

# West Bengal Co-operative Service Commission

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

## Advertisement No. 01/2015

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](http://www.webcsc.org) within 5-00 p.m. of 15/05/2015 (Friday) for recruitment to the following posts in various Co-operative Institutions as described hereunder:-

Co-operative Institution [with Address]	Name of the Post	Post Code	Vacancy	Reservation Category	Minimum Qualification & Experience	Pay Scale ( ₹ )	Total initial Salary ( ₹ )
Durgapur Steel Peoples' Co-operative Bank Ltd.	Assistant Manager (Grade-IIA)	011501	1	1 UR	Bachelor's Degree in any discipline or B.E./B.Tech (C.S./I.T.) + MCA (3 year full time regular course) + Adequate knowledge in Networking and DBMS (Preferably Oracle/MS SQL), working experience with exposure in Bank will be preferable	13900-600/8-18700-700/2-20100-800/9-27300 (20-year span) + 3 Stagnation Increment @ Rs.800.00	30305.00 (Approx.)
Durgapur Wholesale Consumers' Co-operative Society Ltd.	Manager	011502	1	1 UR	Bachelor's Degree in any discipline. Certificate course in Financial Accounting System and 1-year experience as Manager/Accountant/Salesman in any Co-operative Society will be preferable	8000.00 fixed per month	8000.00
Kolkata Police Co-operative Bank Ltd.	Lower Division Assistant	011503	5	5 UR	Bachelor's Degree in any discipline + BCK	Pay Band : 5400-25200 (Grade Pay - 2600)	16462.00 (Approx.)
Nabagram Peoples' Co-operative Credit Bank Ltd.	Officer Scale-I	011504	1	1 UR	B.E./B.Tech. (Computer Science & Engineering / Information Technology) or Master of Computer Applications + Knowledge of Financial Accounting.	9080-250/6-10580-310/3-11510-340/2-12190-370/5-14040-450/3-15390-530/2-16450-600/2-17650 (24-year span)	14479.00 (Approx.)
	Computer/Cash Clerk	011505	2	2 UR	Bachelor's Degree in any discipline + BCK	8180-170/2-8520-220/5-9620-280/6-11300-340/4-12660-370/2-13400-400/1-13800-440/3-15120 (24-year span)	12978.00 (Approx.)
West Bengal State Co-operative Housing Federation Ltd.	Junior Assistant	011506	4	4 UR	Higher Secondary + BCK	Pay Band : 5400-25200 (Grade Pay - 2600)	14764.00 (Approx.)
West Bengal State Handloom Weavers' Co-operative Society Ltd.(Tantuja)	Chief Marketing Officer	011507	1	1 UR	Bachelor's Degree in any discipline + BCK + MBA (preferably in Marketing)+Minimum 2 years' experience as sales and Marketing Manager in Textile or Handloom Sector	Pay Band : 9000-40500 (Grade Pay - 5400)	26020.00 (Approx.)

N.B:-[1] (a) Graduation or any Bachelors' Degree (B.Com. / B.E. / B.Tech etc.) must be awarded by any UGC - recognised University; (b) DCA means Diploma in Computer Application from any UGC-recognised University or Govt.-registered Institution with a duration of at least one year and (c) 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].

[2] In this Advertisement, UR stands for Unreserved.

[2] Lower Age Limit (as on 01/01/2015) for all the posts is 18 years. Upper Age Limit (as on 01/01/2015) is 35 years for Post Codes 011503, 011505 and 011506 (Group-C or Clerical post) 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-B candidates by 5 (five) 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](http://www.coopwb.org)) and in the Commission's new website ([www.webcsc.org](http://www.webcsc.org)). Objective Type Written Tests on an additional Special Paper (Paper-II) on Computer Science & Engineering for Post Code 011501 and 011504 and on Marketing Management for Post Code 011507 will be conducted by the Commission. The syllabi for these Special Papers (excepting Computer Science & Engineering) have been notified vide No. CSC/S-5/199 dated 30/03/2012 and duly uploaded in [www.coopwb.org](http://www.coopwb.org) & [www.webcsc.org](http://www.webcsc.org). The syllabus on Computer Science & Engineering will be in accordance with the common items of the topic as per syllabus of B.E./B.Tech. (Computer Science & Engineering / Information Technology) and Master of Computer Application.

