



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/2638 /840

Dated, Tamluk, 19-12-2025

Notification no. 01/2025 dated 19-12-2025

Applications in the prescribed format are hereby invited from eligible permanent employees of Co-operative Societies affiliated with Tamluk Ghatal Central Co-operative Bank Ltd., falling under the Tamluk, Haldia, and Ghatal Sub-Divisions, for appointment by promotion to the vacant Group-III posts of Tamluk Ghatal Central Co-operative Bank Ltd., as detailed hereunder:

Details shall be available on the Bank's official website (www.tgccb.bank.in) with effect from 20.12.2025.

Name of the Post	:	Assistant /Supervisor
Grade	:	Grade III
Pay Scale	:	₹32,600-1,600/4-39,000-1,900/5-48,500-2,200/7-63,900-2,550/5-76,650, along with Dearness Allowance (DA), Medical Allowance (MA), House Rent Allowance (HRA), and other admissible allowances, as applicable and in accordance with the rules of the Bank.
Vacancies	:	UR -17, SC -5, ST- 1. The number of vacancies may be increased, decreased, or modified at the discretion of the competent authority.
Qualification	:	i) The candidate must have passed Madhyamik or an equivalent examination from a Board recognized by the Government. The determination of equivalency, if any, shall rest solely with the competent authority of the Bank. ii) The candidate must be a permanent employee of a Co-operative Society affiliated with Tamluk Ghatal Central Co-operative Bank Ltd., operating under the Tamluk, Haldia, or Ghatal Sub-Divisions in the districts of Purba Medinipur and Paschim Medinipur, West Bengal, as on the cut-off date notified by the Bank. iii) The candidate must have rendered a minimum of six (6) years of continuous service in a post above Group-D/Peon in an active Co-operative Society affiliated with Tamluk Ghatal Central Co-operative Bank Ltd., as on the cut-off date. iv) All qualifications, service particulars, and experience claimed by the candidate shall be supported by relevant documentary evidence. The Bank reserves the right to verify such documents at any stage of the selection process and to cancel the

		candidature or appointment in the event of any discrepancy, misrepresentation, or suppression of material facts.
Age	:	Not below 24 years but not more than 45 years on the 1 st January of the year 2025. The upper age limit is relaxable by 5 years for S.C. & S.T. candidates. Age as recorded only in the Madhyamik or equivalent certificate will be accepted.
General Eligibility Conditions:		1. (i) The candidate must be a citizen of India, either by birth or by registration, in accordance with the provisions of the Constitution of India. (ii) There must be no charge, pending or proved, of defalcation, misappropriation of funds, or financial irregularity against the candidate in the Co-operative Society where he/she is presently serving. (iii) The candidate must possess the ability to read, write, and speak Bengali. 2. The candidate must be of sound health and good character, and must be found medically, morally, and otherwise suitable in all respects for appointment to the service of Tamluk Ghatal Central Co-operative Bank Ltd. The Bank reserves the right to verify the above conditions at any stage of the selection or appointment process, and to cancel the candidature or appointment if any adverse information is found.
Mode of Application	:	Applications must be submitted either by Speed Post or drop physically in the box kept at the Head Office of Tamluk Ghatal Central Co-operative Bank Ltd., Tamluk , during the period on all working days from 20.12.2025 to 09.01.2026 , between 10:00 a.m. and 4:00 p.m. Submission of more than one application by the same candidate is strictly prohibited. Any duplicate applications will be summarily rejected and may lead to cancellation of candidature.
Fee	:	For unreserved categories - ₹300-00 For SC/ST - ₹200-00 Mode of payment: i) By Cash at any branches of the Bank through deposit challan to following account with mention of name of the applicant and his /her Aadhaar no, Photocopy of the cash deposit challan to be attached with application form mandatorily. or ii) Through NEFT to the following account Name of the account: Tamluk Ghatal Central Co-operative Bank Ltd. Account no : 93029000019 IFSC : WBSOTCCB23 Mentioning of UTR no in the application form is mandatory. Important Notes: <ul style="list-style-type: none"> • No other mode of payment, including UPI, IMPS, or cheque, will be accepted. • If the exact amount of fee applicable to the candidate is not deposited, the application will be summarily rejected.

