West Bengal Co-operative Service Commission

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

Advertisement No.01/2025

Applications are invited from Indian citizens, to be submitted <u>ON-LINE</u> through the website www.webcsc.org on and from 28.01.2025, 11:00 pm to 27.02.2025, 11:59 P.M. for recruitment to the following post in the six (6) Central Co-operative Banks as described hereunder.

Sl. No	Society Name	Post Name	Total Vacancy	CATEGORY	Officer/Clerical Cadre	Whether Specialised or not Y/N	Inductive Gross Pay	Descriptive exam Qualifying Only (FM 50) required or not	QUALIFICATION
1	Nadia DCCB Ltd.	Assistant (Grade-I) Clerk	16	UR-7, UR(EWS)-1, ST-1, SC-3, OBC(A)-2, OBC(B)-2	Clerical	No	Rs.38340.00 (Unrevised)	Yes	1. GRADUATE IN ANY DISCIPLINE FROM RECOGNIZED UNIVERSITY 2. BASIC KNOWLEDGE IN COMPUTER HAVING ATLEAST 6 MONTH CERTIFICATE COURSE IN COMPUTER APPLICATION
2	Hooghly DCCB Ltd	JUNIOR ASSISTANT/JUNIOR SUPERVISOR/JUNIOR CASHIER/JUNIOR LEDGER KEEPER- (ALL POSTS ARE FROM GRADE-IV CATEGORY)	26	UR-13,EWS-3, SC-5,ST-1, OBC-A- 3 , OBC-B-1,	Clerical	No	Rs.34615.00	Yes	1. GRADUATE IN ANY DISCIPLINE FROM RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE LIKE MS OFFICE
3	Malda DCCB Ltd	Assistant (Grade-II)	26	UR-10, UR(EWS) - 3, SC -6, ST- 2, OBC(A) - 3, OBC(B) - 2	Clerical	No	Rs.40409.00	Yes	1. GRADUATE IN ANY DISCIPLINE 2. BASIC COMPUTER KNOWLEDGE WITH ATLEAST 6 MONTH CERTIFICATE COURSE
4	Jalpaiguri CCB Ltd	Clerical	4	UR-2, SC-1, ST-1	Clerical	No	Rs.58,644.00 N.B: Applicants will have to submit Service Bond of Rs.1.S0 lakhs, which will be invoked in case of resignation before 03 years of service, Apart from Service Bond, Cash Security (@ Rs.500/-) and Executive Fidelity Bond (@ Rs.5,000/-)will be obtained as per norms.	Yes	1. HONOURS GRADUATE IN ANY DISCIPLINE WITH AT LEAST 45% MARKS OR PASS GRADUATE WITH AT LEAST 50% IN HIGHER SECONDARY (OR EQUIVALENT). 2. DIPLOMA IN BASIC COMPUTER KNOWLEDGE
5	Raiganj CCB Ltd	Assistant / Supervisor / Cashier	7	UR-2, UR(EWS)-1, SC-2, ST-1, OBC(A)-1,	Clerical	No	Rs.42949.00 N.B. THERE IS CLAUSE OF SECURITY MONEY OF Rs. 25000.00 (TWENTY FIVE THOUSAND ONLY) TO BE DEPOSITED AT TIME OF JOINING AND SIGNING OF BOND OF Rs. 100000.00 (ONE LAKH ONLY) WHICH WILL BE REALISED IN FULL ON EVENT OF RESIGNATION DURING THE INITIAL 3 YEARS.	Yes	1. GRADUATION IN ANY DISCIPLINE 2. BASIC COMPUTER KNOWLEDGE WITH 6 MONTH CERTIFICATE COURSE
6	Purulia Central Co-operative Bank Ltd.	Assistant Grade-I	6	UR-3, SC-1, ST-1, OBC(B)-1	Clerical	No	Rs.21883.00	Yes	1. GRADUATE IN ANY DISCIPLINE FROM RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE

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Sl:No	Name of the Institution
1	**NADIA DISTRICT CENTRAL CO-OPERATIVE BANK LTD.**
2	**HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.**
3	**PURULIA CENTRAL CO-OPERATIVE BANK LTD.**
4	**JALPAIGURI CENTRAL CO-OPERATIVE BANK LTD.**
5	**MALDA DISTRICT CENTRAL CO-OPERATIVE BANK LTD.**
6	**RAIGANJ CENTRAL CO-OPERATIVE BANK LTD.**

N.B:

[1]. As per requirements of those Institutions It is necessary for the candidates to have proficiency in reading, writing and speaking in Bengali to appear for the examination.

