



West Bengal Co-operative Service Commission

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

Advertisement No. 02/2020

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org on and from **29/09/2020 to 11:59 p.m. of 28/10/2020** 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 and experience	Total Initial Salary(₹)
1	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd.	Assistant General Manager	22001	1	UR	1. Graduate/ Post-Graduate in any discipline from any recognized University with at least 55% marks in graduation / Post graduation/ Chartered Accountant/ Cost Accountant/ MBA (Banking and Finance) / MBA (Finance). 2. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE). 3. At least 3 years experience of working in any financial Institution.	₹ 58,428.00
2	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd.	Manager	22002	2	SC-01 UR-01	1. Graduate/ Post-Graduate in any discipline from any recognized University with at least 55% marks in Graduation. 2. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE).	₹ 43,915.00
3	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd.	Manager	22003	1	UR	1. MCA/B.Tech in Computer Software with at least 60% marks 2. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE). 3. Should have the experience of working in implementation of some centralized financial solution for at least 3 years, preferably at the position of Head of the Implementation Team.	₹ 43,915.00

Sl. No.	Co-operative Institution	Name of the Post	Post Code	No. of Vacancies	Category	Minimum Qualification and experience	Total Initial Salary (₹)
4	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd.	Manager	22004	1	ST	1. Graduate/ Post-Graduate in any discipline from any recognized University with at least 55% marks in Graduation. 2. The intending candidate must have the ability to speak, read and write Nepali . 3. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE).	₹ 43,915.00
5	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd.	Manager	22005	1	UR	Law Graduate degree.	₹ 43,915.00
6	Hoogly District. Central Coop. Bank Ltd.	Deputy Manager (Acct.) Gr-I	22006	1	SC	1. Graduate and Chartered Accountant. 2. 1 year Diploma in Computer Application. 3. 10 years working experience as senior accountant in Bank or Corporate sector with knowledge in Income Tax.	₹ 57,005.00
7	The West Bengal State Co-Operative Agriculture & Rural Development Bank Ltd.	Assistant cum Supervisor	22007	1	UR	1. Diploma in Electrical cum Electronics Engineering with at least 60% marks 2. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE).	₹ 21,859.00
8	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd.	Assistant cum Supervisor	22008	3	SC-1 UR-1 OBC(A)-1	1. Graduate in any discipline from any recognized University with at least 50% marks in Higher Secondary or equivalent examination. 2. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE).	₹ 21,859.00

Sl. No.	Co-operative Institution	Name of the Post	Post Code	No. of Vacancies	Category	Minimum Qualification and experience	Total Initial Salary (₹)
9	The West Bengal State Co-Operative Agriculture & Rural Development Bank Ltd.	Assistant cum Supervisor	22009	1	UR	1. Graduate in any discipline from any recognized University with at least 50% marks in Higher Secondary or equivalent examination. 2. The intending candidate must have the ability to speak, read and write Nepali . 3. Diploma in Computer Application / Information Technology or equivalent accredited by the All India Council of Technical Education (AICTE).	₹ 21,859.00
10	The West Bengal State Co-operative Bank Ltd	Staff Officer Cadre	22010	20	UR-10, SC-04, ST-02, OBC(A)-02, OBC(B)-02	1. Graduate in any discipline from a university recognized by the UGC with 55% marks in Higher Secondary or equivalent examination. 2. CA/ICWA/MBA (Banking & Finance), from the A.I.C.T.E approved institute / MBA (Finance) the A.I.C.T.E approved institute /Master degree from any UGC recognized university in any discipline with at least 2 years of experience in Banking (having a job of permanent nature) /B.E. or B.TECH in Computer Science or Information Technology from the A.I.C.T.E approved institute/ Master of Computer Application (MCA) from A.I.C.T.E approved institute. 3. Basic computer knowledge covering MS Office and internet operation.	₹ 47052.14(for CCA area) ₹ 46578.14(for Non-CCA area)
11	The West Bengal State Co-operative Bank Ltd	Clerical Cadre	22011	60	UR-30, SC-12, ST-06, OBC(A)-06, OBC(B)-06	1. Graduate in any discipline from a university recognized by the UGC with 50% marks in Higher Secondary or equivalent examination. B.Tech or M.Tech from an institution accredited by the All India Council of Technical Education (AICTE) will get preference. 2. Diploma in Computer Application from an institution accredited by the All India Council of Technical Education (AICTE) or Diploma in information technology from an institution accredited by the All India Council of Technical Education (AICTE)	₹ 26,513.83

