

# West Bengal Co-operative Service Commission

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

## Advertisement No. 02/2016

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website [www.webcsc.org](http://www.webcsc.org) on and from **05/07/2016 (Tuesday) to 11:59 A.M (Midnight) of 05/08/2016 (Friday)** 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 his /her preferences by submission of only one application form.**

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.	Gr. II Scale II	02	UR:1,SC:1	Graduate in Commerce + BCK	11300-800/8-17700-900/1-18600-1200/2-21000-1000/4-25000-1200/4-29800 (20 years)	27499.00 (Approx.)
2	North Suburban Wholesale Consumers' Co-operative Society Ltd.	Accountant	01	UR:1		Pay Band: 8650-15560 Grade Pay : 1600	14651.00 (Approx.)
3	Rampurhat Block II Agril. Primary Marketing Co-operative Society Ltd.	Accountant	01	SC:1		6500-10000	14470.00 (Approx.)
4	The Howrah District Central Co-operative Bank Ltd.	Assistant Manager-cum-Senior Teller Gr. II B	01	UR:1		13000-550/10-18500-650/10-25000-750/4-28000-850/2-29700-950/2-31600 (29 years)	31570.00 (Approx.)
5	West Dinajpur Wholesale Consumers' Co-operative Society Ltd.	Assistant Accountant	01	UR: 1		4000-400-6400-500-9400-600-13000-700-17200-800-22000	7,113.00 (Approx.)

**N.B:-[1] (a)** The Applicant must have obtained graduation degree in Commerce from any 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 1<sup>st</sup>/ 2<sup>nd</sup> Language in the 10<sup>th</sup> /12<sup>th</sup> Standard Examination. If any Applicant does not have Bengali as 1<sup>st</sup>/2<sup>nd</sup> Language in the 10<sup>th</sup> /12<sup>th</sup> Standard Examination, he/she will have to appear in a **Bengali Proficiency Test** at the time of Interview/ Viva Voce Test.

**[3]** Abbreviations: UR = Unreserved, EC =Exempted Category, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Classes.

### AGE LIMIT (AS ON 01/01/2016)

TABLE: 1

Category	UR	SC	ST	OBC-A	OBC-B
Lower Age limit	18	18	18	18	18
Upper Age limit	40	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.
2. 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 (10<sup>th</sup> standard), (5) Caste Certificate (if applicable) at the time of submission of application.

3. 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.**
4. 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).
5. 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.
6. After successful payment a **Transaction Id** will generate which will also be sent to the said e mail address of the Applicant. This Transaction id will be treated as the proof of transaction made.
7. 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.
8. **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**

SI 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-A, OBC-B	Rs.140.00	Rs.20.00	Rs.160.00
3	Scheduled Castes (SC)	NIL	Rs.20.00	Rs. 20.00
4	Scheduled Tribes (ST)	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](http://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**

SI 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](http://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**

SI 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 Reference No. and Transaction Id. for all future communications, if any, with the Commission.**

4. **After successful submission of application, applicants should get print outs of the filled-up applications and preserve it. Applicants are also requested to preserve hard copies of Admit Cards downloaded by them.**

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 two papers:

Paper-I: Will contain 150 nos. of MCQ type questions. Duration: 2 hrs.

Paper-II: Will contain 100 nos. of MCQ type questions. Duration: 1 hr. 30 mins.

Both papers will be held on the same day. Details of Syllabi of Paper I and Paper II **will be available** in the website.

**Important Note:** Use of **only black ball point** pens is allowed to mark OMR sheets. No mobile phone, calculating machine or any other electronic gadget are allowed inside the examination hall. There will be negative marking. Admit cards will have to be downloaded from Commission's website. No Admit Card will be sent by post. Call Letters for interview will be sent by post to the candidates who have been selected for Interview on the basis of written examination.

**2. Stage II:** The candidates will be called for interview/viva voce test (of 24 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, (2) Marks obtained in Paper II, and (3) 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](http://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](http://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](mailto:kolkatawbcs@gmail.com) mentioning your Reference No. and Transaction Id.
11. If at any stage it is found that the candidate has suppressed/provided wrong information, his candidature will be liable to be cancelled.



SECRETARY-IN-CHARGE