[2]. UR stands for Unreserved; **EWS** stands for Economically Weaker Section, **SC** stands for Scheduled Caste ,**ST** stands for Scheduled Tribe and **OBC** stands for Other Backward Classes.

[3]. Reservations of categories of declared vacancies are maintained by the respective Co-operative Institutions.

AGE LIMIT (AS ON 01/01/2025) TABLE: 1

Category	UR	SC	ST	OBC- A	OBC- B	EWS
Lower Age limit	18	18	18	18	18	18
Upper Age Limit	40	45	45	45	45	40

N.B: Selection of OBC (B) category candidates shall abide by the final result and/or outcome of the Special Leave petition pending before the Hon'ble Apex Court.

HOW TO APPLY

1. In order to apply an applicant must provide one valid **e-mail address and Mobile Number** for receiving communications from the Commission.

2. An Applicant must enter his/her personal, academic, technical and computer knowledge details truly and correctly as required in the application form.

3. **Candidates have to add their preference(s) carefully in respect of the institutions as mentioned above, preferably, for all the institutions for which he/she is eligible to apply.** The allotment will be done on the basis of candidate's merit and his/her preferences. Marks of merit will be calculated by adding CBT marks &Interview marks.

4. Candidates have to fill/add their Qualifications, Experiences (if asked for)in the allotted space given in the Advertisement against each post. The final verification of documents will be done at the time of interview.

5. Applicants will be required to scan and upload their –
   (1) Passport-size Photograph,
   (2) Signature,
   (3) Left Thumb Impression,
   (4) Admit Card of Madhyamik or equivalent Examination (10thstandard),
   (5) Caste, OBC, EWS etc. Certificate, (if applicable)
   (6) Relevant Qualification Document(in case there are multiple documents candidate must prepare single PDF/Image and then upload),
   (7) Relevant Experience Document if asked for (in case there are multiple documents candidate must prepare single PDF/Image and then upload),
   (8) Domicile Certificate.

6. Applications will be deemed to have been successfully submitted only after successful payment of correct and exact amount as given below (**Please see tables 2 and 3**).

7. A **Unique 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 No. for all future communications**, if any, with the Commission on any matter relating to the selection of post advertised herein. **The said Registration No. will also be sent to the e-mail address and Mobile Number provided by the applicant.**

8. After successful payment a **Transaction Id will be generated which   will also be sent to the e- mail address provided by the applicant.** This Transaction id will be treated as the proof of the transaction made.

9. After successful submission of application, a soft version of filled-up application form along with Transaction id will be generated. **Applicants should mandatorily save the application and may get a print-out of the same for future communications.**

10. **If any applicant submits more than one application online by any means, only the application that has been 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.**

11. **After making payment of examination fees and /or processing fees, convenience fees and GST (as applicable) as per table number 2 and 3 below, no modification/ edit/ deletion is possible in the application form.**

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),	₹ 400.00	₹ 250.00	₹ 650.00
2	Other Backward Classes (OBC), OBC-A, OBC-B,	₹ 400.00	₹ 250.00	₹ 650.00
3	Scheduled Castes (SC),	NIL	₹ 250.00	₹ 250.00
4	Scheduled Tribes (ST),	NIL	₹ 250.00	₹ 250.00
5	Economically Weaker Section (EWS),	₹ 400.00	₹ 250.00	₹ 650.00

Convenience Fee and GST (As Applicable) are payable as follows.

TABLE:3

Sl. No.	Name of the Facility	Convenience Fee	GST
1	Net Banking Facility Fees	₹ 17.00/-	As Applicable
2	Card Gateway Facility Fees (VISA, Master Card,), Debit Card		
3	Card Gateway Facility Fees (Amex, Diners)		
4	UPI		

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.

