

**APPLICATION FORM PRESCRIBED BY CO-OPERATIVE SERVICE COMMISSION,
WEST BENGAL, FOR USE BY THE APPLICANTS IN CONNECTION WITH ADV. NO. 06/2012**

To
The Secretary,
Co-operative Service Commission, West Bengal,
Bhabani Bhawan [4th Floor],
31, Belvedere Road, Alipore,
Kolkata-700 027.

Recent passport size
photograph,
duly signed by
the candidate

Sub :- Application in response to your Employment Advt. No. 06/2012

Sir,

I beg to offer my candidature for the **post specified below** for your kind consideration:-

1. (i) Name of the applicant in CAPITAL LETTERS							
(ii) Name of the father / husband of the candidate							
(iii) Full postal address for communication							
[Candidate's Landline / Mobile Phone No. must not be mentioned]							
		PIN					
2. (a) Mention the Post Code [vide Advertisement]		0	6	1	2		
(b) Name of the post applied for [only one POST]							
(c) Co-operative Institution to which the post belongs							
3. Age as on 01/01/2012 & Date of birth according to Madhyamik or equivalent examination certificate.		(i) Age years..... months					
		(ii) Date of Birth [ddmmyyyy] :-					
4. Please tick against the right box on							
(a) Sex		Male			Female		
(b) Marital Status		Married		Unmarried		Divorcee	
5. (a) If you belong to SC / ST / OBC/OBC-A /OBC-B of West-Bengal, please mention the same in detail as provided in the right-hand side		[i] SC, name of the Caste.....					
		[ii] ST, name of the Tribe.....					
		[iii] OBC/ OBC-A / OBC-B name of the Caste.....					
(b) Designation of issuing authority of SC / ST / OBC / OBC-A/ OBC / OBC-B Certificate & date of issue [please enclose self-attested copy]							
(c) Certificate No.							
6. Name the " qualifying " academic degree for the post you applied and attach self-attested photocopy thereof.							
Name of the Examination	Year of passing	Board / Council / University				Percentage %	
7. Name the " qualifying " computer / professional / degree / diploma /certificate for the post you applied and attach self-attested photo copy thereof.							
Diploma / Certificate Name		Issuing Board / University/Institute			Duration (in Months) & Year of Passing		
(i) Computer							
(ii) Professional							

8. Do you like to be considered for a **similar post** of any other Cooperative Institution mentioned in **Advt. No. 06/2012**, in case you **fail to get qualified** for appointment in the Co-operative Institution of your choice, but get qualified for some other Co-operative Institution **as per your rank** in the comparative merit list? **[please tick the box]**

Yes		No	
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9.(a) Application Fee paid [**Service charge** payable to the Bank shall be borne by the applicant separately]
[NOTE:-SC & ST candidates do not require to pay any Application Fee]

- Paid Application Fee for Rs.160.00 only vide enclosed Bank / NEFT Challan dated/...../2012.
- Not paid any Application Fee as SC / ST candidate **[strike out whichever is not applicable]**

(b) Name the **Bank** where the Application Fee has been deposited through Bank Challan / transmitted through NEFT

(c) Name of the **Bank Branch** through which Bank Challan is deposited.

(d) Unique Transfer Reference (UTR) No. [in case of NEFT]

10.1. All Academic Qualifications / Degrees including what has been specified against the Post applied for [vide Point No.6]

Fill in only those Rows which are applicable in your case and attach self-attested copies in support

Name of the Examination	Major subjects	Board / Council / University	Year of passing	Division/ Class & % of Marks obtained	SPACE FOR OFFICE USE ONLY
Madhyamik					
HS / Equivalent					
Pass Graduation					
Hons. Graduation					
Master's Degree					
Others [Pl. specify]					

10.2. All Computer Qualifications including what has been specified against the Post applied for

Fill in only those Rows which are applicable in your case and attach self-attested copies in support

Name of the Certificate / Diploma / Degree	Major subjects	Council / Institution / University / Statutory Authority	Year of passing	Division/Class & % of Marks obtained	SPACE FOR OFFICE USE ONLY

10.3. All Professional Qualifications including what has been specified against the Post applied for

Fill in only those Rows which are applicable in your case and attach self-attested copies in support

N.B. for points 10.2 & 10.3 :-

(i) Use separate Row for each Certificate / Diploma / Degree Course, e.g., DOEACC (Level O / A / B / C), BBA, BCA , MCA, MBA [MBA (Finance) may be specially mentioned], Chartered Accountant, Cost Accountant, LLB, LLM, CFA, B. Sc (IT), M.Sc. (IT), B. Tech, M. Tech etc.;

(ii) Self-attested copies of all additional degrees in Academic / Computer / Professional qualifications must be enclosed in support of the above statement;

(iii) Attach extra sheet, if necessary.

