West Bengal Co-operative Service Commission

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

Advertisement No.02/2025

Applications are invited from Indian citizens, to be submitted <u>ON-LINE</u> through the website www.webcsc.org
on and from 31.01.2025 11:00 PM to 01.03.2025 11:59 P.M. for selection & recommendation to the following post in the societies as described hereunder

Sl. No	Society Name	Post Name	Total Vacancy	CATEGORY	Officer/Clerical Cadre	Whether Specialised post Yes/No	Inductive Gross Pay	Descriptive Written Examination Qualifying Only (FM 50) required or not	QUALIFICATION	EXPERIANCE
1	Kharda Co-operative Bank Ltd.	Junior. Office Assistant (Grade-III)	6	UR-6	Clerical	No	35290/	yes	1.GRADUATE IN ANY DISCIPLINE FROM RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE	DESIRABLE:CA (INTER)/ICWA (INTER)
2	Burdwan Co-operative Agriculture and Rural Development Bank Ltd.	Field Supervisor/ Office Assistant (Grade-III)	3	UR-2, ST-1	Clerical	No	20000/- PER MONTH FOR FIRST 1 YR.DURING PROBATION. (THE CANDIDATE WILL REMAIN UNDER PROBATION FOR 1 YEAR. AFTER SATISFACTORY PERFORMANCE WILL BE PERMANENT AND GROSS PAY WILL BE Rs.34,153.00)	yes	1.GRADUATE IN ANY DISCIPLINE FROM RECOGNIZED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE	N/A
3	Jhargram Co-operative Agriculture and Rural Development Bank Ltd.	Supervisor (Grade-III)	4	UR-4	Clerical	No	Rs.27647.00	yes	1.GRADUATE FROM UGC RECOGNISED UNIVERSITY 2. BASIC COMPUTER KNOWLEDGE	N/A

4	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd. (WBSCARDB Ltd.)	**Assistant Cum Supervisor**	4	UR-1, EWS(EC)-1, SC-1, , OBC(A)-1,	Clerical	No	Rs. 29422/- N.B: Assistant-cum-Supervisor, if engaged as Field Supervisor/ Cashier, is entitled to get Special allowance of Rs. 1500/- per month/ Rs.1000/- per month respectively in addition to the Gross Pay.	yes	(FOR FOUR (4) NEPALI KNOWING POSTS i.e.SC-1,EWS(EC)-1,UR-01,OBC (A)-1)GRADUATE IN ANY DISCIPLINE FROM ANY RECOGNISED UNIVERSITY WITH AT LEAST 50% MARKS IN HIGHER SECONDARY OR EQUIVALENT EXAMINATION. MUST HAVE KNOWLEDGE IN NEPALI LANGUAGE. 2.MUST BE AN INHABITANT OF THE DISTRICT OF DARJEELING OR KALIMPONG. WITH KNOWLEDGE OF SPEAKING IN NEPALI LANGUAGE. 3.DIPLOMA IN COMPUTER APPLICATION (DCA)/ COMPUTER APPLICATION AS ONE OF THE SUBJECTS AT THE HIGHER SECONDARY OR EQUIVALENT EXAMINATION OR AT GRADUATION/ POST-GRADUATION LEVEL.	N/A
		Assistant Cum Supervisor	2	UR-1, ST-1,	Clerical	No	Rs. 29422/- N.B: Assistant-cum-Supervisor, if engaged as Field Supervisor/ Cashier, is entitled to get Special allowance of Rs. 1500/- per month/ Rs.1000/- per month respectively in addition to the Gross Pay.	yes	FOR TWO (2) BENGALI KNOWING POSTS: UR-01, ST-01. 1 GRADUATE IN COMMERCE FROM ANY RECOGNISED UNIVERSITY WITH AT LEAST 50% MARKS IN HIGHER SECONDARY OR EQUIVALENT EXAMINATION. 2. DIPLOMA IN COMPUTER APPLICATION (DCA)/COMPUTER APPLICATION AS ONE OF THE SUBJECTS AT HIGHER SECONDARY OR EQUIVALENT EXAMINATION OR AT GRADUATION/ POST-GRADUATION LEVEL.	N/A
5	The West Bengal State Handloom Weavers' Co-operative Society Ltd.(Tantuja).	Senior Salesman/Salesgirl	10	UR-5, SC-2, ST-1, OBC(A)-1, OBC(B)-1	Clerical	No	Rs. 26,960/- (Rs. 21,000/- plus Rs. 2940/- plus Rs. 2520/- plus Rs. 500/-)	yes	1.HIGHER SECONDARY OR EQUIVALENT, BASIC COMPUTER KNOWLEDGE	2 YEAR WORKING EXPERIENCE IN SALES (PREFERABLE).
6	The Kalna Town Credit Co-op Bank Ltd.	Clerk-cum-Cashier	2	UR-2	Clerical	No	Rs. 37041/-	yes	1.GRADUATION/MASTER DEGREE IN ANY DISCIPLINE WITH AT LEAST 50% MARKS AT GRADUATiON , IN CASE OF SC/ST CANDIDATE 45% MARKS AT GRADUATION 2. 6 MONTHS CERTIFICATE COURSE OF COMPUTER	N/A
7	Bidhannagar (Salt Lake) Wholesale Consumers' Co-operative Society Ltd.	Sales-cum-General Assistant (SGA) [The working hours of the Samabayika is	3	UR-2, SC-1	Clerical	No	Rs.18241/-	yes	1.COMMERCE GRADUATE FROM RECOGNISED UNIVERSITY. 2.BASIC COMPUTER KNOWLEDGE	N/A

