



## West Bengal Co-operative Service Commission

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

### Advertisement No.03/2025

Applications are invited from Indian citizens, to be submitted ON-LINE through the website [www.webcsc.org](http://www.webcsc.org)  
on and from 05.02.2025 11:00 PM to 06.03.2025 11:59 P.M. for recruitment to the following post in the societies as described hereunder

<u>Sl. No</u>	<u>Society Name</u>	<u>Post Name</u>	<u>Total Vacancy</u>	<u>CATEGORY</u>	<u>Post Status</u>	<u>Whether Specialised post Yes/No</u>	<u>Inductive Gross Pay</u>	<u>Descriptive Written Examination Qualifying Only (FM 50) required or not</u>	<u>QUALIFICATION</u>	<u>EXPERIENCE</u>
1	Jhargram Co-operative Agriculture and Rural Development Bank Ltd.	Asst. Manager (Accounts) Grade II B	1	UR-1	OFFICER	No	53535/-	YES	1. B.COM HONOURS IN ACCOUNTANCY FROM UGC RECOGNIZED UNIVERSITY. 2 DIPLOMA IN COMPUTER FROM ANY UGC RECOGNIZED UNIVERSITY/ GOVERNMENT REGISTERED INSTITUTION WITH A DURATION OF AT LEAST ONE (1) YEAR.	N/A
2	Bidhannagar (Salt Lake) Wholesale Consumers' Co-operative Society Ltd.	Accountant	1	UR-1	OFFICER	No	25930/-	YES	1. B.COM HONOURS FROM ANY UGC RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE (WITH TALLY)	N/A
3	North 24-Parganas Co-operative Agriculture and Rural Development Bank Ltd.	Assistant Manager (Gr-B) (Gr-II B)	1	UR-1	OFFICER	No	20037/-	YES	1. GRADUATE IN ANY DICIPLINE FROM ANY RECOGNISED UNIVERSITY. 2. BASIC COMPUTER KNOWLEDGE	N/A
4	Balitikuri Co-operative Bank Ltd.	Officer- Group-B (Grade-B II)	1	UR-1	OFFICER	No	42193/-	No	1. B.COM HONOURS FROM ANY UGC RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE.	1 YEAR IN A FINANCIAL INSTITUTION IS PREFERRED.
5	Jalpaiguri Wholesale Consumers' co-operative Society Ltd	Manager	1	UR-1	OFFICER	No	20335/-	YES	1. B.COM FROM ANY UGC RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE (WITH TALLY)	N/A

6	The Jalpaiguri Central Co-operative Bank Ltd.	Scale-1	2	UR-2	OFFICER	No	71578/- (Applicants will have to submit Service Bond of Rs.1.50 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 bank norms.)	YES	1. B.COM HONOURS WITH MINIMUM 55% MARKS FROM ANY UGC RECOGNISED UNIVERSITY 2. DIPLOMA IN BASIC COMPUTER KNOWLEDGE	Minimum 01 year experience in computerised accounting using any software in any Public/Private company is desirable.
7	Malda Co-operative Agriculture and Rural Development Bank Ltd.	Manager (Accounts)	1	UR-1	OFFICER	No	59727/-	YES	1. B.COM 2. INTERMEDIATE PASS IN CA/CMA/CS 3.BASIC COMPUTER KNOWLEDGE	N/A
8	Samata Co-operative Development Bank Ltd.	Deputy Manager	3	UR-2, SC-1	OFFICER	No	42371/-	YES	1. MBA/ MCA 2. BASIC COMPUTER KNOWLEDGE IN MS OFFICE.	5 YEARS IN BANKING OPERATIONS/ LOANS & ADVANCES.

