

West Bengal Co-operative Service Commission

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

Advertisement No. 01/2017

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org on and from **07/06/2017 to 11:59 p.m. of 07/07/2017** for recruitment to the following posts in various Co-operative Institutions as described hereunder.

An applicant can apply for **only one post code** of the following Institutions by submission of only one application form.

Sl. No.	Co-operative Institution	Name of the Post	Post Code	No. of Vacancies	Category	Minimum Qualification	Pay Scale (₹)	Total Initial Salary (₹)
1	Alipurduar Co-operative Agriculture & Rural Development Bank Ltd.	Loan Recovery Officer Grade IIB	011701	1	ST:1	LLB + BCK + Experience /Knowledge in recovery of loans	1300-3470	16038.00 (Approx.)
	Malda Co-operative Agriculture & Rural Development Bank Ltd.	Senior Assistant (Law)		1	UR:1	LLB + BCK	11700-600/1-12300-700/7-17200-800/10-25200	28474.00 (Approx.)
	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Manager (Legal cell)		1	UR:1	LLB + BCK + 2 years experience in legal cell in any company	PB:4 (9000-40500) GP:4800	27220.00 (Approx.)
2	Dakshin Dinajpur District Central Co-operative Bank Ltd	Branch Manager	011702	1	UR:1	Graduate in any discipline with minimum 50% marks or Honours Graduate + BCK + 1 year experience at Managerial/Administrative level in Financial Institution	19700-1000/3-22700-1200/1-23900-1100/3-27200-1300/4-32400-1400/6-40800-1450/2-43700-1500/1-45200-1400/2-48000 (23 years)	35559.00 (Approx.) *
	The Bishnupur Town Co-operative Bank Ltd.	Manager – Gr. II A		1	UR:1	Bachelors Degree from a recognized University + BCK + 2 years experience in higher position in Bank or any Financial Institution	10000-470/6-12820-500/3-14320-560/10-19920 (20 years)	29224.00 (Approx.)
	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Asst Manager (Admin)		1	UR:1	Bachelors Degree from a recognized University + BCK + 2 years experience as Administrative Officer in Bank or any Financial Institution	PB:4 (9000-40500) GP:4700	27030.00 (Approx.)
3	Dakshin Dinajpur District Central Co-operative Bank Ltd	System Manager	011703	1	UR:1	B. Tech/B.E. in Computer Science or Computer Application or MCA or Equivalent	19700-1000/3-22700-1200/1-23900-1100/3-27200-1300/4-32400-1400/6-40800-1450/2-43700-1500/1-45200-1400/2-48000 (23 years)	35559.00 (Approx.) *
	Dhakuria Co-operative Bank Ltd.	System Analyst		1	UR:1	B. Tech in CS/IT or equivalent + At least one year experience in CBS	9530-19360 (20 years)	28375.00 (Approx.)
	Kolkata Police Co-operative Bank Ltd.	Operational IT Assistant		1	UR:1	B. Tech in CS/IT or equivalent + 3 years experience in Banking Software	PB:4 (9000-40500) GP:4400	26660.00 (Approx.)
4	Dhakuria Co-operative Bank Ltd.	Chief Executive	011704	1	UR:1	B.Com + Knowledge in CBS and modern Banking + CAIIB or CA or MBA/PGDM(Finance) through CAT/GMAT or CS + Minimum 5 years experience in higher position in Bank or Financial Institution	12350-22360 (15 years)	36771.00 (Approx.)
	Dhakuria Co-operative Bank Ltd.	Chief Manager		1	UR:1	B.Com + BCK + CAIIB or CA or MBA/PGDM(Finance) through CAT/GMAT or CS+ Minimum 5 years experience in higher position in Bank or Financial Institution	12350-22360 (15 years)	36770.00 (Approx.)
	The Ghatal Peoples' Co-operative Bank Ltd.	Chief Executive Officer		1	UR:1	Bachelors Degree from a recognized University + DCA + MBA/PGDM in Finance or CA/ICWA + Minimum 3 years experience in Banking or Finance Management	25000-1000/5-30000-1100/6-36600-1200/7-45000-1300/8-55400-1500/6-64400	39500.00 (Approx.)
	Kolkata Police Co-operative Bank Ltd.	CEO		1	UR:1	Bachelors Degree from a recognized University + BCK + CA/CFA/CAIIB/ICWA + 2 years banking experience in CBS environment	PB:4 (9000-40500) GP:6600	30840.00 (Approx.)