		from 9.00 am to 8.00 pm on Monday to Friday and 9 am to 3 pm on Saturdays. The timing may be extended if exigency arises. The selected candidates should consider the working hours and make themselves available during working hours.]								
8	The Bantra Co-operative Bank Ltd.	Cashier-cum-Clerk (Grade- C) [Candidates residing within 10 KM of the Bank will get priority at the time of final selection in consideration of Bank's business hours]	8	UR-8	Clerical	No	Rs. 12729/-	No	1.HIGHER SECONDARY PASSED 2. BASIC COMPUTER KNOWLEDGE, WORD,EXCEL AND INTERNET	N/A
9	The Hooghly Co-operative Credit Bank Ltd.	Office Assistant [The working hours at the bank's branches are from 6:45 AM to 11:00 AM and from 5:15 PM to 8:30 PM on all working days including Saturday and Sunday. The Bank branches remain	4	UR-3, SC-1	Clerical	No	Rs.36914/-	yes	1.GRADUATE IN ANY DISCIPLINE FROM A UGC RECOGNIZED UNIVERSITY. 2. MINIMUM 60% MARKS IN AGGREGATE IN GRADUATION AND ALSO IN H.S AND SECONDARY EXAMINATION.	N/A
10	Durgapur Steel peoples Co-operative Bank Ltd	Assistant (Grade-III)	9	UR-4, SC-1, ST-3, UR(EWS)-1	Clerical	No	Rs. 35906.00/-	yes	1. GRADUATE 2. BASIC COMPUTER KNOWLEDGE	N/A
11	West Bengal State Co-operative Union.	Proof Reader	1	UR-1	Clerical	Specialised	Rs. 35758.00/-	yes	1.GRADUATE IN MASS COMUNICATION AND JOURNALISM. 2.IMPORTANT TO KNOW TO TRANSLATE ENGLISH AND BENGALI FROM BENGALI AND ENGLISH RESPECTIVELY 3. BASIC COMPUTER KNOWLEDGE	2 YEARS EXPERIENCE AS A PROOF READER
12	Darjeeling District Co-operative Union.	Office Assistant	1	UR-1	Clerical	No	Rs.29286.00/-	No	1. MADHYAMIK OR EQUIVALENT PASS. 2. BASIC COMPUTER KNOWLEDGE. CANDIDATE SHOULD HAVE 1ST/2ND LANGUAGE NEPALI IN MADHYAMIK OR EQUIVALENT.	N/A
13	Jalpaiguri Wholesale	Accountant	1	UR-1	Clerical	No	Rs.17292.00/-	yes	1.COMMERCE GRADUATE. 2. BASIC COMPUTER KNOWLEADGE WITH TALLY	N/A
14	BENFISH	Assistant Accountant	4	UR-3, ST-1,	Clerical	No	Rs.34602.00/-	yes	1. FULL TIME B.COM (H) DEGREE WITH MIN 55% MARKS IN AGGREGATE FROM ANY COLLAGE/ INSTITUTION UNDER ANY UGC RECOGNIZED UNIVERSITY. 2. 1 YEAR DIPLOMA IN FINANCIAL ACCOUNTING	N/A
15	The Ichhamati Co-	Laboratory Asistant	2	UR-1, SC-1	Clerical	No	Rs.10952/-	No	1. B.SC (MICRO- BIOLOGY/ BIO-CHEMISTRY	1 YEAR WORKING

