West Bengal Co-operative Service Commission

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

Advertisement No. 01/2019

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org **on and from 23rd January, 2019 to 11:59 pm of 25th February, 2019** 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 Institution	Name of the Post	No. of Vacancies	Category	Minimum Qualification and experience	Pay Scale (Rs.)	Total Initial Salary (Rs.)
1	Burdwan Co-operative Agriculture and Rural Development Bank Ltd.	Field Supervisor Grade- III (Male)	2	UR:2	Graduate in any discipline + BCK	11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540 (20 years)	Consolidated pay of Rs. 20,000/- for first 3years
2	Durgapur Steel Peoples' Co-operative Bank Ltd.	Assistant Grade- III	4	UR: 3; SC: 1		11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540 (20 years) + 8 stagnation increment @ Rs. 1310	24319/-
3	Jhargram Co-operative Agriculture and Rural Development Bank Ltd.	Supervisor Grade- III	1	UR: 1		11765-655-13730-815-16175-980-20095-1145-28110-2120-30230-1310-31540	20783/-
4	Murshidabad District Central Co-operative Bank Ltd.	Grade- III (Clerk)	10	UR: 5; SC: 2; ST: 1; OBC(A): 1; OBC(B): 1		11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120-30230-1310/9-42020	21559/-
5	Nadia District Central Co-operative Bank Ltd.	Assistant Grade-I	1	UR(EC)-1		11765-655/3-13,730-815/3-16,175-980/4-20,095-1145/7-28,110-1310/5-34,660-2000/1-36,660-1430/1-38,090(25 years)	23549.00

N.B:-[1] (a) The Applicant must have obtained minimum qualification **on or before** the date of making 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; **(c)** Graduation degree (in any discipline**)** must be obtained from UGC recognized University.

[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.

AGE LIMITS OF THE APPLICANTS:

TABLE: 1 (Age as on 01/01/2019)

Category	UR / UR(EC)	SC	ST	OBC	OBC-A	OBC-B
Lower Age limit	18	18	18	18	18	18
Upper Age limit	40	45	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 (within 50 KB), (2) Signature (Within 50 KB), (3) Left Thumb Impression (within 50 KB), (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10thstandard) (within 2 MB), (5) Caste Certificate (if applicable) (within 2 MB) at the time of submission of application.
4. Applicants will have to opt for the Co-operative Institutions according to their preference and indicate the same in the preference boxes. **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 **Reference Number** will generate 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 Reference No. for all future communications, if any, with the Commission on any matter relating to the recruitment of posts advertised herein. The said Reference No. will also be sent to the e-mail address provided by the applicant.
7. (a) If payment is successful, the candidate will get 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".
   (c) If transaction is pending, the candidate will not get any print out of filled-up application form. A pop-up will appear showing that TRANSACTION IS PENDING. PLEASE TRY FOR PRINT OUT AFTER THREE DAYS.
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)	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. SC & ST candidates 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 (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) 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. 10.00	As applicable
2	Card Gateway Facility Fees (VISA , Master Card), Debit Card	Rs.5.00	
3	Card Gateway Facility Fees (Amex, Diners)	Rs.5.00	

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 will have to appear in a written examination, which will consist of two papers 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 is as follows:-

UR- 40 %, OBC- 38 %, SC – 35 %, ST – 25 %. **Mere securing Qualifying Marks does not guarantee shortlisting 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 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 will secure 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 written examination.

3. Verification of Testimonials: Candidates, provisionally listed for interview/viva voce test on the basis of marks obtained in the written 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.

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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 Kazer Bazar section of the Anandabazar Patrika 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 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 written 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 kolkatawbcsc@gmail.com mentioning your Reference No. 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.

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SECRETARY