	The West Bengal State Co-operative Bank Ltd. ** For Bond see N.B [7]	Staff Officer		2	UR:1,SC:1	Graduate in any discipline from any UGC recognized university with 55% marks in HS + BCK + CA/ICWA/MBA/PGDM (Banking & Finance)/MBA/PGDM(Finance)/BE or B Tech/MCA	23700-45950 + 4 stagnation increment @ 1460/-	40746.00 (Approx.)
5	Balageria Central Co-operative Bank Ltd.	Gr. II A Manager	011705	6	UR:3,SC:2,ST:1	Hons. Graduate in Commerce/Economics/Agriculture + BCK	25100-1000/3-28000-1200/21-53300 (25 years)	42016.00 (Approx.)
6	Dakshin Dinajpur District Central Co-operative Bank Ltd.	Asst. Gen. Manager	011706	1	UR:1	Graduate in any discipline with minimum 50% marks or Honours Graduate + Basic Computer Knowledge + CA or MBA/PGDM (Finance) + 1 year experience at Managerial level in CBS Banking	23200-1000/4-27200-1250/4-32200-1350/4-37600—1450/6-46300-1600/4-52700 (23 years)	41521.00 (Approx.) *
	Dhakuria Co-operative Bank Ltd.	Asst. Manager		1	SC:1	Bachelors Degree from a recognized University + BCK + MBA/PGDM (Finance) through CAT/GMAT+ 3 years experience in CBS	10470-20480 (20 years)	31173.00 (Approx.)
7	Dhakuria Co-operative Bank Ltd.	Branch Manager	011707	1	SC:1	B. Com + BCK + CAIIB or CA Inter or MBA/PGDM (Finance) or CS + 3 years experience in Co-operative Bank	9530-19360 (20 years)	28375.00 (Approx.)
8	Kolkata Police Co-operative Bank Ltd.	IT Manager	011708	1	UR:1	M. Tech in CS or equivalent + 3 years experience in Banking Software	PB:4 (9000-40500) GP:5400	28560.00 (Approx.)
9	Malda Co-operative Agriculture & Rural Development Bank Ltd.	Senior Assistant (Admin)	011709	1	UR:1	B.Com (Hons.) + BCK + CA Inter	11700-600/1-12300-700/7-17200-800/10-25200	28474.00 (Approx.)
10	Malda District Central Co-operative Bank Ltd.	Officer Gr. II (MMG Scale III) Deputy Manager	011710	1	UR:1	Chartered Accountant/Cost Accountant + BCK + 5 years experience in Banking	42020-1310/5-48570-1460/2-51490 + 3 Stagnation increment @ 1460/- triennially and one Stagnation increment @ 1460/- Biennially	72580.00 (Approx.)
11	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Chief Marketing Officer	011711	1	UR:1	Hons. Graduate in any discipline + BCK + MBA/PGDM preferably specialization in Marketing + 2 years experience in Managerial Post in Sales and Marketing in Textile/Handloom Sector	PB:4 (9000-40500) GP:5400	28900.00 (Approx.)
12	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Jr. Procurement officer	1201712	1	UR:1	Diploma in Handloom & Textile Technology + BCK	PB:3 (7100-37600) GP:3900	21710.00 (Approx.)
13	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Asst Manager (Mktg.)	011713	2	UR:1,SC:1	Graduate in any discipline + BCK + 2 years experience in sales and marketing	PB:4 (9000-40500) GP:4700	27030.00 (Approx.)
14	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Manager (Admin)	011714	1	UR:1	Graduate in any discipline + BCK + MBA/PGDM preferably in HR Management + 2 years experience in HR Management	PB:4 (9000-40500) GP:4800	27220.00 (Approx.)
15	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Jr. Administrative Officer	011715	1	UR:1	Graduate in any discipline + BCK	PB:3 (7100-37600) GP:3900	21710.00 (Approx.)