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



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### **AdvertisementNo.03/2025**

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website [www.webcsc.org](http://www.webcsc.org) on and from **05.02.2025, 11:00 pm to 06.03.2025 11:59 P.M.** for recruitment to the following post in the Eight (8) Co-operative Societies as described hereunder:

**TABLE-A**

Sl:No	Name of the Institution
1	<b>JHARGRAM CO-OPERATIVE AGRICULTURE AND RURAL DEVELOPMENT BANK LTD.</b>
2	<b>BIDHANNAGAR (SALT LAKE) WHOLESALE CONSUMERS' CO-OPERATIVE SOCIETY LTD.</b>
3	<b>NORTH 24-PARGANAS CO-OPERATIVE AGRICULTURE &amp; RURAL DEVELOPMENT BANK LTD.</b>
4	<b>BALITIKURI CO-OPERATIVE BANK LTD.</b>
5	<b>JALPAIGURI WHOLESALE CONSUMERS' CO-OPERATIVE SOCIETY LTD</b>
6	<b>THE JALPAIGURI CENTRAL CO-OPERATIVE BANK LTD.</b>
7	<b>MALDA CO-OPERATIVE AGRICULTURE &amp; RURAL DEVELOPMENT BANK LTD.</b>
8	<b>SAMATA CO-OPERATIVE DEVELOPMENT BANK LTD.</b>

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; **SC** stands for Scheduled Caste as and where required and if mentioned.
- [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
<b>Lower Age limit</b>	18	18
<b>Upper Age Limit</b>	40	45

**Before proceeding for application candidates are to note the following with care:**

**Application to be made online on the website of the Commission, i.e. [www.webcsc.org](http://www.webcsc.org) only. Application in no other form will be entertained by the Commission.**

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 preference. Marks of merit will be calculated by adding CBT marks & Interview marks (Category wise).
4. Candidates have to fill/add their Qualifications and Experiences 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) Recent coloured Passport-size Photograph (within 50 KB) [**THE PHOTOGRAPH SHOULD BE A RECENT ONE AND CLEARLY VISIBLE. BLURRED PHOTOGRAPH MAY CALL FOR REJECTION OF THE APPLICATION**].
  - (2) Signature (Within 50 KB),
  - (3) Left Thumb Impression (within 50 KB),
  - (4) Admit Card of Madhyamik or equivalent Examination (10<sup>th</sup> standard) (within 2 MB),
  - (5) SC 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/Passport/Driving License) (within 2 MB)
6. Applications will be deemed to have been 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	Scheduled Castes (SC),	NIL	₹ 250.00	₹ 250.00

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 candidates are exempted from paying Examination Fees.
2. SC candidates of other States will get no exemption in Examination Fees.

**HOW TO APPLY- METHODS OF SUBMISSION OF APPLICATION**  
**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](http://www.webcsc.org). Applicants must provide basic information as required in the application form and upload scanned copies of the following : -

- (1) Recent coloured Passport-size Photograph (within 50 KB) [**THE PHOTOGRAPH SHOULD BE A RECENT ONE AND CLEARLY VISIBLE. BLURRED PHOTOGRAPH MAY CALL FOR REJECTION OF THE APPLICATION**].
- (2) Signature (Within 50 KB),
- (3) Left Thumb Impression (within 50 KB),
- (4) Admit Card of Madhyamik or equivalent Examination (10<sup>th</sup> standard) (within 2 MB),
- (5) SC 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/Passport/Driving License) (within 2 MB)

**MODE OF ONLINE PAYMENT**—e-Payment may 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.**

**SELECTION PRODEURE**

**The total marks of the examination will be 100, out of which 85 numbers for On-Line CBT and 15 numbers for Interview. [ Descriptive Written Test (DWT) including Computer Proficiency Test (CPT) for 50 marks will be qualifying in nature, applicable for posts mentioned under Serial Number 01, 02, 03, 05, 06, 07, 08 in Table-A. NO DWT IS REQUIRED FOR THE POST MENTIONED UNDER SERIAL NUMBER 04 IN TABLE-A]**

1. **Stage-I: All** 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 having one (1) number each comprising of five subjects namely:

- (i) Bengali of class XII standard
- (ii) English of class XII standard
- (iii) Mathematics (IN ENGLISH VERSION ONLY) of class XII standard
- (iv) General Knowledge and Current Affairs (IN ENGLISH VERSION ONLY)

(v) Clerical Aptitude. (IN ENGLISH VERSION ONLY)

