



**The Jalpaiguri Central Co-operative Bank Ltd.**  
**Temple Street, PO & Dist.-Jalpaiguri, West Bengal-735101.**  
**Advertisement No.-01/2021**  
**Recruitment in Grade-IV (Sub-Staff)**

Applications are invited in prescribed format from Indian citizens online through link available in [www.jalpaiguriccb.com](http://www.jalpaiguriccb.com) within **03/02/2021 (Wednesday) upto 5.00 pm.**

Details of vacancy, reservations & emoluments are as under::

Name of the Post	Grade	Vacancy	Reservation Category	Minimum Qualification & Experience	Pay Scale (Rs.)	Total Initial Salary (Rs.)
Sub-Staff	Gr-IV	12	05 UR+ 01 UR(EC)+ 03 SC+ 01 OBC-A+ 02 OBC-B	CLASS-VIII (experience in banking sector preferable)	7000-300/4-8200- 350/5-9950- 400/3-11150- 475/7-14475 (19 yrs)	18,689/- (appx.)

NB:-

- 1) In this Advertisement, UR stands for Unreserved, UR (EC) for Unreserved (Exempted Category), SC for Scheduled Caste, OBC for Other Backward Classes category, as notified by the Government of West Bengal from time to time.
- 2) Lower Age Limit (as on 01/01/2021) is 18 years. Upper Age Limit (as on 01/01/2021) is 40 years for Unreserved Category. The Upper Age Limit is relaxable by 05 (five) years for UR(EC)/SC / OBC-A /OBC-B candidates.
- 3) There will be MCQ type written test for 90 marks, comprising General English, Mathematics, General Knowledge & General Awareness of class VIII standard. Candidates qualifying in written test will have to appear for Viva-Voce to be conducted by Selection Committee.
- 4) Application Fees will be Rs.250/- for UR/OBC-A/OBC-B & Rs.200/- for SC/UR-EC categories.
- 5) Application Forms should be filled on-line through link available in bank website-[www.jalpaiguriccb.com](http://www.jalpaiguriccb.com).
- 6) Each applicant must submit one application only.
- 7) Selected applicants have to submit all original documents at the time of Viva-voce.
- 8) The Application Fee shall be paid through Bank Challan in the appropriate Form (to be downloaded from [www.jalpaiguriccb.com](http://www.jalpaiguriccb.com)) by Cash to be deposited in favour of **The Jalpaiguri Central Co-operative Bank Ltd.** at any Branch of The Jalpaiguri Central Co-operative Bank Ltd. OR through NEFT/Fund Transfer in favour of **"The Jalpaiguri Central Co-operative Bank Ltd."** Bank Details :: IDBI Bank Ltd, Jalpaiguri Branch. A/c No. **113910200000693**, IFS Code-**IBKL0001139**. Payment by any mode other than prescribed Bank Challan or NEFT/Fund Transfer will lead to rejection of the Application. Fees once paid are not refundable under any circumstances.
- 9) Admit card availability/Examination/interview dates will be notified in leading newspaper & bank website. All examinations / interviews will be held in Jalpaiguri District /Siliguri Sub-division of Darjeeling District/Alipurduar District at the discretion of the bank only. No TA / DA will be paid to the candidates in this respect.
- 10) Canvassing in any form at any stage upto the finalization of the panels by the Selection Committee will lead to rejection of candidature of the applicant.
- 11) No Admit Card will be dispatched through postal service or otherwise to the communication addresses of any candidate. Candidates found eligible will be issued Admit cards through bank website only. Candidates will have to appear for written examination with issued admit cards only.
- 12) A list of applicants whose applications will be rejected on primary scrutiny, along with the grounds for such rejection, will also be placed in the website. In case any applicant (whose name etc. appear in the Reasoned Rejection List) have any objection against the ground for

rejection of his Application, as recorded in the Rejection List, he / she may contact the Head Office of the bank on the appointed date and time along with the relevant Challan copy and original relevant documents as well as an application containing his / her arguments and the remedy prayed for. The Jalpaiguri Central Co-operative Bank Ltd. reserves the right to consider and take appropriate decisions on such applications on merit and such decisions will be final and binding on the applicants.

**Procedure to be followed in sending application to the bank.**

**A. VISIT** bank website [www.jalpaiguriccb.com](http://www.jalpaiguriccb.com)

**B. CLICK** on the link provided for application

**C. FILL UP** the application form (\* marked fields are mandatory)

**D.UPLOAD** scanned image of Photo, Payment Documents & Signature at required spaces maintaining sizes of documents as mentioned. **DO NOT UPLOAD LARGE FILES.**

**E. SUBMIT** form latest by **03/02/2021- 05.00 PM.**

**No hard copies of Application/Documents are required to be dispatched. Applications without payment proofs will be summarily rejected.**

**Reasons for rejection of Applications against Advertisement No. 01/2021 of The Jalpaiguri Central Co-operative Bank Ltd.**

Sl. No.	Item of Scrutiny	Rejection Code	Reason for Rejection
1	Improper/Incomplete/Insufficient Application Form	01A	Application not filled up properly /Incomplete Application
		01B	Insufficient Address Submitted
		01C	Large size files uploaded
2	Erroneous/Incorrect Data	02A	Wrong Data Submitted (Mobile/Mail/Aadhar etc.)
		02B	Wrong Qualification/Age/Category
		02C	Illegible Scanned Image submitted
		02D	Wrong/Erroneous Scanned Image submitted
		02E	Wrong Fees/Short Fees submitted
		02F	Fees paid by wrong mode
3	Signature	03A	Signature done in capital letters or not done in full form or not done in running script
4	Delayed Submission	04A	Application not received within Last Date
		04B	Fees not received within Last Date.
5	Multiple Applications	05A	One applicant submitting multiple applications.

Date:: 14/01/2021

Place:: Jalpaiguri

Sd/-

Chief Executive Officer-IC,

The Jalpaiguri Central Co-operative Bank Ltd.