	operative Milk Producers' Union Ltd.	(Purely Contractual)							FROM ANY RECOGNISED UNIVERSITY, 2. GOOD KNOWLEDGE OF MS OFFICE	EXPERIENCE IN ANY REPUTED DAIRY OR ALLIED LAB.
		General Dairy worker	6	UR-2, SC-2, ST-1, OBC(A)-1	Clerical	No	Rs.9956/-		1. H.S IN ANY STEARM FORM ANY RECOGNISED BOARD/COUNCIL, 2. KNOWLEDGE IN MS OFFICE, 3. KNOWLEDGE IN DAIRY EQUIPMENTS	2YEARS WORKING EXPERIENCE IN ANY REPUTED DAIRY OR RELATED ORGANIZATION.
		Field Representative for Marketing	5	UR-2, SC-1, OBC(A)-1, OBC(B)-1	Clerical	No	Rs.12048/-		GRADUATE IN ANY STREAM FROM ANY RECOGNISED UNIVERSITY	2YEARS WORKING EXPERIENCE. IN ANY REPUTED ORGNIZATION IN MARKETING , SHOULD HAVE ANDROID MOBILE AND BIKE
		Accounts Assistant	1	OBC(A)-1	Clerical	No	Rs.12048/-		1. B.COM FORM ANY RECOGNISED UNIVERSITY, 2.) BASIC COMPUTER KNOWLEDGE WITH TALLY.	2YEARS WORKING EXPERIENCE IN ANY REPUTED DAIRY OR REPUTED ORGNIZATION, HAVING KNOWLEDGE IN ERP, STATUTORY ESI, GST,PF, TDS.
		MIS Assistant	1	UR-1	Clerical	No	Rs.12048/-		1. B.SC FORM ANY RECOGNIZE UNIVERSITY 2. CERTIFICATE COURSE IN COMPUTER OR INFORMATION TECHNOLOGY FROM ANY RECOGNISED UNIVERSITY	1 YEAR WORKING EXPERIENCE. IN ANY REPUTED DAIRY OR REPUTED ORGNIZATION,
		Field Supervisor	8	UR-4,SC-2, OBC(A)-1, OBC(B)-1	Clerical	No	Rs.12044/-		GRADUATE FROM ANY RECOGNISED UNIVERSITY.	1 YEAR WORKING EXPERIENCE IN ANY REPUTED DAIRY OR RELATED ORGNIZATION HAVING GOOD KNOWLEDGE IN MIS SYSTEM , CATTLE REARING, STRUCTURE AND RECORD KEEPING, HAVING GOOD KNOWLEDGE IN MS SYSTEM
16	Bardhaman Co-operative Milk producers Union ltd. (Contractual)	Senior. Supervisor(Plant)	1	UR-1	Clerical	No	Rs.15000/-	No	SCIENCE GRAGUATE WITH BASIC COMPUTER KNOWLEDGE	AT LEAST 3 YEARS WORKING EXPERIENCE WITH KNOWLEDGE OF MILK AND MILK PRODUCT TESTING AND MANUFACTURING.
		M.I.S. Assistant	1	UR-1	Clerical	No	Rs.15000/-		1. GRADUATE IN ANY STREAM 2.DIPLOMA IN COMPUTER APPLICATION ,	AT LEAST 3 YEARS WORKING

