



# West Bengal Co-operative Service Commission

PWD Buildings, Block-‘A’ [G round Floor], Khadya Bhawan Complex, 11A, Mirza Ghalib Street, Kolkata-700087

## Advertisement No. 02/2021

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website [www.webcsc.org](http://www.webcsc.org) on and from 12/02/2021 after 4 p.m. onwards to 11:59 p.m. of 11/03/2021 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 (indicating preferences and fulfilling all eligibility criteria) by submission of only one application form.**

No	Name of the Institution	Name of the Post	No. of Vacancies	Qualification & Experiences as asked	Gross Salary (Rs.)	POST CODE
1	The West Bengal Handicrafts Co-operative Society Ltd. (Banasree)	Assistant	UR-04 SC-01 OBC(A)-01	1. Higher Secondary or equivalent from any recognised Board. 2. Diploma /Certificate course in Computer with knowledge in Tally.	₹22,100.00	221001
2	Dhakuria Co-operative Bank Ltd.	Junior Assistant	UR-01 SC-01	1. Minimum 65% marks in H.S.or equivalent or Minimum 60% marks in Graduation 2.BCK	₹ 20,668.00	
3	Purulia Central Co-operative Bank Ltd.	Assistant Grade-I	UR-03 SC-01 ST-01 OBC(A)-01	1. Graduate from any recognised University 2. BCK	₹ 17,866.00	

4	The West Bengal Handicrafts Co-operative Society Ltd. (Bangasree)	Senior Assistant	UR-02 SC-01	1. B.Com from any recognized University with regular course. 2. Diploma /Certificate course in Computer with knowledge in Tally.	₹29,458.00	221002
5	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Accounts Assistant	UR-01 OBC(B)-01	1. Commerce Graduate 2. Working Knowledge in Computer Application	₹ 25,924.00	
6	North 24- Parganas Co-operative Agriculture and Rural Development Bank Ltd.	Supervisor(Group-C) (MALE)	UR-01 S.C-01 O.B.C(A)-01	1.Madyamik Pass or equivalent. 2 .Basic Computer Knowledge	Gross Salary 12683/-	221003
7	Samata Co-operative Development Bank Ltd	Junior Assistant	U.R.-02	1. B.Tech / Hons Graduate in any Discipline preferably B.com Hons. 2.Basic Knowledge in Computer/MS Office. 3. Experience of 3years in Banking Service'.	Gross Salary Rs. 30288/-	221004

**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 1<sup>st</sup> or 2<sup>nd</sup> languages in the 10<sup>th</sup> /12<sup>th</sup> 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

1. In order to apply an applicant must provide one **e-mail address and mobile no.** 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 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.
4. 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.**
5. 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).
6. 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.

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

**TABLE-2**

- 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](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<sup>th</sup> 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 all post codes 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 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 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](http://www.webcsc.org) and in The Telegraph and Bartaman Patrika.
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](http://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](mailto: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 reserves the right to change any of the conditions mentioned herein as it deems fit . The decision of authority shall be final and biding