



# West Bengal Co-operative Service Commission

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

## Advertisement No. 03/2018

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website [www.webcsc.org](http://www.webcsc.org) on and from **19/12/2018 to 11:59 p.m. of 18/01/2019** for recruitment to the posts of Accountant, Manager, Chief Executive Officer etc. 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. An applicant who intends to apply for post code no. 031812 can apply for both or any of the Institutions by indicating preferences and fulfilling all eligibility criteria by submission of only one application form.**

Sl. No.	Co-operative Institution	Name of the Post	Post Code	No. of Vacancies	Category	Minimum Qualification and experience	Pay Scale (₹)	Total Initial Salary (₹)
1	Balitikuri Co-operative Bank Ltd	Group B Officer	031801	1	UR-01	B-Com (H) + BCK	22100-750-37100 (Span 20 yrs)	27,178/- (Approx.)
2	Co-operative Education Fund Committee	Accountant	031802	1	UR-01	B-Com (H) in Accountancy + BCK	7100-37600 with GP-3600	23124/- (Approx.)
3	Dhakuria CB Ltd.	Accountant	031803	1	SC:1	B. Com (1st Class) or B. Com (Hons.) + BCK+ At least one year experience in CBS	8590-18240 (20 years)+ other allowances	25576/- (Approx.)
4	Jalpaiguri Wholesale Consumers' Co-operative Society Ltd.	Manager	031804	1	UR:1	B.Com+ BCK	3660-135-5055-150-6405-165-7320	12644/- (Approx.)
5	Liluah Co-operative Bank Ltd. [*for Service Bond please see N.B]	Accounts Officer	031805	2	UR: 2	B. Com (H)/ MBA (Finance)/ PGDM (Finance) + BCK + 2years experience in accounting job in any Financial Institution	16590-990/5-21540-1110/5-27090-1200/3-30690-1280/3-34530-1370/2-37270	27340/- (Approx.)
6	Liluah Co-operative Bank Ltd. [*for Service Bond please see N.B]	Manager	031806	2	UR: 2	B. Com (H)/ MBA (Finance)/ PGDM (Finance) + BCK + 2years experience in CBS	22150-1300/5-28650-1400/5-35650-1450/8-47250	36503/- (Approx.)
7	Malda Wholesale Consumers Co-operative Society Ltd.	Accountant	031807	1	UR-01	B-Com (H) in Accountancy + BCK+ 1 yr experience as accountant in any registered organization	7100-37600 with GP-3900	26681/- (Approx.)
8	South 24 Parganas Co-operative Agriculture & Rural Development Bank Ltd	Assistant Accountant	031808	1	UR:1	B.Com (H) + BCK	1300-100/4-1700-110/3-2030-120/12-3470 (20 years)	16,000/- (Approx.)
9	The West Bengal State Handicrafts Society Ltd (BANGASHREE)	Store Accountant	031809	1	OBC(B)-01	B.Com + BCK with knowledge in Tally+ 1 yr experience in store management	4650-150-5100-175-6325-200-7925-225-10175	18002/- (Approx.)

10	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Accounts Assistant	031810	3	SC:1, ST:1, OBC(A): 1	B-Com + BCK	PB:2, 5400-25200+ G.P.: 2600	16640/- (Approx.)
11	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Internal Auditor	031811	3	SC:1,ST:1, OBC(A):1	B-Com + BCK+ 2 yrs experience in Auditing Job	PB-3; 7100-37600 with GP-3900	22810/- (Approx.)

Sl. No	Co-operative Institution	Name of the Post	Post Code	No. of Vacancies	Category	Minimum Qualification and experience	Pay Scale (₹)	Total Initial Salary (₹)
12	Durgapur Steel Peoples' Co-operative Bank Ltd.	Chief Executive Officer	031812	1	UR: 1	B.Com(H) or B. Com with 55% marks +CA (Final)/ ICWA (Final)/ MBA (Finance)/ PGDM (Finance)+ BCK+ 5 years experience in any Bank or any Financial Institution in managerial post	59170(1650/2) - 62470(1800/2) - 66070(5 years)	1,00,598/- (approx)
	Liluah Co-operative Bank Ltd.			1	UR: 1	B.Com(H) or B. Com with 55% marks + CA (Final)/ ICWA (Final)/ MBA (Finance)/PGDM (Finance) + BCK+ 5 years experience in any Bank or any Financial Institution in managerial post	48700(1700/5)- 57200 (1800/5)- 66200 (1950/8)- 81800	79, 261/- (approx)