#	Institution	Post	No.	Reservation	Category		Pay		Qualification	Experience
									SOUND KNOWELGE IN MS WORD ,EXCEL, POWER POINT,PHOTO SHOP ETC	EXPERIENCE WITH OFFICE WORK , DEALING WITH BULK CUSTOMER WITH GOOD UNDERSTANDING OF CO-OPERETIVE SOCIETY.
		Office Assistant	1	UR-1	Clerical	No	Rs.11000/-		H.S PASS	MUST HAVE KNOWLEDGE OF RESPECTIVE FIELD IN ANY ORGANIGTION FOR 1 YEAR
17	The West Bengal State Co-operative Marketing Federation Ltd.(BENFED).	Assistant	4	UR-3, SC-1	Clerical	No	Rs. 31,622/-	yes	1.SCIENCE/COMMERCE GRADUATE WITH 50% MARKS IN AGGREGATE 2. DIPLOMA/ TRAINING MORE THAN 6 MONTHS IN COMPUTER APPLICATION 3. MBA DESIRABLE.	N/A

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

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AdvertisementNo.02/2025

Applications are invited from Indian citizens, to be submitted **ON-LINE** through the website www.webcsc.org on and from **31.01.2025, 11:00 PM to 01.03.2025 11:59 P.M.** for selection and recommendation to the following post in the Seventeen (17) Co-operative Institutions as described hereunder.

TABLE-A

Sl_No	Name of the Institution
1	Kharda Co-operative Bank Ltd.
2	Burdwan Co-operative Agriculture and Rural Development Bank Ltd.
3	Jhargram Co-operative Agriculture and Rural Development Bank Ltd.
4	The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd. (WBSCARDB Ltd.)
5	The West Bengal State Handloom Weavers' Co-operative Society Ltd.(Tantuja).
6	The Kalna Town Credit Co-op Bank Ltd.
7	Bidhannagar (Salt Lake) Wholesale Consumers' Co-operative Society Ltd.
8	The Bantra Co-operative Bank Ltd.
9	The Hooghly Co-operative Credit Bank Ltd.
10	Durgapur Steel peoples' co-operative Bank Ltd
11	West Bengal State Co-operative Union.
12	Darjeeling District Co-operative Union.
13	Jalpaiguri Wholesale Consumers' Co-operative Society Ltd.
14	Benfish
15	The Ichhamati Co-operative Milk Producers' Union Ltd.
16	Bardhaman Co-operative Milk producers' Union ltd.
17	The West Bengal State Co-operative Marketing Federation Ltd.(BENFED).

N.B:
[1]. An Applicant should have the ability to read, write and speak in Bengali or inNepali [**for 04 (Four) posts in WBSCARD Bank Ltd. and 1 (One) post in Darjeeling District Co-operative Union as mentioned in the notification**].
[2].UR stands for Unreserved; **EC** stands for Exempted Category, **EWS** stands for Economically Weaker Section, **SC** stands for Scheduled Caste, **ST** stands for Scheduled Tribe and **OBC** stands for Other Backward Classes.
[3]. Reservations of categories of declared vacancies are maintained by the respective Co-operative Institutions.

Category	UR	SC	ST	OBC- A	OBC- B	EWS
Lower Age limit	18	18	18	18	18	18
Upper Age Limit	40	45	45	45	45	40

N.B: Selection of OBC (B) category candidates shall abide by the final result and/or outcome of the Special Leave petition pending before the Hon'ble Apex Court.

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 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.