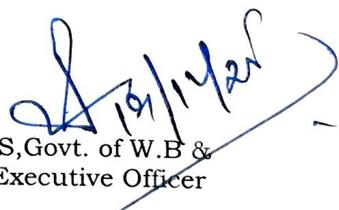
<p>Particulars and Certificates Required</p>	<p>1.PhotoID: Candidates must provide any one of the following Photo ID documents in the application form, along with its number and issuing authority: i)Madhyamik or equivalent certificate bearing photograph ii)Aadhaar Card iii)PAN Card iv)EPIC (Voter Identity Card) v)Driving Licence vi)Any other valid ID proof issued by the State or Central Government Candidates have to bring the original Photo ID to the examination venue for verification.</p> <p>2.Valid Email ID: The applicant must possess a valid email ID and mention the same in the application form. All future communications, including admit cards, will be sent to this email ID.</p> <p>3.Valid Mobile Number: The applicant must possess a valid mobile number for future correspondence.</p> <p>4.Caste/Category Certificate: i)Candidates claiming SC, ST status must submit a valid certificate issued by a competent authority of the Government of West Bengal on or before the closing date of application submission. ii)Claims without a valid certificate will not be entertained, and failure to produce the relevant certificate at the time of document verification will result in summary rejection of candidature.</p> <p>5.Age Proof: Date of birth must be as recorded in the Madhyamik or equivalent certificate.</p> <p>6.Qualification Certificate: Candidates must submit proof of educational qualifications as specified in the eligibility criteria.</p> <p>7.Experience Certificate: A certificate from the competent authority of the Co-operative Society where the candidate is employed, clearly stating: i)Date of joining ii)Nature of post held iii)Duration of service in a post above Group-D</p> <p>8.No Objection Certificate (NOC): A No Objection Certificate from the Co-operative Society, along with a true copy of the resolution of management of the sponsoring society, must be submitted.</p>
<p>Centre for Examination</p>	<p>The examination will be conducted within the area of operation of the Bank, i.e., under the Tamluk, Haldia, and Ghatal Sub-Divisions covering the districts of Purba Medinipur and Paschim Medinipur, West Bengal. The exact venue and schedule will be communicated to eligible candidates through their registered email ID and mobile number.</p>
<p>Date of Examination & Admit card</p>	<p>The date, time, and venue of the examination will be communicated to eligible candidates through their valid email ID as provided in the application form. Candidates are advised to regularly check their email for updates and instructions regarding the examination and to download the admit card when notified.</p>

Scheme of Examination	: <p>1. Written Test (80 Marks): The written examination will consist of Multiple-Choice Questions (MCQs) and carry a total of 70 marks, distributed as follows: i) Bengali: 20 marks ii) English: 20 marks iii) Arithmetic: 20 marks iv) General Knowledge & Current Affairs: 20 marks 2. Personality Test (20 Marks): Candidates qualifying in the written test will be assessed through a Personality Test carrying 20 marks. Total Marks: 100 The final selection will be based on the combined score of the Written Test and Personality Test.</p>
Tie Breaking Principles:	: <p>In case two or more candidates obtain the same total marks, the following criteria shall be applied sequentially to break the tie: 1. Higher aggregate marks in English and Bengali will be given preference. 2. If a tie still persists, the candidate securing higher marks in English will be preferred. 3. If the tie remains even after the above, the candidate with higher age will be given preference. The decision of the Bank in applying the above tie-breaking principles shall be final and binding.</p>
Preparation of Merit List	: <p>1. The merit list will be prepared based on the total marks obtained by eligible candidates in the Written Examination and Personality Test. 2. The merit list will be displayed on the notice board of the Head Office of Tamluk Ghatal Central Co-operative Bank Ltd. 3. Appointment and Probation: i) Candidates selected from the merit list will be appointed on a temporary basis for two (2) years. ii) Upon completion of the temporary period, candidates will undergo a probation period of one (1) year. iii) Confirmation in the post against a permanent vacancy will be considered only after satisfactory completion of both the temporary and probation periods. The Bank reserves the right to modify, extend, or cancel the period of temporary appointment or probation in accordance with applicable rules.</p>
Verification of Antecedent by Appointing Authority	: <p>Candidates selected for appointment are required to undergo verification of antecedents by the concerned police authorities before the appointment is formally offered by the appointing authority. Candidature will be summarily cancelled if any adverse report regarding antecedents is received from the competent authority, in accordance with extant Government orders and Bank rules. The decision of the Bank regarding the verification and acceptance of antecedents shall be final and binding.</p>
How to apply	: <p>Eligible candidates should download the application form available in the bank's website: www.tgccb.bank.in and fill up the form as per instruction provided therein. The following documents must be furnished along with the application form: a) Self-attested copy of Admit card of Madhyamik or equivalent examination. b) Self-attested copy of the SC/ST certificate. c) Self-attested copy of Photo ID as mentioned above.</p>

