WEST BENGAL CO-OPERATIVE SERVICE COMMISSION

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

Advertisement No. 02/2013

Applications are invited in the prescribed format from Indian citizens to reach the Commission's office at the above address (**Phone 033-22520405**) by **27/09/2013 (Friday)** for recruitment to the following posts in various Co-operative Institutions as described hereunder:-

Co-operative Institution	Name of the Post	Post Code	Vacancy	Reservation Category	Minimum Qualification & Experience	Pay Scale (in Rs.)	Total initial Salary (in Rs.)
Burdwan Central Co-operative Bank Ltd. [G.T.Road, P.O. & Dist Burdwan 713 101]	Grade-IIA	021301	6	3 UR + 1 SC + 1 ST +1 OBC	Pass Graduate with 50% marks or Hons. Graduate + Certificate in SQL / ORACLE (at least 6-month duration) from a recognised institute	13900-27300	27,168
	Grade-III	021302	10	5 UR + 2 SC + 1 ST + 2 OBC	Madhyamik / Equivalent with (a) 60% marks for UR & (b) 50% marks for SC / ST / OBC + BCK*	7200-19300	14,333
Jalpaiguri Central Co-operative Bank Ltd.	System Manager (Grade-IIA)	021303	1	1 UR	B. Tech (Computer Science & Engineering / Information Technology)	14600-600/10- 20600-700/9-26900	33,794
[Temple Street, P.O. &Dist- Jalpaiguri 735 101]	Accountant (Grade-IIB)	021304	2	2 UR	B.Com. (Hons. in Accountancy) with 55% in Hons. + BCK*	11840-500/10- 16840-600/9-22240	27,891
	Office Assistant (Grade-III)	021305	5	2 UR + 1 SC +1 ST + 1 OBC-A	Graduate + BCK*	9430-470/19-18360	22,669
Malda District Central Co-operative Bank Ltd. [Saraju Prasad Road, P.O. & Dist – Malda 732 101]	Assistant Grade-II	021306	4	1 UR +1 SC +2 ST	Higher Secondary / Equivalent with 60% marks or Graduate + BCK*	7,200-400/3-8400- 500/3-9900-600/4- 12300-700/7-17200- 1300/1-18500-800/1- 19300 [2 addl. Increments for Graduate]	14,727 [for HS]& 16,316 [for Graduate
Mugberia Central Co-operative Bank Ltd. [P.OMugberia, Dist-Purba Medinipur 721 425]	Assistant Manager (Grade-IIB)	021307	2	2 UR	Graduate(with 60% marks in Madhyamik / Equivalent, Higher Secondary / Equivalent & Graduation) + BCA^	20900-1000/4- 24900-1100/4- 29300-1200/11- 42500	31,128
Burdwan Co-operative Agriculture and Rural Development Bank Ltd. [Old Court Compound, P.O. & Dist- Burdwan 713 101]	Supervisor (Grade –III)	021308	7	6 UR + 1 SC	Graduate + BCK*	8000-400/4-9600- 500/1-10100-600/2- 11300-800/8-17700- 900/1-18600-1200/2- 21000-1000/1-22000	16,480
Dakshin Dinajpur District Co-operative Agriculture and Rural Development Bank Ltd. [P.OBalurghat, Dist Dakshin Dinajpur 733 101]	Grade-IIB Officer	021309	2	2 UR	B.Com. (Hons.) + KCAT**	1300-100/4-1700- 110/3-2030-120/12- 3470	11,913
Malda Co-operative Agriculture and Rural Development Bank Ltd.	Manager	021310	1	1 UR	Chartered Accountant + 3 (three) years' experience in Financial Sector	18240-560/5-21040- 620/2-22280	42,677
[Rabindra Avenue, P.O. & Dist. – Malda 732 101]	Junior Assistant	021311	2	2 UR	Higher Secondary / Equivalent with 45% marks + BCK*	4410-215/3-5055- 335/3-6060-470/4- 7940-500/3-9440- 560/4-11680-970/1- 12650-560/1-13210	11,913