**There will be negative marking @ ¼ mark (0.25 mark) for each wrong answer.**

**Duration of On-Line CBT: 2 hours.**

**Syllabus for On-Line CBT: Refer uploaded Syllabus.**

**2. Stage II:**

**A) FOR CANDIDATES APPLYING AGAINST VACANCIES OF INSTITUTIONS MENTIONED UNDER SI. No. 1, 2, 3, 5, 6, 7&8 in Table-A THAT REQUIRE DESCRIPTIVE WRITTEN TEST INCLUDING COMPUTER PROFICIENCY TEST (CPT):**

a) For the posts against the Institutions mentioned under **SI. No. 1, 2, 3, 5, 6, 7&8 in Table-A** , candidates are to appear for a **Descriptive Written Test (DWT) including Computer Proficiency Test (CPT) (Refer uploaded syllabus, 50 marks and qualifying in nature)** as per merit list prepared on the basis of the result of the On-Line CBT and have to secure 30% marks in the Descriptive Written Test (DWT) including Computer Proficiency Test (CPT) to qualify for the interview, **the marks obtained in the Descriptive Written Test including Computer Proficiency Test (CPT) will not be reckoned for preparing the final merit list.**

b) The candidates from the On-Line CBT merit list; **numbering 10 times of the vacant posts (i.e. in the ratio 1:10)** as per their order of merit (Category wise) in the On-Line CBT Merit List or the total number of the candidates in the On-Line CBT Merit List, **whichever is lower, will be called for the Descriptive Written Test (DWT) including Computer Proficiency Test (CPT) for a total Marks of 50.** The candidates who will not be able to secure 30% marks out of 50 i.e. 15, **will be disqualified for the interview.**

c) From the **qualified Descriptive Written Test (DWT) including Computer Proficiency Test (CPT) list**, candidates **numbering 6 times of the vacant posts** will be called for Interview in the ratio of 1:6

**B)FOR CANDIDATES APPLYING AGAINST VACANCIES OF THE INSTITUTION MENTIONED UNDER SI No. 4,i.e POST NAME: Officer (Group-B)(GRADE-BII) BALITIKURI CO-OPERATIVE BANK LTD. IN TABLE-A THAT DO NOT REQUIRE DESCRIPTIVE WRITTEN TEST:**

candidates **numbering 6 times of the vacant posts**(i.e in the ratio of 1:6) out of the merit list prepared (Category wise) on the basis of the results of the **On-Line CBT** will be called for interview/viva-voce (of 15 marks) for the posts against the Institution mentioned under **SI No.4** in Table-A. However, those candidates will have to appear for a **Computer Proficiency Test(CPT)** on the date of interview to get assessed for the proficiency in basic computer works. The performance of the candidate in that test will be documented and the gradation will be done as **A, B or C as Excellent, Fair or Bad** respectively. **That Gradation will be taken into account while taking interview but not at the time of preparing the Final Merit list.**

**2. Verification of Testimonials:** Candidates, provisionally listed for Interview/Viva-Voce test by qualifying in the Descriptive Written Test (DWT) 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.**

**3. 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.**

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

**5. 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.

**6. 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 seriality in that panel.

#### **Examination Related Instructions**

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.



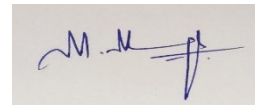
- II) Candidates shall maintain complete silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/Hall shall be deemed as misbehavior.
- III) Candidates must not obtain or give or attempt to obtain or to give irregular assistance of any 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.**

#### **IMPORTANTNOTES**

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 some well circulated newspapers 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. All Examination Centers will be in and around Kolkata and Howrah and if required in other District Headquarters.
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/ and Descriptive Written Test will be uploaded on the Commission's website [www.webcsc.org](http://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. The list of recommended candidates will be published in the Commission's website.
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 [helpdeskwbcs2020@gmail.com](mailto:helpdeskwbcs2020@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 in formation, his/her candidature will be liable to be rejected.
15. The Authority reserves the right to modify / rectify all/any of the conditions mentioned here in as deemed fit by the Commission. The decision of Authority shall be final and binding.



**Secretary**