## **RULES FOR SUBMISSION OF APPLICATIONS**

1. Applications must be made EITHER in the format prescribed by the Commission, which should be downloaded from the website, [www.webcsc.org](http://www.webcsc.org) 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, [www.webcsc.org](http://www.webcsc.org). Applications in any other format are liable for rejection.
2. Before submission of the Application, every candidate should carefully read the FAQ in [www.webcsc.org](http://www.webcsc.org).
3. 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 submit two or more applications against more than one Post Code.
4. (a) Any application submitted in the downloaded format must accompany: (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](http://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.webcsc.org](http://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).  
(b) Any application submitted on-line must accompany scanned self-attested photocopies of documents as proof of Application Fee payment in SCB / NEFT challan, age, caste, academic / professional / computer qualifications and job experience.  
(c) All the field in the Application Form must be filled up disclosing all academic / professional / computer qualifications and job experience; "NA" should be written against each non-applicable field.
5. Payment by any mode other than WBSCB Bank Challan or NEFT will lead to rejection of the Application.
6. Fees once paid are not refundable in any case.
7. SC / ST candidates are exempted from paying any fees, subject to submission of self-attested copies of SC/ST Certificates.
8. 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.
9. 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.
10. All examinations / interviews will be held in Kolkata Metropolitan Area only. No TA / DA will be paid to the candidates in this respect.
11. The candidate must have the ability to read, write and speak Bengali (not required for recruitment in the case of candidates from hill areas of the district of Darjeeling, i.e., for Nepali-speaking candidates).
12. Canvassing in any form at any stage upto finalization of 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 Bank Challan / NEFT Challan Form from [webcsc.org](http://webcsc.org) and get them printed for off-line submission.
- B. **PAY** the Application Fees 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 NUMBER 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			
Sl. No.	Item of scrutiny	Rejection Code	Reason for Rejection
1	Application Format & form-filling criteria	01A	Application submitted not in the format provided in the Employment Advertisement
		01B	Incomplete Application
		01C	Application not filled up properly
		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	Documents & Certificates and attestation	03A	Copies of documents & certificates submitted not attested
		03B	Copies of documents & certificates not submitted
		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 Category	04A	Copy of SC/ST/OBC/OBC-A/OBC-B Certificate not submitted
		04B	SC/ST/OBC/OBC-A/OBC-B 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 completed 18 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
7	Academic / Computer / Professional Qualification	07A	Academic Qualification does not match with the minimum qualification prescribed in the Employment Advertisement
		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
8	Photograph of the candidate	08A	Photograph not pasted by the candidate on the earmarked space in the Application
		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 submission	11	Application reached the office of the Commission after the closing date notified in the Employment 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 or DROP IT in the earmarked Drop Box of the Commission placed at the Ground Floor of PWD Building, Block-A at Khadya Bhawan Complex, 11A, Mirza Ghalib Street, Kolkata – 700 087, **latest by 5-00 p.m. on 15/05/2015 (Friday)**. The On-line submission facility will also close at 5-00 p.m. on 15/05/2015 (Friday).

**Special Notes:-**

1. The short-listed candidates will find their names in the website, [www.webcsc.org](http://www.webcsc.org) and have the option for downloading & printing their Admit Cards-cum-Attendance Sheets by visiting the website.
2. No Admit Card will be despatched through postal service or otherwise to the communication addresses of the above candidates.
3. The particulars of the 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 would have any objection against the ground for rejection of his Application, as it would appear in the website, 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.
4. The exact schedule pertaining to the above points will be notified in a leading daily newspaper and also in the afore-said website in due course.

Dated Kolkata, the 14<sup>th</sup> April, 2015.

(A. Chattopadhyay)  
Secretary-in-Charge