METHODSOFSUBMISSIONOF APPLICATION

Please read the advertisement care fully before submission of application

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-size Photograph (within 50 KB),
2. Signature (Within 50 KB),
3. Left Thumb Impression (within 50 KB),
4. Admit Card of Madhyamik or equivalent Examination (10ᵗʰstandard) (within 2 MB),
5. Caste Certificate (if applicable) (within 2 MB)
6. Relevant Document showing Qualification, if asked for (in case there are multiple documents candidates must prepare single PDF/Image and then upload) (within 2 MB),
7. Relevant Document showing Experience (within 2 MB) (in case there are multiple documents candidates must prepare single PDF/Image and then upload),
8. Domicile Certificate (Aadhaar Card/Ration Card/ Voter Card)

MODEOF ONLINEPAYMENT–e-Payment to be made through payment gateway by using UPI/Debit Card / Credit Card/ Net Banking Facility.

NOTE:-

1. Successful submission of application shall take place only **if payment of exact amount** as given in Table-2 and Table-3 is made.

2. Examination Fees, Processing Fees, Convenience Fee and GST (As Applicable) are not refundable under any circumstances and in any case against a successful payment..

<div align="center">

SELECTION PRODEURE

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Total marks of 100 in the examination will be as follows, upon which the final merit list will be prepared: On-line CBT:

Full Marks-85

Interview: Full Marks-15.

1. Stage-I: Candidates will have to appear for an **ON-LINE EXAMINATION named as On-Line CBT (Computer Based Test),** which will consist of 85 number of MCQ type questions comprising of five subjects namely
(i) Bengali
(ii) English
(iii) Mathematics (IN ENGLISH VERSION ONLY)
 (iv) General Knowledge and Current Affairs (IN ENGLISH VERSION ONLY)
(v) Clerical Aptitude. (IN ENGLISH VERSION ONLY)
There will be negative marking @ ¼ mark against each incorrect answer.

Full Marks: 85; Duration- 2 hours. **Refer uploaded Syllabus**.

Candidates will be called for a Descriptive Written Test (DWT) in the ratio of 1:10 on the basis of marks obtained in On-Line CBT (Computer Based Test)and for Interview/ Viva-voce in the ratio of 1:6 on the basis of the performance in the DWT.

2. Stage II: Candidates will have to appear for the **Descriptive Written Test (Refer uploaded syllabus,**

Full Marks 50 and qualifying in nature) as per merit list prepared on the basis of the result of the CBT and have to secure 30% marks in the Descriptive Written Test (**i.e. 15 or above**) to be considered for the next stage for the interview, the marks obtained in the Descriptive Written Test will not be reckoned for preparing the final merit list after interview.

3. **Stage III:**
The candidates from the CBT merit list; **numbering 10 times of the vacant posts** as per their order of merit in the CBT Merit List

<div align="center">or</div>

the total number of the candidates in the CBT merit list, **whichever is lower**, will be called for the Descriptive Written Test for a total marks of 50. The candidates who will not be able to secure 30% marks on 50 i.e. 15, will be disqualified for the interview.
From the merit list of the rest of the passed candidates in the Descriptive Written Test, candidates **numbering 6 times of the vacant posts** as per their order of merit in the Descriptive Written Test Merit List

<div align="center">or</div>

the total number of the rest of passed candidates in the Descriptive Written Test Merit List **which ever is lower** will be called for interview.

3. **Verification of Testimonials:** Candidates, provisionally listed for interview/viva voce test by qualifying in the Descriptive Written Test 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. **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 the final merit list:** Total Marks will be calculated by adding **Marks obtained in On-Line CBT and marks obtained in Interview /Viva Voce Test for all posts mentioned in this advertisement.**

5. **Recommendation:** The first list of candidates for recommendation will be prepared on the basis of merit.

6. **Panel:** A panel will be prepared for the remaining candidates on the basis of merit. The said Panel shall remain valid for one year from the last date of the month in which the Interview was completed.