N.B:-

- [1]. The Applicant must have obtained requisite degree from any UGC - recognised University **on or before** the date of making application. In case of Technical or Professional Qualification, the course must be accredited by AICTE or degree obtained from any UGC recognised University.
- [2]. **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 Application and the same is duly mentioned in the testimonial/document, certificate on BCK will not be separately necessary.** **DCA** means Diploma in Computer Applications with minimum one year duration & **MCA** for Master in Computer Application. **CBS** means Core Banking Solution. **MBA** stands for Master of Business Administration & **PGDM** for Post Graduate Diploma in

Management. **CAIB** means Certified Associate of Indian Institute of Bankers. **LLB** stands for Legum Baccalaureus (Bachelor of Laws). **CA** means Chartered Accountant/Cost Accountant. **ICWA** stands for Institute of Cost & Works Accountants of India.

- [3]. An Applicant must have **Bengali** as 1st/ 2nd Language in the 10th /12th Standard Examination. If any Applicant does not have Bengali as 1st/2nd Language in the 10th /12th Standard Examination, he/she will have to appear in a **Bengali Proficiency Test** at the time of Interview/ Viva Voce Test.
- [4]. **UR** stands for Unreserved, **SC** stands for Scheduled Caste, **ST** stands for Scheduled Tribe and **OBC** stands for Other Backward Classes.
- [5]. An applicant should apply against one post code only. An applicant should make sure that he/she fulfils all the requisite criteria fixed for the Institution(s) of his/her choice.
- [6]. Some post codes contain more than one Institution. An applicant of such post code may intend to apply for any or all of the Institution(s) under that post code, indicating his/her preferences. If a candidate intends to apply for all institutions under a post code, he/she has to fulfill s all requisite criteria fixed for each institution.
- [7]. * Instead of Medical Allowance bank will provide Medical Insurance.

**** A service bond of Rs. 1, 00,000.00 (Rs. One Lakh) only for three years will have to be furnished by the candidates at the time of joining the service of the bank which will be forfeited if the candidate resigns the service from the bank within three years from the date of joining after giving due notice. After a span of three years, the candidates will have to give three months' notice in writing if they wish to resign from the service of the bank.**

AGE LIMIT (AS ON 01/01/2017)

TABLE: 1

Category	UR / UR(EC)	SC	ST	OBC	OBC-A	OBC-B
Lower Age limit	18	18	18	18	18	18
Upper Age limit (For all Post Codes except 011710)	40	45	45	45	45	45
Upper Age limit (For Post Code 011710)	45	50	50	50	50	50

HOW TO APPLY

- In order to apply an applicant must provide one **e-mail address** for receiving communications from the Commission.
- An Applicant must enter his/her personal, academic and technical (computer) details truly and correctly as required in the application form.
- 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 (10thstandard), (5) Caste Certificate (if applicable) at the time of submission of application.
- Applicants will have to apply for only one post code and they will be considered only for that post code.
- Applications will be deemed to have been successfully submitted only after successful payment of correct and exact amounts given below (Please see tables 2, 3 and 4).
- 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.
- After successful payment a **Transaction Id** will generate which will also be sent to the said e mail address of the Applicant. This Transaction id will be treated as the proof of transaction made.
- 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.
- 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), Person with disabilities (PWD)	Rs.170.00	Rs.50.00	Rs.220.00
2	Other Backward Classes (OBC), OBC-A, OBC-B	Rs.170.00	Rs.50.00	Rs.220.00
3	Scheduled Castes (SC),	NIL	Rs.50.00	Rs. 50.00
4	Scheduled Tribes (ST)	NIL	Rs.50.00	Rs. 50.00

N.B.:

- 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

Applicants may submit their applications in any of the following two ways: -

A. ON-LINE SUBMISSION THROUGH COMMISSION'S WEBSITE

Applicants may 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, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10 standard), (5) 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 Service Tax (imposed by Govt. of India) are payable as follows: --

