West Bengal Co-operative Service Commission

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

Advertisement No. 01/2020

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org **on and from 04/03/2020 after 4 pm onwards to 11:59 pm of 03/04/2020** 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 and fulfilling all eligibility criteria) by submission of only one application form.**

Sl No.	Name of the Co-operative Institutions	Name of the Post	No. of Vacancies	Category	Minimum Qualification	Initial Gross Salary (₹)
1.	Murshidabad District Central Co-operative Bank Ltd.	Clerk (Grade-III)	13	UR-06 SC-03 ST-01 OBC(A)-02 OBC(B)-01	Graduate in any discipline & BCK	₹ 21,559.00
2.	The Burdwan Central Co-operative Bank Ltd.	Bank Assistant (Grade-III)	34	UR-18 SC-07 ST-02 OBC(A)-04 OBC(B)-03	Graduate in any discipline & BCK	₹ 25,595.00
3.	North 24 Paraganas Co-operative Agriculture and Rural Development Bank Ltd	Assistant Manager (Gr.-B) (Grade – II B)	02	UR-01 OBC(B)-01	Graduate in any discipline & BCK	₹ 17,522.00
4.	Howrah District Co-operative Agriculture and Rural Development Bank Ltd	Assistant-cum Cashier-cum-Supervisor (Grade –III)	02	UR-01 SC-01	Graduate in any discipline & BCK	₹ 19,047.00
5.	The West Bengal Secondary Education Board Employees Credit Co-operative Society Ltd.	Accounts Assistant	01	UR-01	Graduate in any discipline & BCK	₹ 25,640.00
6.	Khardah Co-operative Bank Ltd.	Junior Office Assistant	02	UR-02	Graduate in any discipline & BCK	₹ 28,708.00
7.	Burdwan Co-operative Agriculture and Rural Development Bank Ltd	Field Supervisor (Male) Grade-III	01	SC-01	Graduate in any discipline & BCK	Consolidated pay ₹ 20,000.00 per month for first 3 years. After 3 years Gross Pay ₹ 25068
		Junior Assistant (Female) Grade-III	01	OBC(A)-01	Graduate in any discipline & BCK	Consolidated pay ₹ 20,000.00 per month for first 3 years After 3 years Gross Pay ₹ 24968

N.B:-[1] (a) The Applicant must have to obtain minimum qualification **on or before** the date of 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 from a registered organisation. **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. **(c)** Graduation degree (in any discipline) must be obtained from UGC - recognized University.
[2] UR stands for Unreserved. SC stands for Scheduled Caste, ST stands for Scheduled Tribe and OBC stands for Other Backward Classes.

AGE LIMIT (AS ON 01/01/2020)
TABLE: 1

Category	UR / UR(EC)	SC	ST	OBC-A	OBC-B
Lower Age limit	18	18	18	18	18
Upper Age limit	35	40	40	40	40

HOW TO APPLY

1. An applicant must provide one valid **e-mail address and mobile number** 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 have to scan original testimonials and upload their --(1) Passport-sized coloured Photograph (within 50 KB), (2) Signature (Within 50 KB), (3) Left Thumb Impression (within 50 KB), (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10th standard) (within 2 MB), (5) Mark sheets of all examinations passed (2 MB each), (6) Caste Certificate (if applicable) (within 2 MB) at the time of submission of application.
4. Applicants have to opt for the Co-operative Institutions according to their preferences and indicate the same in the preference boxes. **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 (Please see tables 2 and 3).
6. A **Registration ID** will be generated 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 Registration ID for all future communications, if any, with the Commission on any matter relating to the recruitment of posts advertised herein. The said Registration ID will be sent to the e-mail address provided by the applicant.
7. (a) **If payment is successful**, the candidate shall obtain 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".
8. After successful submission of application, a soft version of filled-up application form along with Transaction id will be generated. Applicants must save and obtain a print-out of the application form for future submission/ communication.
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.