10.4 Details of the JOB EXPERIENCE of the Candidate (if any)						
Sl No.	Job Designation	Job content	Name of the Employer & Place of Work	Period of Service	Monthly Emoluments (in Rupees)	SPACE FOR OFFICE USE ONLY
1.						
2.						
3.						

DECLARATION OF THE APPLICANT

I do hereby solemnly declare and affirm that all the information furnished in this Application about me and my academic / computer / professional qualifications are true to the best of my knowledge and belief and I request that believing my above affirmation and my self-attested copies of documents enclosed, in good faith, I may be allowed to appear for the examination to be conducted by the Co-operative Service Commission, West Bengal. I do hereby undertake that the Commission may debar me from participating in the Selection Process at any stage and also take any legal action for submission of any information or document that is proved to be false.

I further declare that I, being a candidate serving under the Government / Government Undertaking / Statutory Body / Co-operative Institution, have informed the Head of the Office / Department in writing that I am applying for this post. [*Strike out this para if not applicable*]

I am enclosing along with this application a separate sheet as Annexure, enlisting the self-attested copies of all the certificates and documents as are necessary to prove all claims of my being a valid and duly qualified candidate for the post for which I am applying.

Yours faithfully,

Signature in full

Name in Capital Letters

Date: - / /2012, Place :

CAUTION:-

[1] All applications, superscribed , “APPLICATION AGAINST ADVT. NO.06/2012 FOR THE POST OF(POST CODE)” must reach the office of the Commission on or before 5-00 p.m. of 11/10/2012 (Thursday). No application will be entertained if the same reaches the office of the Commission after 5-00 p.m. of 11/10/2012 (Thursday).

[2] Applications may be sent by Post / Speed Post / Registered Post / Courier or dropped into the earmarked DROP BOX placed on the Ground Floor of the Main Building of Bhabani Bhawan (Ground Floor), Alipore, Kolkata-700 027.

[3] The Co-operative Service Commission, West Bengal, reserves the right to summarily reject any application found to be incomplete, defective, lacking requisite documents and any other defects / deficiencies that disqualify the candidature.

ANNEXURE

LIST OF DOCUMENTS & CERTIFICATES ENCLOSED WITH THIS APPLICATION*

[Please strike out whichever is not applicable]

1. Registration **Certificate of the Citizenship**, [applicable for ONLY those candidates, who acquired citizenship by registration and not by birth].
2. Original Bank / NEFT Challan Form [Commission's copy only], as a proof of **payment of Application Fee of Rs. 160.00** [by UR / OBC/ OBC-A / OBC-B candidates only].
3. Self-attested copy of the Madyamik or equivalent Examination Certificate containing the **date of birth** of the candidate.
4. Self-attested copy of the **Scheduled Caste/ Schedule Tribe / OBC / OBC-A / OBC-B Certificate** issued by an appropriate Authority for claiming reservation benefit in appointments and services / Fee exemption / age limit relaxation.
5. Self-attested copy of the **Mark-sheet and Certificate** (if obtained) in respect of the "**Minimum Academic Qualification**" required for the post for which the candidate has applied.
6. Self-attested copy of the **Mark-sheet and Certificate** (if obtained) in respect of the "**Minimum Qualifying Computer Certificate/ Diploma / Degree**" required for the post for which the candidate has applied.
7. **Additional Academic Degrees [vide Point No. 10.1]** : All the self-attested copies of the **Mark-sheets and Certificate** (if obtained) in respect of the **Additional Academic Qualification**, contained in no. of sheets.
8. **Additional Computer Qualification Certificates / Diplomas / Degrees [vide Point No. 10.2]** : All the self-attested copies of the **Mark-sheets and Certificate** (if obtained) in respect of the **Additional Professional Qualification**, contained in no. of sheets.
9. **Additional Professional Qualification Certificates / Diplomas / Degrees [vide Point No. 10.3]** : All the self-attested copies of the **Mark-sheets and Certificate** (if obtained) in respect of the **Additional Computer Qualification**, contained in no. of sheets.
10. **Details of total Job Experience [vide Point No. 10.4]** :-All the **self-attested** copies of the Appointment Letters, Letter of Release, Job Appreciation Certificates, Pay Certificates etc. from all the Employing Bodies, contained in no. of sheets.
11. Any other document (s) [Please specify] :-

Signature of the applicant in full with date

Name in Capital Letters

* All the self-attested copies of the documents / testimonials are to be stitched with the Application securely with a durable thread.