



# West Bengal Co-operative Service Commission

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

## Advertisement No. 01/2021

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website [www.webcsc.org](http://www.webcsc.org) on and from **12/02/2021 to 11:59 p.m. of 11/03/2021** 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.**

SI No	Name of the Institution	Name of the Post	No. of Vacancies	Qualification & Experiences as asked	Gross Salary (Rs.)	POST CODE
1	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Asst. Manager (Admn.)	SC-01	1. Honours Graduate in any discipline 2. Working Knowledge in Computer Application. 3.2 Yrs experience in Administrative Management.	₹ 45188.00	121001
2.	Malda Co-operative Agriculture and Rural Development Bank Ltd.	Officer (Scale-IIA)	UR-03	1. 60% Marks in H.S. & Graduate in any discipline. 2. BCK 3. Chartered Accountant (Intermediate) or Cost and Management Accounting (Intermediate) or B.E/ BTech or MBA	₹ 45,438.00	121002

	Dhakuria Co-operative Bank Ltd.	Manager	SC-01	1.B.Com with CAIB or CA(Inter) or MBA (Finance) or CS 2. BCK 3. 5 yrs experience at middle level in Co-operative Bank	₹ 43,236.00	
3	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Accounts Officer	UR-01	1. B.Com(H) 2. Working Knowledge in Computer Application 3. Professional Qualification:MBA (Finance) 4. Experience 2 yrs in Financial work	Gross Salary ₹48,212	121003
	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Asst. Manager (Fin.)	UR-01 ST-01	1. B.Com(Hons) 2. Working Knowledge in Computer Application 3. Experience 2 yrs in Fin. Management	Gross Salary ₹45,188	
4	Dakshin Dinajpur D.C.C.B LTD.	Chief Accountant	U.R.-01	1. B.ComWith C.A/I.C.W.A/ C.S/M.B.A(Finance)	Gross Salary (Rs)58,626	121004
	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Senior Accounts Officer	UR-01	1. B.Com(H) 2. Working Knowledge in Computer Application 3:CA Inter/ CMA Inter/ CS Inter/ CA/CMA/CS/MBA (Finance) 4. Experience 3 yrs in Financial work	Gross Salary ₹61,092/	

5	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (tantuja)	Manager (Civil)	UR-01	1. B.Tech (Civil)2. Working Knowledge in Computer Application3. 3yrs experience in Civil/ Contruccion Engg.	₹ 48212.00	121005
6	The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja)	Internal Auditor	UR-02 OBC(B)-01	1. Commerce Graduate 2. Working Knowledge in Computer Application 3. Experience 2 yrs in Audit Firm	Gross Salary ₹36,452	121006
7	Dakshin Dinajpur D.C.C.B LTD.	Deputy General Manager(Admin)	UR-01	1.Masters Degree( 1 <sup>st</sup> Class) with 55%marks in MP&HS or equivalent .Examination & Graduation. 2.Diploma in Computer 3. Experience in Banking Sector. 4. Other Administrative experience will be preferred.	Gross salary(Rs) 78590.	121007
8.	The West Bengal Handicrafts Co-operative Society Ltd. (Bangasree)	Emporium Manager/BPO(Male)	UR-04 SC-02 ST-01 OBC(A)-01 OBC(B)-01	1. B.Com from any recognized University with regular course. 2. Diploma /Certificate course in Computer with knowledge in Tally. 3. 1 year exp in Sales and Marketing.	Gross Salary ₹30,820.00	121008
9.	Dhakuria Co-operative Bank Ltd.	System Manager/System Analyst	SC-01	1.B.tech in Computer Science /MCA 2.Preferably with BBA 3 1yr experience on Core Banking System (CBS)	₹ 39,640.00	121009

9	Samata Co-operative Development Bank Ltd.	System Analyst(I.T.)	UR-01	1..B-Tech/B.C.A/M.C.A/DOE ACC "B" 2.1 year of experience in Networking or DBMS. 3.1. Year of experience in Core Banking Service.	Rs.34,400	121009
10	The West Bengal Handicrafts Co-operative Society Ltd. (Bangasree)	Deputy Manager (Finance & Accounts), Govt. Supply	UR-01SC-01	1. B.Com(Hons) with Diploma/Degree in Finance/MARKETING from any recognized institution with regular course. 2. Diploma /Certificate course in Computer with knowledge in Tally. 3. 1 yr experience in Accounts and Taxation matter, Finalization of Accounts/Business	₹37,633.00	121010
11	The West Bengal Handicrafts Co-operative Society Ltd. (Bangasree)	Assistant Manager	UR-02 SC-01 ST-01 OBC(A)-01	1. B.Com (Hons)/ Diploma in Marketing/ Finance from recognized institute with regular course or Diploma in Textiles from reputed institution 2. Diploma /Certificate course in Computer with knowledge in Tally. 3. 1 yr experience in Procurement/Marketing/ Finance	₹36,815.00	12011
12.	Samata Co-operative Development Bank Ltd.	System Admin (I.T.)	U.R.-1	1.B.-Tech in Computer Science/M.C.A preferably with M.B.A. 2. Five Years experience in Networking and DBMS. 3.(Two) year experience on Core Banking System 4.Certificate from reputed Organisation (I.T.Organisation),	Rs.36,230	12012

**N.B:-**

[1]. The Applicant must have obtained requisite degree from any UGC – recognized Indian University **on or before** the date of making application. In case of Technical or Professional Qualification,.

**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. **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). )

[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 Course and the same is duly mentioned in the testimonial/document, certificate on BCK will not be separately necessary.**

**(c) Madhyamik or equivalent and Higher Secondary or equivalent should be obtained from recognized Board 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, **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.

**AGE LIMIT (AS ON 01/01/2021)**

**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 (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 **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. **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), SC(EC)	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](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) (6) Domicile Certificate (Aadhaar Card/ Ration Card/ Voter Card),(6) Mark Sheets etc.

**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**

SI 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	Administrative Management & General Banking Awareness	100
22002	Administrative Management & General Banking Awareness	100
22003	Fundamentals of Accountancy & General Banking Awareness-I	100
22004	Fundamentals of Accountancy & General Banking Awareness-II	100
22005	Civil Engineering	100
22006	Fundamentals of Accountancy & General Banking Awareness-I	100
22007	Administrative Management & General Banking Awareness	100
22008	Marketing Management	100
22009	Computer Science with Emphasis on Networking & DBMS	100
22010	Marketing Management	100
22011	Handloom & Textiles.	100
22012	Computer Science with Emphasis on Networking & DBMS	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 Paper-I & Paper-II 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 7of 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](http://www.webcsc.org) and in the Telegraph 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 if required.
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. 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](mailto: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.
12. The Authority reserves the right to change any of the conditions mentioned herein as it deems fit. The decision of authority shall be final and binding.
13. . **Help desk no- 9903755050/9903761050/9903741050**