**N.B:-**

- [1]. The Applicant must have obtained requisite degree from any UGC - recognised University. In case of Technical or Professional Qualification, the course must be regular and the course must be accredited by AICTE or degree obtained from any UGC recognised University. The applicant must have obtained requisite qualification **on or before** the date of making application.
- [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..** **CBS** means Core Banking Solution. **MBA** stands for Master of Business Administration & **PGDM** for Post Graduate Diploma in Management.. **CA** means Chartered Accountant/Cost Accountant. CA course conducted by the Institute of Chartered Accountants of India **ICWA** stands for Institute of Cost & Works Accountants of India, Cost and Management Accounting conducted by the Institute of Cost Accountants of India.
- [3]. An Applicant must have **Bengali** as 1<sup>st</sup>/ 2<sup>nd</sup> Language in the 10<sup>th</sup> /12<sup>th</sup> Standard Examination. If any Applicant does not have Bengali as 1<sup>st</sup>/2<sup>nd</sup> Language in the 10<sup>th</sup> /12<sup>th</sup> 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 of his/her choice.
- [6]. Post code 031812 contains more than one Institution. An applicant of such post code may intend to apply for any or both of the Institution(s) under that post code, indicating his/her preferences. If a candidate intends to apply for both institutions under this post code, he/she has to fulfill all requisite criteria fixed for each institution.

- [7]. \* **Service Bond:** The selected candidates will have to submit an Undertaking declaring that they will compensate the Bank by paying a sum of Rs. 50,000/- each for posts of Account Assistant and Manager if they leave the Bank before completion of their service period of two years from the date of their confirmation (Probation Period –six months).

#### AGE LIMIT (AS ON 01/01/2018)

**TABLE: 1**

Category	UR	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** 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 only for that post code.
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. 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.
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)	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.:**

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](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 (within 50 KB), (2) Signature (Within 50 KB), (3) Left Thumb Impression (within 50 KB), (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10<sup>th</sup>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 PROCEDURE**

**1. Stage-I:** Candidates will have to appear in a written examination, which will consist of two papers which are as follows;

**Paper-1:** 150 no.s of MCQ type questions [Consisting of three subjects- (i) Quantitative Aptitude (ii) Test of Reasoning (iii) General Awareness (iv) English (v) Computer]. **There will be negative marking @ 1:4.**

Full Marks: 150; Duration- 2 hours.

**Qualifying marks is as follows:-**

UR- 40 %, OBC- 38 %, SC – 35 %, ST – 25 %. **Mere securing Qualifying Marks does not guarantee shortlisting for Interview or Viva-voce Test.**

Paper-2: (For Post code no. **from 031801 to 031811**) Fundamentals Of Accounting & Book Keeping And General Banking Awareness (100 no.s of MCQ type questions), Duration: 1 hr 30 mins

(For Post Code no. **031812**) Fundamentals of Accountancy & General Banking Awareness (100 no.s of MCQ type questions), Duration: 1 hr 30 mins

**A candidate must qualify both in Paper-I & Paper-2..**

Please note that :- **The candidates will be called for Interview / Viva-voce Test on the basis of marks obtained in Paper-I and Paper- 2 only.**

**The answer scripts of Paper – 2 will be evaluated for those candidates only who will secure pass marks in Paper-1.**

Both papers will be held on the same day. Details of Syllabi of Paper 1 and Paper 2 will be available in the website later.

**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 have to submit two sets 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.**

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 1, (2) Marks obtained in Paper 2 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.

**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.webcsc.org](http://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](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 and
- 9.
- 10.
11. Commission's Notice Board. The Recommendation Letters will be sent to the candidates by speed post.
12. Canvassing, in any form, is strictly prohibited.
13. For any problem regarding submission of application please send e-mail to this address [kolkatawbcs@gmail.com](mailto:kolkatawbcs@gmail.com) mentioning your Reference No. and Transaction Id.
14. 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.

  
SECRETARY