

# CO-OPERATIVE SERVICE COMMISSION, WEST BENGAL

Bhabani Bhavan [4<sup>th</sup> Floor], 31 Belvedere Road, Alipore, Kolkata-700027

## Advertisement No 06/2012

Applications are invited in the prescribed format from Indian citizens to reach the Commission's office at the above address (Phone 033-24793035) by 11/10/2012 (Thursday) for recruitment to the following posts under different Co-operative Institutions as abridged hereunder :-

Cooperative Institution	Name of the Post	Post Code	Vacancy	Reservation Category	Minimum Qualification & Experience	Pay Scale (Rs.)	Total Salary (Rs.)
Balageria Central Co-operative Bank Ltd.	Assistant Manager(Gr-IIB)	061201	4	4 UR	Graduate with DCA**	23500-900/8-30700-1000/2-32700-1200/14-49500	28,021
Howrah District Central Co-operative Bank Ltd.	Loan Recovery - cum-Law Officer	061202	1	1 UR	L.L.B. with 5-year Civil Practice experience in Dist. Judge /High Court + BCK*	18725-725/19-32500	37,890
	Field Officer (Grade-IIIC)	061203	1	1 UR	Graduate + BCK*	7600-350/4-9000-400/10-13000-450/4-14800-500/6-17800-550/2-18900-600/2-20100	16,912
Malda District Central Co-operative Bank Ltd.	Officer Grade-IV	061204	2	2 UR	Chartered Accountant (CA)/ Cost Accountant (ICWA)/ Company Secretary (ACS)	14500-600/7-18700-700/2-20100-800/7-25700	30,413
Murshidabad District Central Co-operative Bank Ltd.	Officer (Grade-IIA)	061205	7	3 UR +2 SC +1 ST +1 OBC	Hons. Graduate (50% marks at all levels) & BCK*	10000-700/1-600/1-11300-700/7-16200-1300/1-17500-800/9-24700	17,080
Raiganj Central Co-operative Bank Ltd.	Deputy General Manager (Accounts)	061206	1	1 UR	CA / ICWA with 2-year experience in financial institution	19400-700/1-2100-800/5-24100-900/6-29500-1000/8-37500	35,259
	Deputy General Manager (Information Technology)	061207	1	1 UR	B.E. / B.Tech. in Comp. Science & Engineering / Information Technology with 2-year experience	19400-700/1-2100-800/5-24100-900/6-29500-1000/8-37500	35,259
Tamluk-Ghatal Central Co-operative Bank Ltd.	Field Officer	061208	6	3 UR + 2 SC +1 ST	Graduate with BCK* (DCA** preferred)	14500-600/7-18700-700/2-20100-800/7-25700	26,100
Vidyasagar Central Co-operative Bank Ltd.	Grade-II Officer (Scale-II)	061209	1	1 UR	Cost Accountant (ICWA) with 60% marks in Higher Secondary	27100-1000/1-28100-1200/18-49700	31,092
Contai Cooperative Bank Ltd.	Grade-IIB Officer	061210	6	4 UR + 1 SC + 1 OBC	Hons. Graduate In Pure Science / Commerce / Statistics/ Economics/ English ( 45% marks all along)+ BCK*	14500-600/7-18700-700/2-20100-800/7-25700	24,824
	Grade-III	061211	8	5 UR + 2 SC +1 ST	Graduate ( 45% marks all along) + BCK*	7200-410/2-8020-500/3-9520-610/3-11350-715/10-18500-800/1-19300	12,622
The Ghatal Peoples' Cooperative Bank Ltd.	Development Officer	061212	1	1 UR	Hons. Graduate / Law Graduate +BCK*	14600-600/6-18200-700/2-19600-925/12-30700-1000/5-35700-1100/5-41200	22,809
	Assistant Accountant	061213	1	1 UR	B.Com. (Hons.) + BCK*	14500-600/7-18700-700/2-20100-900/11-30900-1000/5-35900-1100/4-40300	22,656

**N.B.:-[1] BCK\*** stands for Basic Computer Knowledge meaning at least 6 months' Certificate course covering MS Office & Internet and **DCA\*\*** for Diploma in Computer Application. UR stands for Unreserved, SC for Scheduled Caste, ST for Scheduled Tribe, OBC for Other Backward Classes (including OBC-A & OBC-B).

