



# Tamluk Ghatal Central Co-Operative Bank Ltd

Regd. No. 25, Date : 26.01.65

P.O. Tamluk # Dist. Purba Medinipur # West Bengal # Pin. 721636

**HEAD OFFICE**

Memo No. G/2395/966

Dated, Tamluk, 30-12-2024

**Notification no. 01/2024 dated 30-12-2024**

Applications in prescribed format are invited from eligible candidates for recruitment to vacant Gr-IV posts of Tamluk Ghatal Central Co-operative Bank Ltd. as detailed herein under :

Name of Post	Grade	Scale of Pay	No. of vacancies	Minimum Qualification	Age as on 01-01-2024
Sub staff	IV	₹18600-38600/-	UR - 20 EWS(UR) - 2 SC - 10 ST - 2 OBC A - 4 OBC B - 3	Madhyamik or equivalent from a board recognized by Government	18yrs-40 yrs (5yrs relaxation for SC,ST and OBC)

Application Form will be available from 31.12.2024 in the bank's website :

[www.tamlukghatalccb.co.in](http://www.tamlukghatalccb.co.in).

**Mode of Application** : Applications are to be submitted physically in the Head Office of the Bank, Tamluk from 06.01.2025 to 21.01.2025, 11.00 a.m. to 4.00 p.m. Submission of more than one application by the same candidate is strictly forbidden and such applications are liable to cancellation.

**Other Requirements** : 1. The candidate must be  
(a) A citizen of India (either natural or by registration), or  
(b) Such other nationals as declared eligible by the Govt. of India.  
2. Ability to read, write and speak in Bengali

**Fee** : For unreserved categories - ₹250-00  
For SC/ST/OBC/Women - ₹150-00  
Payment to be made through NEFT or fund transfer for intra bank account holder to the account no. 93029000019 , IFSC : WBSC0TCCB23 ,Name of account holder :Tamluk Ghatal Central Co-operative Bank Ltd. Mentioning of UTR no./Journal no in the application form is mandatory .

No other mode of payment including cash mode is accepted . In case , exact amount of fees not deposited as applicable to the candidate , application will be summarily rejected.

**Particulars and Certificates Required** : 1. Candidates are required to mention in the Application Form **any one of the following documents as Photo ID with its number and issuing authority:**  
(i) Madhyamik or equivalent certificate bearing photograph, (ii) Aadhaar Card ,  
(iii) PAN Card, (iv) EPIC (Voter Identity Card), (v) Driving Licence and (vi) any other ID proof issued by the State or Central Government.  
Candidates are advised to bring the same Photo ID Card in original in the Examination Venue at the time of examination.  
2. **Valid Email id** - The applicant should possess valid Email id and mention the same in the application form .Future communications including admit card will be sent through that email id.  
3. **Mobile number.**- The candidate should possess valid mobile no for future correspondence.  
4. A candidate claiming to be **EWS /S.C./S.T./O.B.C.** must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application as specified below and no claim in this regard will be entertained afterwards. In case, a candidate is unable to produce the relevant valid certificate in support of the declaration/claim made by the candidate at the time of document verification, his/her candidature will be summarily rejected.

**Preparation of Merit List** : Merit list will be prepared on the basis of total marks obtained in written examination & personality test of eligible candidates and will be displayed in the notice board of the Head Office of the bank. Successful candidates will be appointed temporarily for two(2) years and after completion of temporary period

		another one year probation period to be completed .After satisfactory completion of both the period , he /she may be confirmed in the post against permanent vacancy. The appointment of the OBC candidates will be decided as per the final decision of the Apex court.
<b>Centre for Examination</b>	:	Area of operation of the bank .
<b>Date of Examination &amp; Admit card</b>	:	Eligible candidates will be communicated through their valid Email id .
<b>Scheme of Examination</b>	:	i)Written Test : 70 marks comprising Bengali (20 marks), English(20 marks), Arithmetic(15 marks), General knowledge and current affairs (15 marks) . ii) Pattern of Test : MCQ ii)Personality Test : 30 marks
<b>Tie Breaking Principles:</b>	:	1. Preference will be given to the candidate securing higher aggregate marks in English & Bengali. 2. If there is still a tie, preference will be given to the candidate securing higher marks in English. 3. If tie still remains, preference will be given to the candidate with higher age.
<b>How to apply</b>	:	Eligible candidates should download the application form available in the bank's website : www. tamlukghatalccb.co.in and fill up the form as per instruction given therein. Following documents are to be furnished along with the application: a) Self attested copy of Admit card of Madhyamik or equivalent examination. b) Self attested copy of the SC/ST/OBC/EWS certificate. EWS certificate at the time of final appointment shall also be verified by the Bank . c) Self attested copy of Photo ID as mentioned above. d) <b>Photograph</b> : One copy of passport sized(2.5 cmX3.5 cm) photograph of recent times duly signed to be fixed on the <b>front page of the Application Form</b> . Candidate should retain sufficient copies of similar photographs that may be asked to provide in future proceedings. <b>One should note that photograph of the candidate should not be taken with wearing cap, sunglasses or any painting etc.</b> e) Requisite fees to be paid through NEFT and mention the UTR no. in the form and for intra bank account holder same amount to be transferred to the account given herein and mention the journal no. in the form . f) <b>Application to be addressed to :</b> Chief Executive Officer, Tamluk Ghatal Central Co-operative Bank Ltd. P.O & P.S : Tamluk , Dist – Purba Medinipur West Bengal , Pin-721636 g) Submission of Application : Applicant shall submit the application form & other related documents as asked thereof completed in all respect physically at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur , West Bengal during 11.00 am to 4.00 pm on working days from <b>06-01-2025 to 21-01-2025</b> . No application will be received after <b>4.00 p.m on 21-01-2025</b> . h) A blank envelop sized 25cm x10 cm superscribed the communication address of the candidate to be submitted also with the filled application form. i) Any incorrect/ incomplete /improper /false / wrong application form in any respect will be summarily rejected .
<b>Last Date &amp; Time for submission of Application Form</b>	:	21-01-2025 , 4.00 P.M.
<b>Medical Examination (if required )</b>	:	Successful candidates will be asked to undergo medical examination and submit fitness certificate to the Bank authority .
<b>Points to Remember</b>	:	i. Candidates are advised to read the “Advertisement” and “ Scheme of Examination “ thoroughly and cautiously before filling up the application form. ii. Application once submitted shall be treated as final. No request for change in application form and no claim for being a member of SC, ST & OBC community will be entertained after the final submission of application. iii. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Bank authority may deem fit to impose. iv. A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with

cancellation of candidature and also debarment from future examinations and selections as may be decided by the Bank authority according to the circumstances of the case.

v. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her.

vi. The conditions prescribed cannot be relaxed in any case other than those mentioned in this "Advertisement".

vii. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issuance of the admit card a candidate is found ineligible for admission to this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds a valid admit card.

viii. **The Selection Committee of the Bank shall have discretion to fix qualifying marks in the written the examination.**

ix. **Mobile phones, Smart Watches, Bluetooth or any other communication device are not allowed inside the premises where the Examination is being conducted.**

**Any infringement of this instruction shall entail disciplinary action including ban from the Examination related to this advertisement as well as from further Examinations.**

x. **There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with mobile phones or any other gadgets of communication may not enter the venue.**

xi. **Candidates allotted in a particular venue will in no case be admitted to a venue other than that indicated in the Admit Card issued by the Bank authority.**

Dated: 30.12.2024  
Place : Tamluk, Purba Medinipur

Sd/-  
Dy.RCS, Govt. of W.B &  
Chief Executive Officer