Bankura Town Co-operative Bank Ltd. [NetajiSubhas Road, P.O. & DistBankura 722 101]	Manager (System & Finance) [Grade-IIA Scale-II]	021312	1	1 UR	(a) MCA^^ or (b) B. Tech / M.Tech in Computer Science & Engineering	10000-470/6-12820- 500/3-14320-560/10- 19920	23,914
Durgapur Steel Peoples' Co-operative Bank Ltd. [Benachity House, Durgapur, Dist. – Burdwan 713 204]	Assistant (Grade-III)	021313	6	5 UR + 1 SC	B.Com. / B.Sc. with 50% marks + BCK*	7200-400/3-8400- 500/3-9900-600/4- 12300-700/7-17200- 1300/1-18500-800/1- 19300	14,474

N.B:-[1] BCK* stands for Basic Computer Knowledge meaning a Certificate course covering MS Office & Internet with at least 6 months' duration, KCAT** for Knowledge in Computerised Accounting /Tally (supported by an appropriate Training Institute Certificate with at least 12 months' duration), DCA*** stands for Diploma in Computer Applications from a reputed institution with at least 12 months' duration and BCA^ & MCA^^ for Bachelors' & Masters' degrees respectively in Computer Application from a UGC-recognised University. In this Advertisement, UR stands for Unreserved, SC for Scheduled Caste, ST for Scheduled Tribe and OBC for Other Backward Classes.

[2] Upper Age Limit (as on 01/01/2013) is **35 years** for Post Codes 021302, 021305, 021306, 021308, 021311 & 021313 and **40 years** for Post Codes 021301, 021303, 021304, 021307, 021309, 021310 & 021312. The Limit is relaxable for SC / ST / OBC / OBC-A / OBC-B candidates by 5 years.

[3] The vacancy position advertised herein may vary and for such variance no separate Advertisement will be published by the Commission.

[4] There will be a Common Paper (Paper-I) for all the posts, the syllabus of which has been notified by this Commission under its No. CSC/OG-4/111 dated 24/02/2012 and duly uploaded in the Website of the Co-operation Department, Government of West Bengal (www.coopwb.org) & in the Commission's new website (www.webcsc.org). Objective Type Written Tests on an additional Special Paper (Paper-II) on General Banking Awareness for Post Codes 021301 & 021307, on Computer Science & Engineering for Post Codes 021303 & 021312 and on Fundamentals of Accountancy for Post Codes 021304, 021309 & 021310 will be conducted by the Commission. The syllabi for these three Special Papers have been notified vide No. CSC/S-5/199 dated 30/03/2012 and duly uploaded in www.coopwb.org & www.webcsc.org.

