



# West Bengal Co-operative Service Commission

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

## Advertisement No. 02/2018

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website [www.webcsc.org](http://www.webcsc.org) on and from **20/07/2018 to 11:59 p.m. of 20/08/2018** 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	Pay Scale ( ₹ )	Total Initial Salary ( ₹ )
1	Balitikuri Co-operative Bank Ltd.	Gr. B Officer	21801	2	UR-02	B.E/B. Tech (CS or I.T.) with diploma in networking/ MSC in CS/ MCA. with specialization in networking	22100-750-37100(20yrs span)	27178 (approx)
	Dhakuria Co-operative Bank Ltd.	System Analyst		1	UR:1	B. Tech in CS/IT /MCA + At least one year experience in CBS	28500-82550+ DA (as per central Govt)+ HRA	34495 (approx.)
	Hooghly District Central Co-operative Bank Ltd.	System Manager Gr.-II		1	UR: 1	B.E/B. Tech/ M.Sc (CS or I.T)/M.C.A+ 2 yrs experience in CBS	23700-980/7-30560-1145/2-32850-1310/10-45950 (20 yrs)	42739 (approx.)
	West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	System Manager		1	UR-01	B.E/B. Tech/ M.Sc (CS or I.T)/M.C.A + working knowledge in java	PB-4; 9000-40500 with GP-4700	30455 (approx)
2	Alipurduar CARDB Ltd.	Branch Manager	21802	1	UR-01	Graduate in any discipline + BCK+1yr experience in Banking Sector	1500-100-1700-110-2030-120-3710(20 yrs)	18954 (approx)
	Hooghly District Central Co-operative Bank Ltd.	Manager/ Accountant Gr.-II		2	UR:1, ST:1	Graduate in any discipline + BCK	23700-980/7-30560-1145/2-32850-1310/10-45950 (20 yrs)	42739 (approx.)
	Nadia District Central Co-operative Bank Ltd.	Officer Grade- IIB		2	SC (EC)-01 OBC(A)-01	Graduate with 50% marks or Hons Graduate in any discipline + BCK	15360-815/03-17805-980/03-20745-1145/04-25325-1310/07-34495-1475/06-43345(24yrs)	29799 (approx)
	Kandi CARDB Ltd (Women are not suitable for this post)	Field officer Gr. II-B		2	UR-02	Graduate with 50% marks or Hons Graduate in any discipline + BCK	7000-470/02-7940-500/03-9440-560/04-11680-790/01-12470-560/09-17510.	13800 (Approx) + Field T.A
	Raiganj Peoples' Cooperative Credit Society Ltd. **	General Manager		01	UR-01	Hons. Graduate with 50% marks or Post Graduate in any discipline with min 60% marks in Madhyamik and HS both + DCA+ 3 years experience in Financial Institution/ Bank		Consolidated pay of 22000
	Tamluk- Ghatal CCB Ltd.	Gr. -II B Assistant Manager		4	UR-03 SC-01	Graduate in any discipline + BCK	23700-980/07-30560-1145/02-32850-1310/07-42020	37744 (approx)
	The West Bengal State Handloom Weavers Co-operative Society Ltd.(TANTUJA)	Assistant Manager (Finance)		2	UR-01, ST-01	B-Com + BCK+ 2 yrs experience in Financial Management	PB- 4; 9000-40500 G.P- 4700	30455 (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 ( ₹ )
3	Balitikuri Co-operative Bank Ltd	Gr –B Field Officer	21803	1	UR-01	BBA (Marketing) + BCK	22100-750-37100 (20yrs)	27178 (approx)
	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Asstt Manager Marketing		2	UR-01; SC-01	Graduate in any discipline + BCK+ 2 years experience in Sales and Marketing	PB-4 , 9000-40500 G.P.4700	30455 (approx)
	The West Bengal State Handicrafts Co-operative Society Ltd (BANGASREE)	Assistant. Manager (Marketing)		1	SC-1	BBA in Marketing + BCK+ 1 year experience in Procurement/ Marketing	4800-175-5850-200-6650-225-8675-250-10925	18580 (approx)
4	Dakshin Dinajpur District Central Co-operative Bank Ltd. *	Assistant General Manager	21804	1	UR-01	Graduate in any Discipline with min. 50 % Marks or Hons Graduate + CA/Cost Accountant/MBA/PGDM (Finance)+ BCK+ 1 yr experience in CBS Banking	23200-1000/4-27200-1250/4-32200-1350/4-37600-1450/6-46300-1600/4-52700. (23 yrs)	45020 (approx)
	Dhakuria Co-operative Bank Ltd.	Chief Executive		1	UR:1	CAIIB or CA or MBA/PGDM(Finance or Banking) or CS + Minimum 5 years experience in Bank or Financial Institution+ BCK	31400-91600+ DA (as per central Govt)+ HRA	37598 (Approx.)
	Dhakuria Co-operative Bank Ltd.	Chief Manager		1	UR:1	CAIIB or CA or MBA/PGDM(Finance or Banking) or CS + Minimum 5 years experience in Bank or Financial Institution+ BCK	31400-91600+ DA (as per central Govt)+ HRA	37598 (Approx.)
	The Ghatal Peoples' Co-operative Bank Ltd.	Chief Executive Officer		1	UR:01	Graduate in any discipline + MBA (Finance) or PGDM (Finance)+ BCK	25000-1000/5-30000-1100/6-36600-1200/7-45000-1300/8-55400-1500/6-64400	39500 (approx)