N.B:-

- [1]. The Applicant must have obtained requisite degree from any UGC - recognized University **on or before** the date of making application. In case of Technical or Professional Qualification, the course must be accredited by All India Council of Technical Education (AICTE where applicable) or degree obtained from any UGC recognized University.
- [2]. **DCA** means Diploma in Computer Applications with minimum one year duration & **BCA** stands for Bachelor in Computer Application, **MCA** stands for Master in Computer Application. **IT** stands for Information Technology, **CS** stands for Computer science. **CBS** means Core Banking Solution. **BBA** means Bachelor of Business Administration and **MBA** stands for Master of Business Administration & **PGDM** for Post-Graduate Diploma in Management. **CAIIB** 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, **CS** stands for Company Secretaries (in case of professional qualification).
- [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.(except post code 22004 & 22009)
- [4]. **UR** stands for Unreserved, **SC** stands for Scheduled Caste, **ST** stands for Scheduled Tribe and **OBC** stands for Other Backward Classes, **EC** stands for Exempted Category.
- [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]. An Applicant must have **Nepali** as 1st/ 2nd Language in the 10th /12th Standard Examination for the post code 22004 & 22009. If any Applicant does not have Nepali as 1st/2nd Language in the 10th /12th Standard Examination, he/she will have to appear in a **Nepali Proficiency Test** at the time of Interview/ Viva Voce Test.(for post code 22004 & 22009)

AGE LIMIT (AS ON 01/01/2020)

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	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 (10thstandard), (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 **Registration 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 Registration No. for all future communications, if any, with the Commission on any matter relating to the recruitment of posts advertised herein. The said Registration 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. **Please note that: - The candidates applying for post code 22011 will have to qualify a Computer Proficiency test before Interview.**

10. 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)	₹ 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

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) (6) Domicile Certificate (Aadhaar Card/ Ration Card/ Voter Card)

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 15.00/ or As applicable	As applicable
2	Card Gateway Facility Fees (VISA , Master Card), Debit Card		
3	Card Gateway Facility Fees (Amex, Diners)		

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 an On-line examination, which will consist of **two** papers:

Paper-I: Will contain **150** nos. of **MCQ** type questions. **Full marks: 150. Duration: 2 hrs.** Names of the subjects of Paper -I (All candidates) are given hereunder in Table 4.

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. Name of subjects in Paper- II for different post codes are given in table 4.

TABLE: 4

Sl No.	Name of subject (Paper I)	Marks
1	English	50
2	General Knowledge	50
3	Quantitative Aptitude & Reasoning Ability	50

TABLE: 5

Postcode	Name of subject (Paper II)	Total Marks
22001	Fundamentals of Accountancy & General Banking Awareness-II	100
22002	Administrative Management & General Banking Awareness	100
22003	Computer Science with emphasis on Networking & DBMS	100
22004	Administrative Management & General Banking Awareness	100
22005	Law	100
22006	Fundamentals of Accountancy & General Banking Awareness-II	100
22007	Electrical-cum Electronics Engineering & DBMS	100
22008	Fundamentals of Accountancy & General Banking Awareness-I	100
22009	Fundamentals of Accountancy & General Banking Awareness-I	100
22010	Fundamentals of Accountancy & General Banking Awareness-II	100
22011	English and Bengali Languages (Subjective type and qualifying in nature) 50+50	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 online 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 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 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.

Social Distancing Mode conduct of Exam Related Instructions

Different reporting time will be printed for a set of candidates. Candidate must report 1 hour before the Reporting time to avoid crowding.

1. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report at least 15 minutes before the Reporting time indicated on the call Letter.

2. At the time of entry of the candidate to the exam venue their Admit Card/ Call Letter and ID verification.

3. Items permitted into the venue for Candidates

Candidates will be permitted to carry only certain items with them into the venue.

a. Mask (WEARING A MASK is COMPULSORY)

b. Gloves

c. Personal transparent water bottle

d. Personal hand sanitizer (50 ml)

e. A simple pen

f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc)

g. Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.

h. In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.

No other Items are permitted inside the venue.

4. Candidate should not share any of their personal belonging/material with anyone

5. Candidate should maintain safe social distance with one another.

6. Candidate should stand in the row as per the instructions provided at 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 the Kazer Bazar section of the Anandabazar Patrika and in 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, Howrah, Hooghly, North 24 Paraganas, South 24 Paraganas, Siliguri, Malda, Asansol and Midnapur 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 kolkatawebcsc@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.