



West Bengal Co-operative Service Commission

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

Advt. No. 04/2017

Special Recruitment Drive For Scheduled Castes, Scheduled Tribes & Scheduled Tribes (Exempted Category)

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org on and from 25/0717 to 12:00 Midnight of 25/08/2017 for recruitment to the following posts in West Bengal Tribal Development Co-operative Corporation Ltd. as described hereunder. An applicant can apply for all or any of the posts of the following Institution by submission of only one application form.

N.B.: The written examinations against Advt No. 03/2017 and Advt No. 04/2017 will be held on different dates.

Co-operative Institution	Name of the Post	No. of Vacancies	Category	Minimum Qualification	Pay Scale (₹)	Total Initial Salary (₹)
West Bengal Tribal Development Co-operative Corporation Ltd. (WBTDC)	Assistant	7	SC:6,ST:1	Graduate in any discipline + DCA (Knowledge of DTP & MS Office)	Pay Band 2 Rs. 5400 - 25200 Entry Pay 6240/- +Grade Pay : 2600/-	18864.00 (Approx.)
	Cashier	2	SC:1, ST(EC) :1	Graduate in any discipline + DCA (Knowledge of DTP & MS Office)	Pay Band 2 Rs. 5400 - 25200 Entry Pay 6240/- +Grade Pay : 2600/-	18864.00 (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]. **DCA means Diploma in Computer (with knowledge in DTP and MS office) applications with minimum one year duration. If the academic/professional course curriculum successfully pursued by the applicant contains at least 12months' session on Computer Application (with knowledge in DTP and MS office) and the same is duly mentioned in the testimonial/document, certificate on DCA will not be separately necessary.**
- [3]. **SC** stands for Scheduled Caste, **ST** stands for Scheduled Tribe and **ST (EC)** stands for Scheduled Tribe (Exempted Category).
- [4]. An applicant should make sure that he/she fulfils all the requisite criteria fixed by the Institution.

AGE LIMIT (AS ON 01/01/2017)

TABLE: 1

Category	SC	ST	ST(EC)
Lower Age limit	18	18	18
Upper Age limit	45	45	45

HOW TO APPLY

1. In order to apply an applicant must provide one **e-mail address and mobile no.** 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 (within 50 KB), (2) Signature (Within 50 KB), (3) Left Thumb Impression (within 50 KB), (4) Admit Card /Certificate of Madhyamik or equivalent Examination (10thstandard) (within 2 MB), (5) Caste Certificate (if applicable) (within 2 MB) at the time of submission of application.
4. Applicants will have to opt for the Posts according to their preference and indicate the same in the preference boxes. **Be it noted that an applicant will not be considered for any Post for which the candidate has not exercised option.**
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, 3 and 4).
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. (a) If payment is successful, the candidate will get a print out of filled-up application form showing **“TRANSACTION SUCCESSFUL. APPLICATION SUBMITTED”**.
(b) If payment is not successful, the candidate will get a print out of filled-up application form showing **“TRANSACTION FAILED. APPLICATION IS NOT SUBMITTED”**.
(c) If transaction is pending, the candidate will not get any print out of filled-up application form. A pop-up will appear showing that **TRANSACTION IS PENDING. PLAESE TRY FOR PRINT OUT AFTER THREE DAYS.**
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	Scheduled Castes (SC),	NIL	Rs.40.00	Rs. 40.00
2	Scheduled Tribes (ST)	NIL	Rs.40.00	Rs. 40.00
3	Scheduled Tribes (Exempted Category) [ST(EC)]	NIL	Rs.40.00	Rs. 40.00

METHODS OF SUBMISSION OF APPLICATIONS

Applicants may submit their applications in any of the following two ways: -

A. ON-LINE SUBMISSION THROUGH COMMISSION'S WEBSITE

1. Applicants may 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 (10thstandard) (within 2 MB), (5) Caste Certificate (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.**

A. ON-LINE SUBMISSION THROUGH TATHYA MITRA KENDRA-s

1. West Bengal Co-operative Service Commission has also arranged for submission of online applications through the Tathya Mitra Kendras, set up by the Govt. of WB down to the level of Gram Panchayats in the State of West Bengal. **The list of the Tathya Mitra Kendras is available at www.csc.gov.in .Applicants may click on ‘CSC LOCATOR’ to find out a nearby Tathya Mitra Kendra.**

2. The Tathya Mitra Kendras will provide two types of assistances:

(a) They may help in filling up the application forms, and make payments through CSC Wallet.

(b) Where the applicant fills up application form himself or herself Tathya Mitra Kendras may help in making payments through their CSC Wallet.

(A) For those Candidates who like to Fill up Application Form and Pay through Tathya Mitra Kendras

(I) If any applicant has no e-mail address, they can approach the authorised person of the Tathya Mitra Kendras to generate the same.

