West Bengal Co-operative Service Commission

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

Advertisement No. 02/2024

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org on and from **11.03.2024 to 11:59 P.M. of 10.04.2024** for recruitment to the following post in The West Bengal State Co-operative Bank Ltd. as described hereunder.

Co-operative Institution	Name of the Post	No. of Vacancies	Category	Minimum Qualification	Total Emoluments at the initial of the pay (₹)
The West Bengal State Co-operative Bank Ltd.	**Clerical Cadre**	**50**	**UR-25 OBC(A)-05 OBC(B)-05 SC-10 ST-05**	1) Graduate in any discipline from a university recognized by the UGC with 50% marks in Higher Secondary or equivalent examination. This is to Note that 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 or Diploma in information technology from an institution, shall be for a duration of at least 06 (six) months.	**38,513.07/-**

Service Terms and Conditions will be guided by as per service rules of the concerned Institution.

N.B: -

[1]. The Applicant must have obtained requisite degree from any UGC - recognized University **on or before** the date of submitting the application. In case of Technical or Professional Qualification as enumerated in Point No.1 of the Minimum 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]. An Applicant shall have ability to read, write and speak in Bengali [(Not required for those candidates whose mother tongue is NEPALI) vide Finance Department Notification no.1243-F(P)Dated 02/03/2016].

[3]. UR stands for Unreserved; **SC** stands for Scheduled Caste, **ST** stands for Scheduled Tribe and **OBC** stands for Other Backward Classes.

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

AGE LIMIT (AS ON 01/01/2024)
TABLE: 1

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

HOW TO APPLY

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

2. An Applicant must enter his/her personal, academic, technical and 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 (10th standard), (5) Caste Certificate (if applicable) at the time of submission of application.

4. 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).

5. 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 post advertised herein. The said Registration No. will also be sent to the e-mail address provided by the applicant.

6. 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.

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

8. **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.**

Applicants will have to pay **Examination Fees** and **Processing Fees** at the following rates.

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TABLE: 2

Sl. No.	Category	Examination Fees	Processing Fees	Total Amount Payable
1	Unreserved (UR)	₹ 400.00	₹ 250.00	₹ 650.00
2	OBC-A and 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

Please read the advertisement carefully 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-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.

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 are not refundable are not refundable under any circumstances and in any case.**

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SELECTION PRODEURE

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1. Stage-I: Candidates will have to appear in **ON-LINE EXAMINATION**, which will consist of one paper as follows: 150 nos. of MCQ type questions consisting of five subjects- (i) Quantitative Aptitude (ii) Test of Reasoning (iii) General Awareness (iv) English (v) Bengali. There will be negative marking @ 1:4. Full Marks: 150; Duration- 2 hours. **Refer uploaded Syllabus**.

Candidates will be called for Interview / Viva-voce on the basis of marks obtained in On- Line CBT (Computer Based Test).

2. Stage II: (A) Candidates will also have to appear in Practical Test in Basic Computer Knowledge (50 marks and qualifying in nature)

(B) Candidates will be called for interview/viva-voce (of 15 marks) as per merit list prepared on the basis of the results of the **On-Line CBT**.

3. Verification of Testimonials: Candidates, provisionally listed for interview/viva voce test on the basis of marks obtained in the On-Line CBT 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: - (1) Marks obtained in On-Line CBT and 2) marks obtained in Interview /Viva Voce Test.

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

6. Panel: A panel will be prepared 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.

7. Consequential Vacancies: If any 'consequential' vacancies arise within the validity period of the panel in the concerned Institution because of non-joining/ resignation of candidate(s) already recommended from the first list, the candidate(s) will be recommended from the panel on the basis of merit.

Examination Related Instructions

1. Candidate is required to report at the exam venue strictly as per reporting time 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. A simple pen

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

      c. **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.**

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

      No other Items including electronic gadgets are permitted inside the venue.

4. Candidate should not share any of their personal belonging/material with anyone.
5. Candidate should strictly follow the instructions provided at 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 The Times of India and Bartaman Patrika.

2. SMS alerts will be sent to the candidates at their contact nos for intimating (i) date of written examination (ii) date of interview and (iii) final recommendation, as may be applicable

3. All Examination Centers will be in and around Kolkata and Howrah and if required in other District Head Quarters.

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 on-line 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 **helpdeskwbcsc2020@gmail.**com mentioning **your Reference No. and Transaction Id.**

11. Help desk no- 6291246552,6291230744.

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

13. The Authority reserves the right to change all/any of the conditions mention herein as it deems fits. The decision of authority shall be final and biding

Secretary