



WEST BENGAL CO-OPERATIVE SERVICE COMMISSION

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

Advertisement No. 05/2021

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org on and from **22/12/2021 after 4 P.M. onwards to 11:59 P.M. of 21/01/2022** for recruitment to the following posts in various Co-operative Institutions as described hereunder. **An applicant shall apply for any one post code from the following Institutions. If any applicant applies for post code 215002 then applicant should indicate preferences and fulfill all eligibility criteria by submission of only one application form.**

| Sl. No | Name of the Institution | Name of the Post | No. of Vacancies | Post Code | Qualification & Experiences as asked | Total Initial Salary (₹) |
|--------|---|--|-------------------------------|-----------|--|---|
| 1 | Kolkata Police Co-operative Bank Ltd. | Lower Division Assistant | UR-11 | 215001 | 1.B. Com (Hons') with 50% marks 2. BCK Preferably MCA | ₹ 26,605.00 |
| 2 | Durgapur Steel Peoples' Co-operative Bank Ltd. | Assistant (Gr.III) | UR-04 OBC(B)-01 S.C.-01 | 215002 | 1.Graduate 2.BCK | ₹29,544.00 (approx.) |
| 3 | Burdwan Co-operative Agriculture and Rural Development Bank Ltd. | Field Supervisor/ Office Assistant (Grade-III) | UR-01 SC-01 | | 1.Graduate 2.BCK | Consolidate pay ₹ 20,000/ pm. After successful completion of 3 years of service entitled for pay scale of Grade -III. Gross Salary ₹ 26971.00 |
| 4 | The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja) | Office Assistant | UR-02 SC-01 | | 1. Graduate in any Discipline 2.BCK | ₹ 26,605.00 |
| 5 | The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja) | Marketing Procurement Assistant | UR-01 SC-01 | | 1. Graduate in any Discipline 2.BCK | ₹ 26,605.00 |
| 6 | The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja) | Technical Assistant | UR-02 | | 1. Graduate in any Discipline 2.BCK | ₹ 26,605.00 |
| 7 | Nabagram Peoples' Co-operative Credit Bank Ltd. | Computer/ Cash Clerk | UR-02 | | 1.Graduate/Post Graduate 2.BCK | ₹ 25,760.00 |

| Sl. No | Name of the Institution | Name of the Post | No. of Vacancies | Post Code | Qualification & Experiences as asked | Total Initial Salary (₹) |
|--------|--|------------------|--------------------|-----------|---|--|
| 8 | Bankura District Central Co-operative Bank Ltd. | Grade-III | SC-02 OBC(B)-01 | 215002 | 1. Graduate 2. BCK | ₹ 25729.00 + Cash allowance/Field Allowance as applicable |
| 9 | Arambag Co-operative Agriculture and Rural Development Bank Ltd. | Supervisor | UR-03 | | 1. Graduate from any recognized University 2. BCK 3. Ability to drive Two-wheeler | ₹ 16,400.00 |

N.B:-

- [1](a) The Applicant must have to obtain minimum qualification **on or before** the date of submission 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. **If the academic/professional course curriculum successfully pursued by the applicant contains at least 6 months' session on Computer Course and the same is duly mentioned in the testimonial/document, certificate on BCK will not be separately necessary.**
(c) Madhyamik or equivalent and Higher Secondary or equivalent should be obtained from recognised Board of India.
(d) Graduation degree (in any discipline) must be obtained from UGC - recognized University of India.
[2] 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.

- [3] An applicant must have Bengali as 1st or 2nd languages in the 10th /12th standard examination.

AGE LIMITS OF THE APPLICANTS:

TABLE: 1 (Age as on 01/01/2021)

| Category | UR / UR(EC) | 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

- In order to apply an applicant must provide one **e-mail address and mobile no.** for receiving communications from the Commission.
- An Applicant must enter his/her personal, academic and technical (computer) details truly and correctly as required in the application form.
- 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 (10th standard), (5) Caste Certificate (if applicable) at the time of submission of application.
- Applicants will have to apply for only one post code and they will be considered for that post code only. **Be it noted that an applicant will not be considered for any vacancy in any Institution for which the candidate has not exercised option.**
- Applications will be deemed to have been successfully submitted only after successful payment of correct and exact amounts given below (Please see tables 2 and 3).
- A **Registration Number** 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 Number for all future communications, if any, with the Commission on any matter relating to the recruitment of posts advertised herein. The said Registration Number will also be sent to the e-mail address provided by the applicant.

