

# CO-OPERATIVE SERVICE COMMISSION

Bhabani Bhawan (4th Floor),  
Alipore, Kolkata - 27

Applications are invited in prescribed format from Indian citizens for the following posts under Co-operative Institutions named below :

**Advt. No. 11/2010**

**West Bengal State Co-operative Marketing Federation Ltd. :  
(BENFED)**

**Post No. 1) Manager (Accounts & Audit), Vacancy - 1 (GEN). E.Quali - M. Com. with 55% marks and above. [CA/MCA/MBA (Fin.) with 5 yrs. experience is desirable]. Scale : Rs. 9,000 - 40,500/- with Grade Pay 6,600/-, T.E : Rs. 18,552/- with 3 addl. increments.**

**Post No. 2) Deputy Manager (Accounts & Audit), Vacancy 2 (1 GEN, 1 SC) E.Quali - B. Com. (Hons) with 50% marks or above. [Computer Dip. in Financial Accounting with 3 yrs. experience is desirable]. Scale : Rs. 9,000 - 40,500/- with Grade Pay Rs. 5,400/-, T.E = Rs. 17,148/-.**

**Post No. 3) Asstt. Manager (Accounts). Vacancy - 3 (2 GEN 1 SC) E.Quali - B. Com. (Hons) with 50% marks or above. [Computer Dip. in Financial Accounts is desirable]. Scale : Rs. 9,000 - 40,500/- with Grade Pay Rs. 4,400/-, T.E = Rs.15,978/-**

**Post No. 4) Asstt. Manager. Vacancy - 10 (6 GEN, 2 SC, 1 ST, 1 OBC) Edu.Quali - Graduate with 50% marks or above [Agril. Graduate with Dip. /Trg. in Computer Application for more than 6 months preferred]. Scale : Rs. 9,000 - 40,500/- with Grade Pay Rs. 4,400/-, T.E = Rs. 15,978/-.**

**Post No. 5) Branch Accountant : Vacancy - 8, (5 GEN, 2 SC, 1 ST). Edu. Quali : B.Com. with 50% marks or above. [Diploma / Training in Computer Application for more than 6 months desirable]. Scale : Rs. 7,100 - 37,600/- with Grade Pay Rs. 3,900/-, T.E. Rs. 13,170/-**

**AGE LIMIT : For Post No. 1 upto 35 yrs. For Post No. 2 to 4 upto 30 yrs. For Post No. 5 maximum age would be 32 yrs.**

**(Relaxable by 5 Yrs. for SC/ST and 3 Yrs for OBC candidates)  
General Requirements :**

- a) The candidate must enclose with his/her application :
  - i) Attested photocopies of documents as proof of age, caste, qualification, knowledge in Computer & Experience, if any;
  - ii) Application fees of Rs. 160/ for Gen & OBC, Rs. 40/- for SC/ST candidates in favour of **COOPERATIVE SERVICE COMMISSION**, by **INDIAN POSTAL ORDER** only;
- b) Those in service in Govt./Public Undertakings must apply through PROPER CHANNEL
- c) **Any application without requisite IPO/Signatures or providing false or wrong information shall be rejected outright . An application though initially accepted is liable to be rejected, if any defect is detected at any stage of recruitment process and even after selection.**
- d) Fees once paid are not refundable in any case.
- e) All examinations / interviews will be held in Kolkata only. No TA / DA will be paid to the candidates in this respect.
- f) **Instructions / guidelines as may be issued by the Commission from time to time in the matter of Recruitment Test / Interview shall be binding on the candidates.**
- g) **Candidates must have passed Madhyamik / HS or equivalent with BENGALI as 1st / 2nd Language.**
- h) Single application in the following PROFORMA with all requisite documents superscribed "**APPLICATION AGAINST ADVT.NO. "11/2010"** Should be addressed to the **SECRETARY, COOPERATIVE SERVICE COMMISSION, Bhabani Bhawan (4th Floor), Alipore, Kolkata - 700027**, so as to reach him **on or before 16.12.2010** upto 5.00 P.m. The Commission does not take any responsibility for loss / delay in transit of any application.No acknowledgement is issued by the Commission. No correspondence will be entertained regarding any candidate.

Particulars to be written legibly or typed on a plain paper with one self-signed copy of recent Passport - size photograph pasted on it.

- 1) Name of the Candidate (in CAPITAL LETTERS),
- 2) Father's / Husband's Name,
- 3) Advt. No. "11/2010",
- 4) Post applied for,
- 5) a) Date of Birth, b) Age as on 01.09.2010,
- 6) Gender,
- 7) a) Address for Communication (in CAPITAL LETTERS) & Telephone No., if any, b) Permanent Address,
- 8) Caste (i.e. Gen/SC/ST/OBC),
- 9 i) IPO NO ....., Date ....., IPO of Rs. ...., ii) Name of the Issuing Post Office (from which IPO purchased) : ....., 10) First or Second Language in Madhyamik / HS or equivalent,
- 11) Educational & other qualifications including Computer & Training in Cooperation,
- 12) Any other information of importance.

Date : .....

Place : ..... (SIGNATURE OF THE CANDIDATE)

**N.B. This can be accessed through website  
www.coop.org & www.benfed.org**