RULES FOR SUBMISSION OF APPLICATIONS

- 1. Applications must be made only in the format prescribed by the Commission, which should be downloaded from the website, www.webcsc.org and duly printed. Applications in any other format are liable for rejection.
- 2. An applicant must not submit application for MORE THAN ONE POST CODE against this Advertisement. An applicant's candidature will be rejected if he / she submits two or more applications against more than one Post Code.
- 3. The applicant must enclose with his / her application: (a) Self-attested photocopies of documents as proof of age, caste, academic / professional / computer qualifications and job experience & (b) An Application Fee of Rs.160.00 (Rupees one hundred and sixty) only, payable only by UR /OBC/OBC-A/OBC-B candidates. The Application Fee shall be paid EITHER through a Bank Challan in the appropriate Form (to be downloaded from www.webcsc.org) against Cash to be deposited (along with a Service Charge of Rs.10.00 to be charged by the Bank) in favour of WEST BENGAL CO-OPERATIVE SERVICE COMMISSION from any Branch of The West Bengal State Co-operative Bank Ltd. (to the credit of CD A/c No.29312051276 with Kolkata Main Branch) OR through National Electronic Funds Transfer (NEFT), preferably in the prescribed Form (to be downloaded from www.coopwb.org or www.webcsc.org) in favour of WEST BENGAL CO-OPERATIVE SERVICE COMMISSION from any NEFT-enabled Branch of the said State Co-operative Bank, Central Co-operative Banks or any other Bank of the country (to the credit of CD A/c No.29312051276 at Kolkata Main Branch of The West Bengal State Co-operative Bank Ltd., having IFS Code WBSC0000001).
- 4. Payment by any mode other than WBSCB Bank Challan or NEFT will lead to rejection of the Application.
- 5. Fees once paid are not refundable in any case.
- 6. SC / ST candidates are exempted from paying any fees, subject to submission of self-attested copies of SC/ST Certificates.
- 7. Those in service in State / Central Government / Public Undertakings must declare that they have informed the heads of their Office / Department in writing of their having applied against this Advertisement.
- 8. Application in hard copy, not attaching thereto the Commission's Copy of Bank Challan / NEFT Challan (containing UTR & other details in case of UR candidates) as proof of payment of Application Fee of Rs.160.00 only [not applicable to SC/ST] and the self-attested photocopies as mentioned in rule 3 above or not duly signed by the Candidate, with self-signed photo pasted at the right place, or providing false or wrong information shall be rejected summarily. Application initially accepted is also liable to be rejected, if any defect is detected at any later stage.
- 9. All examinations / interviews will be held in Kolkata Metropolitan Area only. No TA / DA will be paid to the candidates in this respect.
- 10. Applicants, excepting those applying for Post Code 021313, must have passed Madhyamik / Higher Secondary or equivalent Examination with BENGALI as 1st/2nd Language.

PROCEDURES TO BE FOLLOWED IN SENDING APPLICATION TO THE COMMISSION

- **A. DOWNLOAD** the prescribed Application Form and the prescribed BankChallan / NEFT Challan Form from www.coopwb.org or <a href="https://ww
- **B. PAY** the Application Fee in the manner narrated in Rule 3 above and retain CSC, WB Copy of the Bank Challan / NEFT Challan (UTR details), duly receipted and stamped by the Bank Branch, for attaching to the Application.
- C. FILL UP the prescribed Application Form meticulously following the instructions contained therein and sign wherever asked to do so, list out all the Self-Attested Photocopies of all the supportive certificates and documents as detailed in the ANNEXURE of the said Form and the Commission's Copy of the Bank Challan / NEFT Challan (for UR applicants) and stitch all these items securely with a durable thread. PLEASE DO NOT MENTION YOUR LAND PHONE / MOBILE NO. ANYWHERE IN THE APPLICATION.

- D. DROP the duly filled-in Application Form in the earmarked Drop Box of the Commission placed at PWD Buildings, Block-'A' [Ground Floor], Khadya Bhawan Complex, 11A, Mirza Ghalib Street, Kolkata-700087 latest by 5-00 p.m. on 27/09/2013 (Friday) or if dropping is not possible, SEND to the Commission's Office Address by Post / Speed Post / Registered Post / Courier Service, ensuring that it reaches the address latest by 5-00 p.m. on 27/09/2013 (Friday).
 - N.B.:-1. The Objective Type Written Test for the short-listed candidates will be held tentatively in the month of November, 2013.
 - 2. The short-listed candidates will find their names in the website, www.coopwb.org or www.coopwb.org and have the option for downloading & printing their Admit Cards-cum-Attendance Sheets by visiting the website.
 - 3. No Admit Card will be despatched through postal service or otherwise to the communication addresses of the above candidates.
 - 4. A list of applicants whose applications will be rejected on primary scrutiny, along with the grounds for such rejection, will also be placed in the website. In case any applicant (whose name etc. appear in the Reasoned Rejection List) have any objection against the ground for rejection of his Application, as recorded in the Rejection List, he / she may contact the Commission's office on the appointed date and time along with the relevant Challan copy and original Madhyamik / Equivalent Examination Admit Card and other relevant documents as well as an application containing his / her arguments and the remedy prayed for. The Commission reserves the right to consider and take appropriate decisions on such applications on merit and such decisions will be final and binding on the applicants.

5. The schedule pertaining to the above 4 points will be notified in a leading daily newspaper and also in the aforesaid websites in due course.

26/08/2013

(B.K.Biswas) Secretary