TABLE: 3

Sl. no.	Name of the Facility	Service Charges	Service Tax
1	Net Banking facility Fees	Rs. 10.00	As applicable on Service Charges
2	Card Gateway Facility Fees (VISA , Master Card, Rupay), Debit Card	Rs.5.00	
3	Card Gateway Facility Fees (Amex, Diners)	Rs.5.00	

NOTE: -

- Successful submission of application shall take place only if payment of exact amount as given above is successfully made.
- Examination Fees, Processing Fees, Service Charges and Service Tax (on Service Charges) are not refundable under any circumstances and in any case.**

A. ON-LINE SUBMISSION THROUGH TATHYA MITRA KENDRA-s

- West Bengal Co-operative Service Commission has also arranged for submission of online applications through the Tathya Mitra Kendras, set up by the Govt. of WB down to the level of Gram Panchayats in the State of West Bengal. **The list of the Tathya Mitra Kendras is available at www.csc.gov.in .Applicants may click on 'CSC LOCATOR' to find out a nearby Tathya Mitra Kendra.**
- The Tathya Mitra Kendras will provide two types of assistances:
 - They may help in filling up the application forms, and make payments through CSC Wallet.
 - Where the applicant fills up application form himself or herself Tathya Mitra Kendras may help in making payments through their CSC Wallet.

(A) For those Candidates who like to Fill up Application Form and Pay through Tathya Mitra Kendras

- If any applicant does not have an e-mail address, he/she can approach the authorised person of the Tathya Mitra Kendras to generate the same.
- Applicants may approach the Authorized Person of any of the listed Tathya Mitra Kendras with all particulars of personal, academic and technical details as required in the application form.
- The particulars as required in the Application Form have to be properly filled up and the following documents viz., (1) Passport-sized Photograph, (2) Signature, (3) Left Thumb Impression, (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10 standard) and (5) Caste Certificate (if applicable) have to be scanned and uploaded properly at the time of submission.
- Before online payment, applicants are advised to check detailed on-screen information entered by the authorized person of the Tathya Mitra Kendra. **The same may be edited, if required, before making payment.**
- The applicants have to pay Examination Fees and Processing Fees along with Service Charge (imposed by Tathya Mitra Kendras) and Service Tax (imposed by Central Government) as detailed below. **The applicant will not make any extra payment (other than as mentioned below).**

TABLE: 4 A

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	Service Tax
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.170.00	Rs.50.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	As Applicable
2	Other Backward Classes (OBC), OBC-A, OBC-B	Rs.170.00	Rs.50.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	
3	Scheduled Castes (SC),	NIL	Rs.50.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	
4	Scheduled Tribes (ST)	NIL	Rs.50.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	

(B) For those Candidates who like to Pay only through Tathya Mitra Kendras

(I) If any Applicant desires to fill up the application form himself/herself and make payment through CSC Wallet, he/she will fill up the application form till payment option comes. A Reference No. will generate. The applicant will give the Reference No. to the authorized person of the Tathya Mitra Kendra who will arrange for making payment through CSC Wallet.

(II) The applicants have to pay Examination Fees and Processing Fees along with Service Charges (imposed by Tathya Mitra Kendras) and Service Tax (imposed by the Central Government) as detailed below. **The applicant will not make extra payment other than as mentioned below.**

(III) Examination Fees, Processing Fees, Service Charges and Service Tax are not refundable under any circumstances and in any case.

TABLE: 4 B

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	Service Tax
1	Unreserved (UR), UR (Exempted Category-EC), Person with disabilities (PWD)	Rs.170.00	Rs.50.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	As Applicable
2	Other Backward Classes (OBC),OBC-A, OBC-B	Rs.170.00	Rs.50.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	
3	Scheduled Castes (SC),	NIL	Rs.50.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	
4	Scheduled Tribes (ST)	NIL	Rs.50.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	

(IV) After successful submission of application, applicants should get print outs of their filled- up application.