7. (After successful payment a **Transaction Id** will generate which will also be sent to the said email address of the applicant. This transaction id will be treated as the proof of transaction made.
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), UR Person with disabilities (PWD) | ₹400.00 | ₹250.00 | ₹650.00 |
| 2 | Other Backward Classes (OBC), OBC-A, OBC-B, OBC-A (EC), OBC-B (EC) | ₹400.00 | ₹250.00 | ₹650.00 |
| 3 | Scheduled Castes (SC), SC (EC) | NIL | ₹250.00 | ₹250.00 |
| 4 | Scheduled Tribes (ST), ST (EC) | NIL | ₹250.00 | ₹250.00 |

- N.B.**
1. SC & ST candidates of West Bengal 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

1. Applicants will have to 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 (10th standard), (5) Certificates/Mark sheets of Secondary or equivalent, Higher Secondary or equivalent, Graduation and Basic Computer Knowledge, (6) 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 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 | ₹ 15.00 Or as Applicable | 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 PRODEURE

1. Stage-I: Candidates for **post code no 215001** will have to appear **ON-LINE EXAMINATION**, which will consist of one paper as follows; PAPER-I 150 no.s of MCQ type questions [Consisting of five subjects- (i) Quantitative Aptitude (ii) Test of Reasoning (iii) General Awareness (iv) English (v) Bengali, (vi) Accountancy. There will be negative marking @ 1:4. Full Marks: 150; Duration- 2 hours.

Candidates for **post code no 215002** will have to appear **ON-LINE EXAMINATION**, which will consist of one paper as follows; PAPER-I 150 no.s of MCQ type questions [Consisting of five subjects- (i) Quantitative Aptitude (ii) Test of Reasoning (iii) General Awareness (iv) English (v) Bengali. There will be negative marking @ 1:4. Full Marks: 150; Duration- 2 hours.

Candidates will be called for Interview / Viva-voce Test on the basis of marks obtained in PAPER –I.

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

(B) 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 On-Line MCQ examination.

3. Verification of Testimonials: Candidates, provisionally listed for interview/viva voce test on the basis of marks obtained in the On-Line Examination will have to produce before the Commission all original documents and testimonials for verification, and also have to submit two sets 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 On-Line Examination and 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.

Social Distancing Mode conduct of Exam Related Instructions

Different reporting time will be printed for a set of candidates. Candidate must report 1 hour before the Reporting time to avoid crowding.

1. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual’s time slot ONLY. Candidates should report at least 15 minutes before the Reporting time indicated on the call Letter.

2. At the time of entry of the candidate to the exam venue their Admit Card/ Call Letter and ID verification.

3. Items permitted into the venue for Candidates

Candidates will be permitted to carry only certain items with them into the venue.

- a. Mask (WEARING A MASK is COMPULSORY)
 - b. Gloves
 - c. Personal transparent water bottle
 - d. Personal hand sanitizer (50 ml)
 - e. A simple pen
 - f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc)
 - g. **Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.**
 - h. **In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.**
- No other Items are permitted inside the venue.

- 4. Candidate should not share any of their personal belonging/material with anyone
- 5. Candidate should maintain safe social distance with one another.
- 6. Candidate should stand in the row as per the instructions provided at venue.

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 Telegraph and BartamanPatrika**.
- 2. SMS alerts will be sent to the candidates at their contact no.s for intimating (i) date of written examination (ii) date of interview and (iii) final recommendation, as may be applicable
- 3. All Examination Centres will be in and around Kolkata and Howrah and if required in other District Head Quarters.
- 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 on-line examination.
- 6. The list of candidates to be called for Interview/ Viva Voce Test will be displayed in the Commission's website www.webcsc.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 helpdeskwbcs2020@gmail.com mentioning your Reference No. and Transaction Id.
- 11. Help desk no- **9903755050/9903761050/9903741050**
- 12. 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.
- 13. The Authority resolves the right to change any of the conditions mentioned herein as it deems fits. The decision of authority shall be final and binding

Secretary