE: 4 A

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	Service Tax
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.140.00	Rs.20.00	Rs.25.00 (Rs.20.00 + Rs.5.00)	As Applicable
2	Other Backward Classes (OBC), OBC-A, OBC-B	Rs.140.00	Rs.20.00	Rs.25.00 (Rs.20.00 + Rs.5.00)	
3	Scheduled Castes (SC),	NIL	Rs.20.00	Rs.25.00 (Rs.20.00 + Rs.5.00)	
4	Scheduled Tribes (ST)	NIL	Rs.20.00	Rs.25.00 (Rs.20.00 + Rs.5.00)	

(B) For those Candidates who like to Pay only through Tathya Mitra Kendras

(I) If any Applicant desires to fill up the application form himself/herself and make payment through CSC Wallet, he/she will fill up the application form till payment option comes. A **Reference No.** will generate. The applicant will give the Reference No. to the authorized person of the Tathya Mitra Kendra who will arrange for making payment through CSC Wallet.

(II) The applicants have to pay Examination Fees and Processing Fees along with Service Charges (imposed by Tathya Mitra Kendras) and Service Tax (imposed by the Central Government) as detailed below. **The applicant will not make extra payment other than as mentioned below.**

(III) Examination Fees, Processing Fees, Service Charges and Service Tax are not refundable under any circumstances and in any case.

TABLE: 4 B

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	Service Tax
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.140.00	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	As Applicable
2	Other Backward Classes (OBC), OBC-A, OBC-B	Rs.140.00	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	
3	Scheduled Castes (SC),	NIL	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	
4	Scheduled Tribes (ST)	NIL	Rs.20.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	

(IV) After successful submission of application, applicants should get print outs of their filled- up application.

3. After payment of above Fees the authorized person of the Tathya Mitra Kendra will hand over to the applicant a printed receipt with Reference No. and Transaction Id. as an acknowledgement of successful online submission of application. The applicants are advised to preserve the numbers for all future communications, if any, with the Commission.

4. After successful submission of application, applicants should get print outs of their filled- up applications.

5. **Examination Fees, Processing Fees, Service Charges and Service Tax are not refundable under any circumstances and in any case.**

N.B. If any Tathya Mitra Kendra does not co-operate with the applicants, the applicants may contact at this **Help Desk Number: 1800 3000 3468 (Toll Free) [from 10.00 am to 1.00 pm and from 2.00 pm to 6.00 pm]**

SELECTION PRODEURE

1. **Stage-I:** Candidates will have to appear in a written examination, which will consist of one paper and it will contain 150 nos. of MCQ type questions. Duration: 2 hrs.

Details of Syllabus are available in the website.

2. **Stage II:** The candidates will be called for interview/viva voce test (of 15 marks) as per merit list prepared on the basis of the results of the written examination subject to production of Documents and Testimonials before this Commission for verification thereof.

3. **Verification of Testimonials :** Candidates, provisionally listed for interview/viva voce test on the basis of marks obtained in the written examination will have to produce before the Commission all original documents and testimonials for verification, and also submit one set of self-attested copies of the same. **If any candidate fails to attend the Commission on the scheduled date(s) and /or fails to produce the required documents/ testimonials, his/ her candidature will be liable to be cancelled.**

4. After verification of testimonials, candidates will be called for Interview/Viva voce Test.

5. **Total marks:** Total Marks will be calculated by adding: - (1) Marks obtained in Paper I and (2) Marks obtained in Interview /Viva Voce Test.

6. **Recommendation:** The first list of candidates for recommendation will be prepared on the basis of merit-cum-preference.

7. **Panel:** A panel will be prepared with the remaining candidates on the basis of merit. The said Panel shall remain valid for one year from the date of publication of the first list of recommendation.

8. **Consequential Vacancies:** If any 'consequential' vacancy arises in any Institution because of non-joining/ leaving of candidate(s) already recommended in the first list, the candidate(s) will be recommended from the panel on the basis of merit-cum-preference.

(2) If any applicant does not opt for an Institution, his/ her name will not be considered for the vacancies ('fresh' and 'consequential') of that Institution under any circumstances.

IMPORTANT NOTES

1. The Commission will notify, from time to time, the date of examination and the date of availability of the Admit Cards in its website www.webscsc.org and in the Kazer Bazar section of the Anandabazar Patrika.
2. All Examination Centres will be in and around Kolkata and Howrah only.
3. **NO ADMIT CARD WILL BE SENT BY POST**, or provided from the Commission's Office. Candidates will have to download their Admit Cards from the Commission's website and get two printed copies of the same.
4. Candidates will have to submit one copy of the Admit Card at the time of written examination.
5. The date of verification of documents and testimonials will be declared by the Commission in its website and in the Kazer Bazar section of the Anandabazar Patrika.
6. The list of candidates to be called for Interview/ Viva Voce Test will be displayed in the Commission's website www.webscsc.org.
7. Call Letters for Interview/ Viva Voce Test will be sent by speed post.
8. The list of recommended candidates will be published in the Commission's website. The Recommendation Letters will be sent to the candidates by speed post.
9. Canvassing, in any form, is strictly prohibited.
10. For any problem regarding submission of application please send e-mail to this address kolkatawbcs@gmail.com mentioning your Reference No. and Transaction Id.
11. If at any stage it is found that the candidate has suppressed information or provided wrong information, his candidature will be liable to be cancelled.

SECRETARY-IN-CHARGE