WEST BENGAL CO-OPERATIVE SERVICE COMMISSION

PWD Buildings, Block-'A' [Ground Floor], KhadyaBhawan Complex,11A, MirzaGhalib Street, Kolkata-700 087

Advertisement No. 02/2014

Applications are invited in the prescribed format from Indian citizens, to be submitted to the Commission's office at the above address (Phone 033-22520405) or in on-line mode through the website, www.webcsc.org or <a href="wwww.we

Co-operative Institution [with Address]	Name of the Post	Post Code	Vacancy	Reservation Category	Minimum Qualification & other eligibility criteria	Pay Scale (₹)	Total initial Salary (₹)
The West Bengal State Co-operative Bank Ltd. [24A, Waterloo Street, Kolkata = 700 069]	Staff Officer	021401	4	4 UR	Graduate in any discipline (with at least 55% marks in Higher Secondary / equivalent Examination) plus Cost & Works / Cost & Management Accountant from ICWAI / ICAI or Chartered Accountant from ICAI or MBA (Banking & Finance / Finance) or B.E./ B. Tech (Computer Science & Engineering / Information Technology) or Master of Computer Applications from UGC / AICTE-accredited universities / institutions	14500- 28100	30,000 (approx)
	Clerical Cadre (Grade-III)	021402	43	24 UR + 9 SC + 2 ST + 4 OBC-A + 4 OBC-B	Graduate (with at least 50% marks in Higher Secondary / equivalent Examination) + Diploma in Computer Application / Information Technology Application, accredited by AICTE or DOAECC-O Level	7200-19300	15,000 (approx.)
	Lecturer	021403	4	2 UR + 1 SC +1 ST	M. Com. + BCK	Pay Band 7100-37600 [Grade Pay 3900]	21,528
West Bengal State Co-operative Union [Acharya Prafulla Chandra	District Co-operative Education Instructor	021404	1	1 SC	Hons. Graduate in any discipline + BCK	Pay Band 7100-37600 [Grade Pay 3600]	19,399
SamabayaBhavan, DD18/6, Sector I, Salt Lake City, Kolkata 700 064]	Lady Co-operative Education Instructor	021405	1	1 ST	Hons. Graduate in any discipline + BCK [only females can apply]	Pay Band 7100-37600 [Grade Pay 3600]	19,399
	Accountant	021406	1	1 SC		Pay Band 7100-37600 [Grade Pay 3600]	19,399
Balageria Central Co- operative Bank Ltd. [at Saraswatitala, P.O & P.S Contai, District – PurbaMedinipur, PIN 721 401]	Sub- Accountant / Supervisor / Cashier (Grade - III)	021407	11	5 UR + 3 SC + 1 ST + 1 OBC-A + 1 OBC-B	Graduate with Honours in Commerce or Economics + BCK	12000-600/4-14400- 900/6-19800-1100/8- 28600- 1750/1- 30350- 1200/6- 37550 (26 years)	17,262
Howrah District Central Co-operative Bank Ltd. [P.O Uluberia, District – Howrah PIN 711 315]	Assistant- cum- Cashier- cum-Teller (Grad- III)	021408	3	3 UR	Graduate in any discipline + BCK	8500-400/5-10500— 500/5- 13000- 600/10-19000-650/6- 22900- 700/3- 25000 (30 years)	18,775