	The West Bengal State Co-operative Bank Ltd. *#	Staff Officer		10	UR:06, SC:01, ST:01, OBC(A):01, OBC(B):01	Graduate in any discipline with 55% Marks in H.S or equivalent examination + BCK+ CA [course conducted by the Institute of Chartered Accountants of India] or Cost and Management Accounting [conducted by the Institute of Cost Accountants of India] or MBA or PGDM (Finance or Banking and Finance) [AICTE approved course] or BE/ B. Tech in CS or IT or MCA with 55% Marks in H.S or equivalent examination	Basic: 23700-45950 + 4 stagnation increment @ Rs. 1460/+ DA+ HRA+ CCA+ other allowance	40746 (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 ( ₹ )
5	The West Bengal State Handicrafts Co-operative Society Ltd (BANGASREE)	Deputy Manager (Finance and Accounts)	21805	1	SC:01	B.Com (H)or MBA (Finance)or PGDM (Finance)+ BCK+ 1 year experience in preparation of Accounts, Taxation matters etc.	5500-200-6300-225-8325-250-11325	21275 (approx)
	West Bengal State Consumer Cooperative Federation Ltd. (CONFED)	Deputy Manager		1	SC-01	60% Marks in M.Com or MBA (Finance) or PGDM (Finance) +BCK with Tally	PB-4 , 9000-40500 G.P.4800	29280 (approx)
6	The West Bengal State Co-operative Union	Lecturer	21806	3	UR-2,SC-1	M.Com + BCK	7100- 37600 with GP 3900	27518 (approx)
	West Bengal State Consumer Cooperative Federation Ltd. (CONFED)	Asst. Manager- I		2	UR-01 SC-01	50% Marks in M.Com or MBA (Finance) or PGDM (Finance)+BCK with Tally	PB-4, 9000-40500 G.P.4700	29070 (approx)
7	West Bengal State Consumer Cooperative Federation Ltd. (CONFED)	Assistant Manager II	21807	3	UR-01 UR(EC)- 01 SC-01	60% Marks in B.Com or BBA in Finance + BCK with Tally	PB 3 7100-37600 GP 3900	23400 (approx)
	Jhargram Co-operative Agriculture and Rural Development Bank Ltd.	Assistant Manager Gr-IIB		1	UR:1	Graduate in Commerce + DCA	11100-600-12300-700-17200-1300-18500-800-25700	27829 (approx)
8	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Procurement Officer(T)	21808	1	SC-01	Diploma in Handloom and Textile Technology + BCK+ 5 yrs experience in procurement	PB- 4,9000-40,500 with GP 4800	30670 (approx)
	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Asstt. Manager, Procurement		2	UR-01,SC-01	Diploma in Handloom and Textile Technology + BCK	PB- 4,9000-40,500 with GP 4700	30455 (approx)
9	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Junior Procurement Officer	21809	1	SC-01	Graduate in any Discipline + BCK	PB-3, 7100-37600 with GP-3900	24460 (approx)
		Junior Administrative Officer		2	UR: 1, SC-01			
		Junior Marketing Officer		2	UR-01, SC-01			
	The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE)	Asstt. Manager (Procurement)		1	UR-1	Graduate in any Discipline + BCK+ 1yr experience in Procurement job	4800-175-5850-200-6650-225-8675-250-10925	18580 (approx)
		Emporium Manager/BPO		4	UR-1 SC-2 ST-1	Graduate in any Discipline + BCK+ 1yr experience in Sales & Marketing	4650-150-5100-175-6325-200-7925-225-10175	18002 (approx)
		Asstt. Manager (Store)		1	ST:1	Graduate in any Discipline + BCK+ 1yr experience in Store Management	4800-175-5850-200-6650-225-8675-250-10925	18580 (approx)
10	The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE)	Deputy Manager (Marketing)	21810	1	UR-1	Graduate in any Discipline +MBA or PGDM (Marketing) + BCK+ 1 yr experience in Procurement/ Marketing job	5500-200-6300-225-8325-250-11325	21275 (approx)
	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Chief Marketing Officer		1	UR:1	Graduate in any Discipline +MBA or PGDM (Marketing) + BCK+ 2 yrs experience in Managerial Post in Sales and Marketing in Textile or Handloom	PB-4 (9000-40500), GP- 5400	31960 (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 ( ₹ )
11	Malda Co-operative Agricultural and Rural Development Bank Ltd.	Senior Assistant (Legal Cell)	21811	1	UR:1	LLB+ BCK	19115-980/1-20095-1145/7-28110-2120/1-30230-1145/7-38245-1310/3-42175	31890 (approx)
	The West Bengal State Handloom Weavers Co-operative Society Ltd. (TANTUJA)	Manager (Legal Cell)		1	UR:1	LLB+ BCK+ 2 yrs experience in legal cell in any company	PB-4 (9000-40500), GP- 4800	30670 (approx)
12	Hooghly District Central Co-operative Bank Ltd.	Deputy Manager (Acct) Gr.- I	21812	1	SC:1	Graduate+Chartered Accountant + BCK+ 10yrs Experience in Bank or Corporate Sector as Senior Accountant	31705-1145/1-32850-1310/12-48570-1460/2-51490 (16 yrs)	57005 (approx)
	Malda District Central Co-operative Bank Ltd. #1	Officer Gr. II (MMG Scale III) Deputy Manager		1	UR:1	Chartered Accountant/Cost Accountant + BCK + 5 years experience in Banking	42020-1310/5-48570-1460/2-51490 + 3 Stagnation increment @ 1460/- triennially and one Stagnation increment @ 1460/- Biennially	72580.00 (Approx.)
13	Dhakuria Co-operative Bank Ltd.	Asstt. Manager	21813	1	SC:1	MBA/ PGDM (Finance/ Banking) or CS+ BCK	28500-82550+ DA (as per central Govt)+ HRA	34495 (approx.)
		Branch Manager		1	SC:1	B. Com + BCK + CAIIB/ CA (Inter) or MBA/PGDM (Finance or Banking)	28500-82550+ DA (as per central Govt)+ HRA	34495 (approx.)