(II) Applicants may approach the Authorized Person of any of the listed Tathya Mitra Kendras with all particulars of personal, academic and technical details as required in the application form.

(III) The particulars as required in the Application Form have to be properly filled up and the following documents viz., (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 (10thstandard) (within 2 MB), (5) Caste Certificate (within 2 MB) have to be scanned and uploaded properly at the time of submission.

(IV) Before online payment, applicants are advised to check detailed on-screen information entered by the authorized person of the Tathya Mitra Kendra. **The same may be edited, if required, before making payment.**

(V) The applicants have to pay Examination Fees and Processing Fees along with Service Charge (imposed by Tathya Mitra Kendras) and GST (imposed by Central Government) as detailed below. **The applicant will not make any extra payment (other than as mentioned below).**

TABLE: 4 A

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	GST
1	Scheduled Castes (SC),	NIL	Rs.40.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	As Applicable
2	Scheduled Tribes (ST) and ST(EC)	NIL	Rs.40.00	Rs. 25.00 (Rs.20.00+ Rs. 5.00)	

(B)For those Candidates who like to Pay only through Tathya Mitra Kendras

(I) If any Applicant desires to fill up the application form himself/herself and make payment through CSC Wallet, he/she will fill up the application form till payment option comes. A **Reference No.** will generate. The applicant will give the Reference No. to the authorized person of the Tathya Mitra Kendra who will arrange for making payment through CSC Wallet.

(II) The applicants have to pay Examination Fees and Processing Fees along with Service Charges (imposed by Tathya Mitra Kendras) and GST (imposed by the Central Government) as detailed below. **The applicant will not make extra payment other than as mentioned below.**

(III) **Examination Fees, Processing Fees, Service Charges and GST are not refundable under any circumstances and in any case.**

TABLE: 4 B

Sl. No.	Category	Examination Fees	Processing Fees	Service Charge including one page printing charge	GST
1	Scheduled Castes (SC),	NIL	Rs.40.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	As Applicable
2	Scheduled Tribes (ST) and ST(EC)	NIL	Rs.40.00	Rs. 20.00 (Rs.15.00+ Rs. 5.00)	

(IV) After successful submission of application, applicants should get print outs of their filled- up application.

3. After payment of above Fees the authorized person of the Tathya Mitra Kendra will hand over to the applicant a printed receipt with Reference No. and Transaction Id. as an acknowledgement of successful online submission of application. The applicants are advised to preserve the numbers for all future communications, if any, with the Commission.

4 .**Examination Fees, Processing Fees, Service Charges and GST are not refundable under any circumstances and in any case.**

N.B. If any Tathya Mitra Kendra does not co-operate with the applicants, the applicants may contact at this **Help Desk Number: 1800 3000 3468 (Toll Free) [from 10.00 am to 1.00 pm and from 2.00 pm to 6.00 pm]**

SELECTION PROCEDURE

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

Paper-1: 100 no.s of MCQ type questions [Consisting of three subjects- (i) Quantitative Aptitude (ii) Test of Reasoning (iii) General Awareness]. **There will be negative marking @ 1:4.**

Full Marks: 100; Duration- 1 hour 30 minutes.

Qualifying marks is as follows:-

SC – 35 %, ST – 25 %, ST (EC) – 25%. **Mere securing Qualifying Marks does not guarantee shortlisting for computer test.**

Paper-2: English and Bengali Languages (Subjective type and qualifying in nature). Full Marks : (50 + 50) =100 . Duration- 1 hour 30 minutes.

A candidate must qualify both in Paper-1 & Paper-2. Also a candidate must qualify in both the languages (i.e. in Bengali and in English) of Paper-2 separately.

Please note that :- **The candidates will be called for Interview / Viva-voce Test on the basis of marks obtained in Paper-1 only.**

The answer scripts of Paper – II will be evaluated for those candidates only who will secure pass marks in Paper-I.

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

(B) The candidates will be called for interview/viva voce test (of 15 marks) as per merit list prepared on the basis of the results of the written examination (Paper-1).

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 submit one set 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:** Total Marks for preparation of Final Panel will be calculated by adding: - (1) Marks obtained in Written Examination (Paper 1) 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-cum-preference.

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' vacancy arises during validity of the panel in the Institution because of non-joining/ leaving of candidate(s) already recommended in the first list, the candidate(s) will be recommended from the panel on the basis of merit-cum-preference.

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 Kazer Bazar section of the Anandabazar Patrika.
2. All Examination Centres will be in and around Kolkata and Howrah only.
3. **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.
4. 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.
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.
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 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 candidature will be liable to be cancelled.


SECRETARY-IN-CHARGE