Nadia District Central Co-operative Bank Ltd.	Officer Grade-IIB	021409	6	4 UR +1 UR (EC) + 1 SC	B. Com. (Hons.) / M.Com. / Chartered Accountant (Inter) / Cost Accountant (Inter)	10000-500/6-13000-600/6-16600-700/6-20800-800/8-27200-900/2-29000-1300/1-30300 (29 years)	19,490
[M.M.Ghosh Street, Krishnannagr, Nadia, PIN 741 101]	Assistant Grade - I (Clerk)	021410	12	4 UR +2 UR (EC) + 1UR (PWD) + 3 SC + 1 ST +1 OBC-A (EC)	Hons. Graduate in any discipline + BCK	8000-450/6-10700- 500/6-13700-600/8- 18500-700/5- 22000- 800/2- 23600- 1000/2 -25600 (29 years)	16,810
Alipurduar Co-operative Agriculture and Rural Development Bank Ltd.	Manager- cum- Accountant	021411	1	1 UR	B.Com. (Hons.) + BCK	1500-3710	15,584
[Near Bhanga Pool, Devinagar,	Loan Recovery Officer	021412	1	1 UR	Law Graduate + BCK	1300-3470	13,518
P.O. & P.S Alipurduar, District-Jalpaiguri, PIN 736 121]	Computer Operator- cum-Office Assistant	021413	2	2 UR	Higher Secondary / Equivalent +BCK	900-2030	9,384
Arambagh Co-operative Agriculture and Rural Development Bank Ltd.	Office Assistant	021414	4	4 UR	Graduate in any discipline + BCK	4410-215/3-5055- 335/3-6060-470/4- 7940-500/4-9440- 560/4-11680-970/1- 12650-560/1-13210	11,280
[P.O Arambagh, District - Hooghly, PIN 712 601]	Supervisor	021415	2	2 UR	Graduate in any discipline + BCK	4410-215/3-5055- 335/3-6060-470/4- 7940-500/4-9440- 560/4-11680-970/1- 12650-560/1-13210	11,280
Bidhannagar (SL) Wholesale Consumers' Co-operative Society Ltd.	Manager	021416	1	1 UR	B.Com. (Hons.) + BCK	4650-150/3-5100- 175/7-6325-200/8- 7925-225/10-10175	15,000 (approx.)
[CK Local Centre, Sector-II (1st Floor), Kolkata-700091]	Salesman / - General Assistant	021417	1	1 UR	B. Com. +BCK	3350-90/5-3800- 100/9-4700-125/13- 6325	11,000 (approx.)
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Special Condition: - A Service Bond for 3 years for a sum of ₹ 1,00,000.00 (Rupees one lac) only for Post Code **021401** and ₹ 60,000.00 (Rupees sixty thousand) only for Post Code **021402**, liable to be forfeited in case of resignation from the service within three years from the respective joining dates, shall have to be furnished by the selected candidates at the time of their joining the service of the Bank.

N.B:-[1] Graduate or any Bachelors' Degree (B.Com. / B.E. / B.Tech etc.) must be awarded by any UGC-recognisedUniversity;

- [2] BCK stands for Basic Computer Knowledge meaning a computer course covering MS Office, with a duration of at least six months[exempted from certificate production, if the respective degree course curriculum contains at least 6 months' session on Computer Application and it is duly certified],
- [3] In this Advertisement, UR stands for Unreserved, SC for Scheduled Caste, ST for Scheduled Tribe and OBC for Other Backward Classes category, EC for Exempted Category and PWD for Persons with Disabilities, as notified by the Government of West Bengal from time to time.
- [4] Lower Age Limit (as on 01/01/2014) for all the posts is 18 years. Upper Age Limit (as on 01/01/2014) is 35 (thirty-five) years for Post Codes **021402**, **021407**, **021408**, **021410**, **021413**, **021414**, **021415** & **021417** (Group-C or Clerical posts) and 40 (forty) years for all other Post Codes (Group-A or Group-B posts). The Upper Age Limit is relaxable for SC / SC(EC) / ST / OBC / OBC-A / OBC-A (EC) / OBC-B candidates by 5 (five) years.
- [5] The vacancy position advertised herein may vary and for such variance no separate Advertisement will be published by the Commission.
- [6] 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 Commission's website (www.webcsc.org) and in that of the Co-operation Department, Government of West Bengal (www.coopwb.org). Objective Type Written Tests on an additional Special Paper (Paper-II) on General Banking Awareness for Post Codes 021401, 021404 & 0021405, on Fundamentals of Accountancy for Post Codes 021403, 021406, 021409, 021411 & 021416 and on Law for Post Code 021412 will be conducted by the Commission. The syllabi for these Special Papers have been notified vide No. CSC/S-5/199 dated 30/03/2012 and duly uploaded in www.webcsc.orgor www.coopwb.org.

RULES FOR SUBMISSION OF APPLICATIONS

- Applications must be made EITHER in the format prescribed by the Commission, which should be downloaded from the
 website, <u>www.webcsc.org</u> or <u>www.coopwb.org</u> and duly printed in A-4 size paper of good quality (newsprint not allowed)
 OR in the ON-LINE mode, with off-line way for depositing prescribed application fee of Rs.160.00 (for UR/OBC/OBC-A/
 OBC-B candidates) as provided in the website, <u>www.webcsc.org</u> or <u>www.coopwb.org</u>. 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. (a) Any application submitted in the downloaded format must accompany: (a) Self-attested photocopies of documents as proof of age, caste, academic / computer / professional 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 or www.coopwb.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).
 - (b) Any application submitted on-line must accompany scanned copies of recent pas-port size photograph (not above 20 kb size), scanned signature anddocuments as proof of Application Fee payment in SCB / NEFT challan, age, caste, academic / professional / computer qualifications and job experience [Total size not to exceed 4 mb]. In case of any problem, the candidates may contact wbcsckolkata@gmail.com or mobile no. 9903070676.
 - (c) All the fields in the Application Form must be filled up disclosing all academic / computer / professional qualifications and job experience; "NA" should be written against each non-applicable field.
- 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.
- 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 in case of SC/ST candidates] 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 or false / wrong information 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.
- Applicantsmust have passed Madhyamik / Higher Secondary or equivalent Examination with BENGALI as 1st/2nd Language.
- Canvassing in any form at any stage upto the finalization of the panels by the Commission will lead to rejection of candidature of the applicant.