**N.B:-**

- [1]. The Applicant must have obtained requisite degree from any UGC - recognised University **on or before** the date of making application. In case of Technical or Professional Qualification, the course must be accredited by AICTE or degree obtained from any UGC recognised University.
- [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.** **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. CA course conducted by the Institute of Chartered Accountants of India **ICWA** stands for Institute of Cost & Works Accountants of India, **CS** stands for Company Secretaries (in case of professional qualification). 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, **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]. Some post codes contain more than one Institution. An applicant of such post code may intend to apply for any or all of the Institution(s) under that post code, indicating his/her preferences. If a candidate intends to apply for all institutions under a post code, he/she has to fulfill all requisite criteria fixed for each institution.
- [7]. \* **Instead of Medical Allowance bank will provide Medical Insurance.**

**\*#** A service bond of Rs. 1, 00,000.00 (Rs. One Lakh) only for three years will have to be furnished by the candidates at the time of joining the service of the bank which will be forfeited if the candidate resigns the service from the bank within three years from the date of joining after giving due notice. After a span of three years, the candidates will have to give three months' notice in writing if they wish to resign from the service of the bank.

**\*\*** A service bond of Rs. 50,000/- only for three years to be furnished by the candidate at the time of joining the service into the Society which will be forfeited if he/ she resigned from the service before completion of three years.

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

**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 #1 (For all except Malda District Central Co-operative Bank Ltd)	40	45	45	45	45	45
Upper Age limit #1 (For Malda District Central Co-operative Bank Ltd)	45	50	50	50	50	50

**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), UR (Exempted Category-EC), Person with disabilities (PWD)	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 PRODEURE**

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

**Paper-I:** Will contain **150** nos. of **MCQ** type questions. **Full marks: 150. Duration: 2 hrs.**

**Paper-II:** Will consist of **MCQ** type questions. Names of the subjects of Paper II (postcode wise) are given hereunder in Table 4. **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**

Postcode	Name of subject (Paper II)	Total Marks	Postcode	Name of subject (Paper II)	Total Marks
21801	Computer Science with emphasis on Networking & DBMS	100	21808	Handloom & Textiles	100
21802	Administrative Management & General Banking Awareness	100	21809	Fundamental Ideas of General Management	100
21803	Marketing Management-I	100	21810	Marketing Management-II	100
21804	Financial Management with special stress on Management Accounting & General Banking Awareness	100	21811	Law	100
21805	Fundamentals of Accountancy & General Banking Awareness-II	100	21812	Fundamentals of Accountancy & General Banking Awareness-III	100
21806	Fundamentals of Accountancy & General Banking Awareness-II	100	21813	Fundamentals of Accountancy & General Banking Awareness-II	80
21807	Fundamentals of Accountancy & General Banking Awareness-I	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 written 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.

### **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. 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 [kolkatawbcs@gmail.com](mailto:kolkatawbcs@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.



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