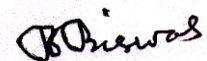
**[2] Upper Age Limit (as on 01/01/2012) is 40 Years for all posts, excepting Post Codes 061211 and 061213 where the said limit is 35 Years. The Limit is relaxable for SC/ST candidates by 5 Years and for OBC candidates by 3 Years.**

### RULES FOR SUBMISSION OF APPLICATIONS

1. Applications must be made only in the format prescribed by the Commission, which should be downloaded from the website, [www.coopwb.org](http://www.coopwb.org) and duly printed. Applications in any other format are liable for rejection.
2. An applicant must not submit application for **MORE THAN ONE POST CODE**. An applicant's candidature will be liable for rejection, if he / she submits two or more applications against more than one **Post Code**.
3. The applicant must enclose with his / her application: (a) Self-attested photocopies of documents as proof of age, caste, academic / professional / computer qualifications and job experience & (b) An Application Fee of Rs.160.00 (Rupees one hundred and sixty) only, payable only by UR and OBC / OBC-A / OBC-B candidates. The Application Fee shall be paid **EITHER** through a Bank Challan in the appropriate Form (to be downloaded from [www.coopwb.org](http://www.coopwb.org)) against Cash to be deposited (along with a Service Charge of Rs.10.00 to be charged by the Bank) in favour of **CO-OPERATIVE SERVICE COMMISSION, WEST BENGAL** from any Branch of The West Bengal State Co-operative Bank Ltd. (to the credit of CD A/c No.29312051276, lying with Kolkata Main Branch) **OR** through National Electronic Funds Transfer (NEFT), preferably in the prescribed Form (to be downloaded from [www.coopwb.org](http://www.coopwb.org)) in favour of **CO-OPERATIVE SERVICE COMMISSION, WEST BENGAL** from any NEFT-enabled Branch of the said State Co-operative Bank, Central Co-operative Banks or any other Bank of the country (to the credit of CD A/c No.29312051276, lying with Kolkata Main Branch of The West Bengal State Co-operative Bank Ltd., having IFSC Code **WBSC0000001**).
4. Payment by any mode other than **WBSCB Bank Challan or NEFT** will lead to rejection of the Application.
5. Fees once paid are not refundable in any case.
6. SC / ST candidates are exempted from paying any fees against submission of self-attested copies of SC/ST Certificates.
7. Those in service in State / Central Government / Public Undertakings must declare that they have informed the heads of their Office / Department in writing of their having applied against this Advertisement.
8. Application in hard copy, not attaching thereto the Commission's Copy of Bank Challan / NEFT Challan (containing UTR & other details) in case of UR/OBC/OBC-A/OBC-B candidates) as proof of payment Application Fee of Rs.160.00 only [not applicable to SC/ST] and the self-attested photocopies as mentioned in rule 3 above or not duly signed by the Candidate, with self-signed photo pasted at the right place, or providing false or wrong information shall be rejected summarily. Application initially accepted is also liable to be rejected, if any defect is detected at any later stage.
9. All examinations / interviews will be held in Kolkata Metropolitan Area only. No TA / DA will be paid to the candidates in this respect.
10. Applicants must have passed Madhyamik / Higher Secondary or equivalent Examination with **BENGALI** as 1<sup>st</sup>/2<sup>nd</sup> Language.

### PROCEDURES TO BE FOLLOWED IN SENDING APPLICATION TO THE COMMISSION

- A. **DOWNLOAD** the prescribed Application Form and the prescribed Bank Challan / NEFT Challan Form from [www.coopwb.org](http://www.coopwb.org) and get them printed.
- B. **PAY** the Application Fee in the manner narrated in Rule 3 above and retain CSC WB Copy of the Bank Challan / NEFT Challan (UTR details), duly receipted and stamped by the Bank Branch, for attaching to the Application.
- C. **FILL UP** the prescribed **Application Form** meticulously following the instructions contained therein and sign wherever asked to do so, list out all the Self-Attested Photocopies of all the supportive certificates and documents as detailed in the ANNEXURE of the said **Form** and the **Commission's Copy of the Bank Challan / NEFT Challan** (for UR / OBC/OBC-A/ OBC-B applicants) and stitch all these items securely with a durable thread.
- D. **SEND** the Application Form to the Commission's Office Address by Post / Speed Post / Registered Post / Courier Service, ensuring that it reaches the address latest by 5-00 p.m. on **11/10/2012 (Thursday)** or **DROP IT** in the **earmarked Drop Box** of the Commission placed at the Ground Floor of the Main Building of **Bhabani Bhavan, 31, Belvedere Road, Alipore, Kolkata-700027** latest by 5-00 p.m. on **11/10/2012 (Thursday)**.



10/09/2012

(B.K.Biswas)

Secretary