7. **Consequential Vacancies:** If any 'consequential' vacancy arises within the validity period of the panel in the concerned Institution for which a panel is prepared because of non-joining/ resignation of candidate(s) already recommended from the first list, the candidate(s) will be recommended from the panel of that institution on the basis of merit maintain the serially in that panel.

<div align="center"><u>Examination Related Instructions</u></div>

1. Candidate is required to report at the examination venue strictly as per reporting time mentioned in the admit card AND/OR informed via SMS at their registered mobile number/informed at their registered e-mail prior to examination date. It is expected that candidate strictly adhere to the time slot– as mentioned in the admit card. Candidates should

Report at least 15minutes before the Reporting time indicated on the admit card.

2. **Below mentioned documents/Items will be verified at the Entry Point:**

- **i)** **photograph on admit card,**
- **ii)** **Authorize photo ID like PAN card/ Passport/ Driving License/ Voter ID/ Aadhaar Card/ e-Aadhaar card (valid and original)**
- **iii)** **The ball point pen carried by the candidate**

3. **Instructions to the candidates appearing for the Examination:**
The security guard has clear instruction that no candidate is carrying a mobile, any electronic device or any other material listed as prohibited material beyond the entry point, as written below.
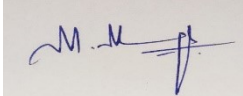
- I) If Candidates are in possession of any of the following items, their candidature will be treated as unfair means and lead to cancellation of the current examination and also debar the candidate for future examination(s) and the material will be seized. Any textual material, Calculators, Docu pen, Slide Rules, Log Tables and Electronic Watches with facilities of calculators, printed or written material, bits of papers, mobile phones, Blue-tooth devices, pager, pen with facility of camera or any other electronic gadget/device, etc.

- II) Candidates shall maintain perfect silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/ Hall shall be deemed as misbehavior.

- III) Candidates must not obtain or give or attempt to obtain or to give irregular assistance of any kind during the examination. This will entail expulsion and cancellation of candidature for the examination.

- IV) If a candidate is found using unfair means or impersonating his/her candidature shall be cancelled and he/she will be liable to be debarred for taking examination either permanently or for a specified period according to the nature of the offense.
- V) Tea, coffee, cold drinks, snacks, or eatable things are not allowed to be taken inside the examination room/hall during examination hours.
- VI) Smoking, chewing gutka, spitting, etc in the Examination Room/Hall is strictly prohibited.

No candidate will be allowed to enter with any eatable or drinking water. They will be provided with drinking water within the examination 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 and in some well circulated news papers in Bengali, Hindi & English.

2. SMS alerts will be sent to the candidates at their contact mobile numbers for intimating

(i) date of written examination (ii) date of Descriptive Written Test(iii) date of interview and (iv) final recommendation, as may be applicable

3. AllExaminationCenterswillbeinandaroundKolkataandHowrahandifrequiredinotherDistrictHead Quarters.

4. <u>NO ADMIT CARD WILL BE SENT BY POST</u> 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/ and Descriptive Written Test will be uploaded on the Commission's website www.webcsc.org

7. Admit Cards for Descriptive Written Test will be sent by e mail and may be downloaded from Commission's website.

8. Call Letters for Interview/Viva Voce Test will be sent by Speed post and may be downloaded from Commission's website.

9. ThelistofrecommendedcandidateswillbepublishedintheCommission'swebsite.

10. The Recommendation Letters will be sent to the candidates by speed post/e mail.

11. Canvassing, in any form, is strictly prohibited.

12. For any problem regarding submission of application please send e–mail to this address

helpdeskwbcsc2020@gmail.com mentioning your Registration No. and Transaction Id.

13. Help desk no- 6291246552, 6291230744 (Weekdays from 10 am to 5 pm).

14. If at any stage it is found that the candidate has suppressed information or provided any wrong information, his/her candidature will be liable to be cancelled.

15. The Authority reserves the right to change all/any of the conditions mentioned here in as deemed fit by the Commission. The decision of authority shall be final and binding.

Secretary