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) Passport-size Photograph (within 50 KB),
    (2) Signature (Within 50 KB),
    (3) Left Thumb Impression (within 50 KB),
    (4) Admit Card of Madhyamik or equivalent Examination (10th standard) (within 2 MB),
    (5) SC/ST/OBC/EC/EWS etc. 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/ diletion 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	Other Backward Classes (OBC), OBC-A, OBC-B,	₹ 400.00	₹ 250.00	₹ 650.00
3	Scheduled Castes (SC),	NIL	₹ 250.00	₹ 250.00
4	Scheduled Tribes (ST),	NIL	₹ 250.00	₹ 250.00
5	Economically Weaker Section (EWS),	₹ 400.00	₹ 250.00	₹ 650.00

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 & ST candidates are exempted from paying Examination Fees.
2. SC & ST 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. Applicants must provide basic information as required in the application form and upload scanned copies of the following : -

(1) Passport-size Photograph (within 50 KB),
(2) Signature (Within 50 KB),
(3) Left Thumb Impression (within 50 KB),
(4) Admit Card of Madhyamik or equivalent Examination (10th standard) (within 2 MB),
(5) SC/ST/OBC/EC/EWS etc. 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 certain posts]

1. **Stage-I:** 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 OR Nepali (for 04 posts of the Institution mentioned under Sl. 4 &01 post of the Institution mentioned under Sl. No. 12 in the table-A) of class X standard. At the time of submission of application a candidate will have to choose his/her preferred language i.e. either Bengali or Nepali.**
 (ii) English of class X standard
 (iii) Mathematics of class X standard (QUESTION IN ENGLISH VERSION ONLY)
 (iv) General Knowledge and Current Affairs (QUESTION IN ENGLISH VERSION ONLY)
 (v) Clerical Aptitude. (QUESTION 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 Sl No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14 & 17 in Table-A THAT REQUIRE DESCRIPTIVE WRITTEN TEST INCLUDING COMPUTER PROFICIENCY TEST (CPT):

a) For the posts agaist the Institutions mentioned under **Sl No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14& 17in 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)f**or 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 INSTITUTIONS MENTIONED UNDER Sl No. 8, 12, 15, 16 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 agaist the Institutions mentioned under **Sl No.8, 12, 15 & 16** 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.**

(**N.B: A candidate may apply for both types of Institutions requiring Descriptive Written Test including Computer Proficiency Test or where Descriptive Written Test including Computer Proficiency Test is not required (only CPT required during Interview), if he/she becomes eligible for applying for such posts under such Institutions as per notification**).

2. Verification of Testimonials: Candidates, provisionally listed for interview/viva voce test 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: -
(1) Marks obtained in On-Line CBT and
2) 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 for this interview.

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 maintaing 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 mention in the admit card. Candidates should report **at least 15 minutes 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)   **Ball point pen (s) carried by the candidate**

3. **Instructions to the candidates appearing for the Examination:**
No candidate will be allowed to carry a mobile, any electronic device or any other prohibited material beyond the entry point, as written below.
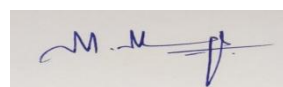
   I)   If Candidates are in possession of any of the following items, their candidature will be treated as unfair means and lead to cancellation of the current examination and also debar the candidate for future examination(s) and the material will be seized. Any textual material, Calculators, Docu pen, 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 facilty of camera or any other electronic gadget/device, etc.

   II)   Candidates shall maintain perfect 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.

PROVISION FOR KEEPING PROHIBITED MATERIALS/ITEMS/PERSONAL BELONGINGS:

1) Separate space will be provided for keeping personal belongings at candidate's own risk.

2) 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**and in some well circulated news papers 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 (for certain posts as mentioned in the advertisement) (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 Head Quarters.

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 for certain posts will be displayed in the Commission's website **www.webcsc.org**

7. Call Letters for Descriptive Written Test including CPT for certain posts and Call Letters for Interview will be sent by speed post.

8. The list of recommended candidates will be published in the Commission's website.

9. The Recommendation Letters will be sent to the candidates by speed post.

10. Canvassing, in any form, is strictly prohibited.

11. For any problem regarding submission of application please send e –mail to this address

helpdeskwbcsc2020@gmail. com mentioning **your Registration No. and Transaction Id.**

12. Help desk no- 6291246552, 6291230744.

13. If at any stage it is found that the candidate has suppressed information or provided any wrong information, his/her candidature will be liable to be cancelled.

14. The Authority reserves the right to change all/any of the conditions mentioned here in as it deems fit. The decision of authority shall be final and binding.

Secretary