Sl. No.	Category	Examination Fees	Processing Fees	Total Amount Payable
1	Unreserved (UR), UR(EC), UR Person with disabilities (PWD)	Rs.160.00	Rs.40.00	Rs.200.00
2	Other Backward Classes (OBC), OBC-A, OBC-B, OBC-A (EC), OBC-B (EC)	Rs.160.00	Rs.40.00	Rs.200.00
3	Scheduled Castes (SC), SC (EC)	NIL	Rs.40.00	Rs. 40.00
4	Scheduled Tribes (ST), ST (EC)	NIL	Rs.40.00	Rs. 40.00

N.B. 1. EC stands for Exempted Category.

2. SC & ST candidates are exempted from paying Examination Fees.

The benefit of reservation of vacancies is admissible to SC/ST/OBC candidates of West Bengal only. The SC/ST/OBC of other states will treated as unreserved candidates.

METHODS OF SUBMISSION OF APPLICATIONS

Applicants have to submit their applications on-line through Commission's website www.wbcsc.org within schedule date and time. Applicants must provide basic information as required in the application form and upload scanned copies of the following : -(1) Passport-sized Photograph (within 50 KB), (2) Signature (Within 50 KB), (3) Left Thumb Impression (within 50 KB), (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10th standard) (within 2 MB), (5) Mark sheets of all examinations passed (2 MB each), (6) Caste Certificate (if applicable) (within 2 MB).

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 GST (imposed by Govt. of India) are payable as follows: --

TABLE: 3

Sl. No.	Name of the Facility	Service Charges	GST
1	Net Banking facility Fees	Rs. 15.00	As applicable
2	Card Gateway Facility Fees (VISA , Master Card), Debit Card		
3	Card Gateway Facility Fees (Amex, Diners)		

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 GST (as applicable) are not refundable under any circumstances and in any case.**

SELECTION PROCEDURE

1. Stage-I: Candidates will have to appear online examination for Paper-I and subjective type examination for Paper –II. Details of which are as follows:

Paper-1. 100 no.s of MCQ type questions [Consisting of three subjects- (i) Quantitative Aptitude (ii) Test of Reasoning (iii) General Awareness]. There will be negative marking @ 1:4.

Full Marks: 100; Duration- 1 hour 30 minutes.

Qualifying marks would normally be 30%.

Mere securing Qualifying Marks does not guarantee short listing for computer test.

Paper-2: English and Bengali Languages (Subjective type and qualifying in nature). Full Marks: (50 + 50) =100. Duration- 1 hour 30 minutes.

A candidate must qualify both in Paper-1 & Paper-2. Also a candidate must qualify in both the languages of Paper-2 separately.

Please note that: - The candidates will be called for Computer test and Interview / Viva-voce Test on the basis of marks obtained in Paper-I only.

The answer scripts of Paper – 2 will be evaluated for those candidates only who secures qualifying marks in Paper-1.

2. **Stage II:** (A) The candidates will also have to appear in Practical Test in Basic Computer Knowledge (50 marks and qualifying in nature)

(B) 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 online examination.

3. **Verification of Testimonials:** Candidates, provisionally listed for interview/viva voce test on the basis of marks obtained in the online examination will have to produce before the Commission all original documents and testimonials for verification, and also have to 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. Total marks for preparing final merit list: Total Marks will be calculated by adding: - (1) Marks obtained in Paper I and (2) Marks obtained in Interview /Viva Voce Test.

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

6. **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.

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

8. 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.webcsc.org and in the Anandabazar Patrika and The Telegraph and it is the responsibility of the candidate to follow the same.

2. SMS alerts will be sent to the candidates at their contact numbers for intimating (i) date of online examination (ii)   Date of interview and as applicable. The Commission will not be responsible for non receipt of SMS alert.

3. All Examination Centres will be in and around Kolkata only.

4. 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.

5. Candidates will have to submit one copy of the Admit Card at the time of online examination, and keep another copy for computer test and interview.

6. The list of candidates selected for computer test and for Interview/ Viva Voce Test will be displayed in the Commission's website www.webcsc.org.

7. Call Letters for computer test and Interview/ Viva Voce Test will be sent by speed post.

8. The list of recommended candidates will be published in the Commission's website. 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 kolkatawbcsc@gmail.com mentioning your Registration ID and Transaction Id.

11. If at any stage it is found that the candidate has suppressed information or provided wrong information, his/her candidature will be liable to be cancelled.

03/8/20

Secretary