

**(FORMAT FOR REPORTING VACANCY POSITION & REQUISITION FOR SELECTION THROUGH
WEST BENGAL CO-OPERATIVE SERVICE COMMISSION)**

PROFORMA-I

Ref. No.

Dated

To
The Secretary,
West Bengal Co-operative Service Commission, PWD Buildings, Block-'A'
(Ground Floor), Khadya Bhawan Complex,
11A, Mirza Ghalib Street,
Kolkata-700 087

Sir,
We are to report hereby the position of vacancy / vacancies in the under-mentioned post(s) in our co-operative institution and request the Commission to conduct the process of selection for direct recruitment against the said vacancy / vacancies. A Promissory Undertaking is annexed on behalf of our co-operative institution to facilitate the process.

1	Name of the Reporting Co-operative						
2	Address of the Reporting Co-operative						
		PIN					
3.1	Landline Phone No., with STD Code						
3.2	FAX No., with STD Code						
3.3	Contact Mobile Phone No., if any						
3.4	e-Mail Address for contact						
4	Particulars of the vacancy (ies) reported, Post-wise Category-wise						
	Name of the Post	UR	SC	ST	OBC-A	OBC-B	TOTAL
4.1							
4.2							
4.3							
4.4							
	TOTAL						
N.B.-I : UR stands for Unreserved, SC for Scheduled Castes, ST for Scheduled Tribes and OBC-A & OBC-B for Other Backward Classes-A & Other Backward Classes-B.							
N.B.-II : Please mention sub-categories like Persons with Disabilities (PWD), Exempted Category (EC) wherever applicable							
5	Minimum Academic Qualifications for the Post(s)						
	Name of the Post	Minimum Academic Qualification required					
5.1							
5.2							
5.3							
5.4							

6	Minimum Computer Qualification for the Post(s)							
	Name of the Post							
6.1								
6.2								
6.3								
7	Minimum Professional Qualification for the Post(s) [MBA/LLB/CA/ICWA] etc.							
	Name of the post							
7.1								
7.2								
8	Minimum Experience for the Post(s) [Applicable for Group-A & Group-B Posts]							
	Name of the Post		Minimum Experience required					Experience in years
			Institution type	Position				
8.1								
8.2								
9	Pay Scale(s) for the Post(s)							
	Name of the Post		Pay scale with slabs & span[figures in Rs & years]					
9.1								
9.2								
9.3								
10	Gross salary at the starting point of the Pay Scale(s), with component wise break-up in Rupees(in May,14)							
	Name of the Post		Basic Pay	Dearness Allowance	House Rent Allowance	Medical Allowance	Others	Gross Salary
10.1								
10.2								
10.3								
11	Please mention how the vacancy/ vacancies occurred & the date (s) when the same occurred							
	Name of the Post	Particulars	By Retirement	By Death	By Promotion	By Registration	By Creation	Total vacancy/ Vacancies
11.1								
11.2								
11.3								
*In case of creation of a new post, please enclose a copy of the General Meeting resolution or Registrar's Order (whichever is applicable), according such approval								
12	Name of the Post		Board Meeting Date	Decision / Resolution No.		Vacancy/ Vacancies covered		
12.1								
12.2								
12.3								
13.1	Whether the Co-operative has Accumulated Loss / Running in Loss as per last Audited Accounts							
13.2	Financial Year upto which Accounts of the Co-operative has been audited							
14	Any other point which the society likes to mention / include							
Points to Note								
<input type="checkbox"/> The minimum age for direct recruitment to a post in a co-operative society is 18 years on the first day of January of the year in which the vacancies are advertised. <input type="checkbox"/> The maximum age for recruitment to the posts in Groups A and B is 40 (forty) years and in Group C is 35 (thirty-five) years on the first day of January of the year in which the vacancies are advertised, provided that for the candidates belonging Scheduled Castes, Scheduled Tribes and Other Backward Classes categories the maximum age limit shall be relaxed by five years.								

THE SOCIETY UNDERTAKES TO BEAR THE PROPORTIONATE / ENTIRE COST OF RECRUITMENT AS MAY BE INTIMTED BY THE WEST BENGAL CO-OPERATIVE SERVICE COMMISSION)

SIGNATURE -----

NAME IN FULL -----

DESIGNATION-----
(CHAIRMAN / MANAGING DIRECTOR / CHIEF EXECUTIVE OFFICER / SECRETARY)

(Office Seal of the Society)

- LIST OF ENCLOSURES [Strike out whichever is not applicable] :** Promissory Undertaking on behalf of the Co-operative Society
- Attested copy of Management Decision / Resolution in favour of filling up the vacancy / vacancies through West Bengal Co-operative Service Commission
 - Copy of latest Statutory Audit Report, Profit & Loss Account & Balance Sheet
 - Attested copy of the General Meeting resolution or Registrar's Order (whichever is applicable), according such approval (in case of creation of a new post)
 - Attested copy of the Registrar's permission for filling up the vacancy / vacancies, in case the co-operative has accumulated / running loss
 - Any other document *[Please specify]*

PROMISSORY UNDERTAKING

To
The Secretary,
West Bengal Co-operative Service Commission PWD Buildings,
Block-'A' (Ground Floor), Khadya Bhawan Complex,
11A, Mirza Ghalib Street, Kolkata – 700 087

Sub: Promissory undertaking and declaration for un-interrupted recruitment / selection process once started by West Bengal Co-operative Service Commission

Sir,

On behalf ofLtd., I, Sri /
Smt....., Chairman / Managing Director / Chief Executive Officer / Secretary, do hereby undertake and declare that the Board of Directors / Board of Administrators / Sole Administrator, its representatives / successors-in-office and assigns of the above-named Co-operative Society shall strictly abide by the rules and procedures adopted by West Bengal Co-operative Service Commission in the matter of conducting the process of selection of Group-A / Group-B / Group-C employees for the said Co-operative Society as per provisions of the West Bengal Cooperative Societies Act, 2006 and the Rules framed thereunder, as read with the Service Rules of the Co-operative Society, if any. It is further declared that the management of the Co-operative Society shall not subsequently press and / or demand for any additions and / or alterations of the said guidelines formulated by the Commission in the matter of the above selection. It is also declared that the Co-operative Society shall be bound by the actions as may be taken by the Commission in the matter of selection within the framework of the Commission's Rules / Guidelines and in accordance with the proceedings of its Selection Committee meetings.

It is further undertaken that the management of the Co-operative Society shall pay all or a portion of the costs incurred or required to be incurred by West Bengal Co-operative Service Commission in connection with the said selection on the basis of the requisition submitted by the Co-operative Society in **PROFORMA – I** to the said Service Commission, if, due to any subsequent action taken by its Board of Directors/ Board of Administrators / Sole Administrator or by its Chairman / Managing Director / Chief Executive Officer, the said Commission is compelled to stop the selection process at any stage before the final panel is prepared and adopted by the Selection Committee of the Commission. It is also undertaken that the Co-operative Society shall issue appointment letter(s) to the candidate(s) recommended by West Bengal Co-operative Service Commission out of the said panel within 45 (forty-five) days from the date of issue of the recommendation letter by the Commission.

I, on behalf of the requisitioning Co-operative Society, also undertake to indemnify West Bengal Co-operative Service Commission against any Civil and other legal consequences arising out of stoppage of recruitment / selection process by the Service Commission due to an adverse decision of the requisitioning Co-operative Society, as aforesaid.

Yours faithfully,

**Chairman/ Managing Director/ Chief
Executive Officer/Secretary**

(With Office Seal)