3. After payment of above Fees the authorized person of the Tathya Mitra Kendra will hand over to the applicant a printed receipt with Reference No. and Transaction Id. as an acknowledgement of successful online submission of application. The applicants are advised to preserve the numbers for all future communications, if any, with the Commission.

4. After successful submission of application, applicants should get print outs of their filled-up applications.

5. Examination Fees, Processing Fees, Service Charges and Service Tax 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:

Paper-I: Will contain **150** nos. of **MCQ** type questions. **Full marks: 150. Duration: 2 hrs.**

Paper-II: Will consist of **MCQ** type questions. Names of the subjects of Paper II (postcode wise) are given hereunder in Table 5. **Duration: 1 hr. 30 minutes.**

Candidates will have to qualify in both the papers.

Both papers will be held on the same day. Details of Syllabi of Paper I and Paper II will be available in the website later.

TABLE: 5

Postcode	Name of subject (Paper II)	Total Marks	Postcode	Name of subject (Paper II)	Total Marks	Postcode	Name of subject (Paper II)	Total Marks
011701	Law	100	011707	Fundamentals of Accountancy & General Banking Awareness-I	100	011713	Marketing Management-I	100
011702	Administrative Management & General Banking	100	011708	Computer Science with emphasis on Networking & DBMS	100	011714	Human Resource Management	100
011703	Computer Science with emphasis on Networking & DBMS	100	011709	Fundamentals of Accountancy & General Banking Awareness-I	100	011715	Fundamental Ideas of General Management	100
011704	Fundamentals of Accountancy & General Banking Awareness-II	100	011710	Fundamentals of Accountancy & General Banking Awareness-III	100			
011705	Financial Management with special stress on Management Accounting & General Banking	100	011711	Marketing Management-II	100			
011706	Fundamentals of Accountancy & General Banking Awareness-II	80	011712	Handloom & Textiles	100			

2. Stage II: The candidates will be called for interview/viva voce test (of 24 marks) as per merit list prepared on the basis of the results of the written examination subject to production of Documents and Testimonials before this Commission for verification thereof.

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 submit one set of self-attested copies of the same **on the date of Interview/Viva Voce Test. 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. Be it noted that mere verification of testimonials does not guarantee call for interview/viva voce test.**

4. If at any stage it is found that the candidate is **ineligible for the post**, his candidature will be liable to be cancelled.

5. Total marks: Total Marks will be calculated by adding: - (1) Marks obtained in Paper I, (2) Marks obtained in Paper II, and (3) Marks obtained in Interview /Viva Voce Test.

6. Recommendation: The first list of candidates for recommendation will be prepared on the basis of merit-cum-preference.

7. Panel: A panel will be prepared **against each Post Code** 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.

8. Consequential Vacancies: If any 'consequential' vacancy arises in any Institution because of **non-joining/leaving (within the period of validity of the panel)** of candidate(s) already recommended in the first list, the candidate(s) will be recommended from the panel on the basis of merit, provided that such 'Consequential Vacancy' is reported to the Commission by the institution within the period of validity of the panel formed under clause 7.

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.webscsc.org and in the Kazer Bazar section of the Anandabazar Patrika.
2. All examination Centres will be in and around Kolkata only.
3. **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.
4. Candidates will have to submit one copy of the Admit Card at the time of written examination.
5. The date of verification of documents and testimonials will be declared by the Commission in its website and in the Kazer Bazar section of the Anandabazar Patrika.
6. The list of candidates to be called for Interview/ Viva Voce Test will be displayed in the Commission's website www.webscsc.org.
7. 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.
8. Canvassing, in any form, is strictly prohibited.
9. For any problem regarding submission of application please send e-mail to this address wbcscskolkata@gmail.com mentioning your Reference No. and Transaction Id.
10. If any Tathya Mitra Kendra does not co-operate with the applicants, the applicants may contact at this Help Desk Number: 1800 3000 3468 (Toll Free) [from 10.00 am to 1.00 pm and from 2.00 pm to 6.00 pm.
11. If at any stage it is found that the candidate has suppressed/provided wrong information, his candidature will be liable to be cancelled.


SECRETARY-IN-CHARGE