PROCEDURES TO BE FOLLOWED IN SENDING APPLICATION TO THE COMMISSION

- **A. DOWNLOAD** the prescribed Application Form and the prescribed BankChallan / NEFT Challan Form from webcsc.org or www.coopwb.org and get them printed for off-line submission.
- **B. PAY** the Application Fee in the manner narrated in Rule 3 above and retain a 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 for off-line submission and attach scanned copies for on-line submission.PLEASE DO NOT MENTION YOUR LAND PHONE / MOBILE NO. ANYWHERE IN THE APPLICATION.
- D. CHECK whether your Application is liable for rejection on any of the following grounds:-

Reasons for rejection of Applications against Employment Advertisements of West Bengal Co-operative Service Commission							
SI. No.	Item of scrutiny	Rejection Code	Reason for Rejection				
	Application	01A Application submitted not in the format provided in the Employment Advertisement					
		01B	Incomplete Application				
1	Format & form-	01C	Application not filled up properly				
	filling criteria	01D	Over-writing, scrapping and / or erasing done without putting correct entries & signing against them				
		01E	Land Phone or Mobile No. is mentioned in the Application				
2	Signature	02A	No signature in the appropriate spaces in the Application and / or under the Annexure (List of documents)				
		02B	Signature done in capital letters or not done in full form or not done in running script				

3 (Desuments 9	03A	Copies of documents & certificates submitted not attested					
	Documents & Certificates and	03B	Copies of documents & certificates not submitted					
	attestation	03C	Name in the documents / certificates does not match with the name of the candidate					
		03D	Certificate(s) / Document(s) submitted are visibly tampered					
4	Reservation	04A	Copy of SC / ST / OBC / OBC-A / OBC-B / EC / PWD Certificate not submitted					
	Category	04B	SC / ST / OBC / OBC-A / OBC-B / EC / PWD Certificate not issued by the competent authority					
5	Application Fee	05A	Proof of depositing Application Fee through NEFT/ WBSCB Challan not submitted [UR / OBC / OBC-A / OBC-B candidate]					
		05B	Application Fee deposited through unapproved mode (IPO / Bank Draft / Cheque etc.)					
6	Age Limit Criteria	06A	Applicant is under-aged [Not completed18 years as on the first day of the calendar year in which Employment Advt. is published]					
		06B	Applicant is over-aged [Crossed the upper age limit as on the first day of the calendar year in which Employment Advt. is published]					
		06C	No Age Proof document has been submitted					
	Academic / Computer / Professional Qualification	07A	Academic Qualification does not match with the minimum qualification prescribed in the Employment Advertisement					
7		07B	Computer Qualification does not match with the minimum qualification prescribed in the Employment Advertisement					
		07C	Professional Qualification does not match with the minimum qualification prescribed in the Employment Advertisement					
	Photograph of the candidate	08A	Photograph not pasted by the candidate on the earmarked space in the Application					
8		08B	Xerox copy of Photograph (in place of Original Photograph) pasted by the applicant on the earmarked space in the Application					
9	Language disqualification	09	Bengali or the Language specified in the Advertisement, not recorded as the 1st or 2nd Language in either Madhyamik / Equivalent or Higher Secondary /Equivalent Examination Documents					
10	Experience deficiency	10	Experience document submitted does not match with the minimum experience prescribed in the Employment Advertisement					
11	Delayed	44	Application reached the office of the Commission after the closing date notified in the Employment					
11	submission	11	Advertisement or after the extended date notified (if any)					
12	Multiple Applications	12	The applicant has submitted applications for more than one Post Code against the same Employment Advertisement					

- E. SUBMIT the Application Form 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 17/07/2014 (Thursday) or DROP IT in the earmarked Drop Box of the Commission placed at the Ground Floor of PWD Buildings, Block-A at Khadya Bhawan Complex, 11A, Mirza Ghalib Street, Kolkata 700 087, latest by 5-00 p.m. on 17/07/2014 (Thursday). The on-line submission facility will also close at 5-00 p.m. on 17/07/2014 (Thursday).
 - N.B.:-1. The Objective Type Written Test for the short-listed candidates will be held tentatively in the month of September or October, 2014.
 - 2. The short-listed candidates will find their names in the website, 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 exact schedule pertaining to the above 4 points will be notified in a leading daily newspaper and also in the afore-said websites in due course.

(B.K.Biswas)
Secretary