		<p>d) Photograph: One recent passport-sized photograph (2.5 cm x 3.5 cm), duly signed, to be affixed on the front page of the Application Form. Candidates should retain sufficient copies of the same photograph for future proceedings. The photograph should not be taken wearing a cap, sunglasses, or any painting/decorative marks.</p> <p>e) Self-attested copy of Qualification.</p> <p>f) Elementary knowledge in Computer Applications, evidenced by successful completion of a certificate course of minimum six(6) months' duration from a Government recognized or duly recognized institution.</p> <p>g) Experience Certificate from the competent authority of the Co-operative Society, as per eligibility criteria.</p> <p>h) No Objection Certificate (NOC) from the Co-operative Society along with a true copy of the resolution of the management of the sponsoring society.</p> <p>i) Requisite fees to be paid by cash or through NEFT and attach the photocopy of deposit challan or mention the UTR no. in the form as the case may be.</p> <p>j) Application to be addressed to : Chief Executive Officer, Tamluk Ghatal Central Co-operative Bank Ltd. P.O & P.S: Tamluk , Dist – Purba Medinipur West Bengal, Pin-721636</p> <p>k) Submission of Application: The application form with other related documents as asked thereof completed in all respect in a envelope addressed mentioned above should be submitted by the applicant either by speed post or drop physically in the Drop Box kept 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 20-12-2025 to 09-01-2026. The envelope must be super-scribed as "Application for the post of Grade III on promotion against the notification 01/2025 dated 19-12-2025 ".</p> <p>No application form will be received after <u>4.00 p.m on 09-01-2026</u>.</p> <p>l) A blank envelop sized 25cm x10 cm superscribed the communication address of the candidate to be submitted also with the filled application form.</p> <p>m) Any incorrect/ incomplete /improper /false / wrong application form in any respect will be summarily rejected.</p>
Last Date & Time for submission of Application Form	:	09-01-2026, 4.00 P.M.
Medical Examination (if required)	:	Successful candidates will be asked to undergo medical examination and submit fitness certificate to the Bank authority.
Points to Remember	:	1. Read Instructions Carefully: Candidates are advised to read the Advertisement and Scheme of Examination thoroughly and carefully before filling the application form.

2. Finality of Application: Once submitted, the application form will be treated as final. No request for changes, and no claims regarding SC, ST, category status will be entertained after submission.
3. Conduct During Examination: Candidates must strictly abide by instructions given by Supervisors or Invigilators at the examination venue. Any disorderly or improper conduct may render a candidate liable to expulsion from the examination hall and/or other disciplinary actions as deemed fit by the Bank.
4. Violation of Instructions: Candidates reported by the Supervisor for violating any instructions may face cancellation of candidature and debarment from future examinations or selections, as determined by the Bank.
5. Ineligibility: If a candidate is found ineligible at any stage, even after the issue of the appointment letter, the candidature will be cancelled without further reference.
6. Non-Relaxation of Conditions: The conditions prescribed in this advertisement cannot be relaxed, except in cases explicitly mentioned herein.
7. Provisional Admission: Admission to the examination is provisional, subject to verification of eligibility in all respects. If a candidate is found ineligible after issuance of the admit card, the candidature will be cancelled without further reference, and no candidate will be allowed to appear without a valid admit card.
8. Qualifying Marks: The Selection Committee of the Bank shall have discretion to fix qualifying marks in the written examination.
9. Prohibited Items: Mobile phones, smart watches, Bluetooth devices, or any other communication devices are strictly prohibited inside the examination premises. Violation may result in disciplinary action, including banning from the current and future examinations.
10. Frisking: Frisking arrangements will be made at entry points of the examination venue, separately for male and female candidates, to ensure prohibition of mobile phones or other gadgets.
11. Venue Restrictions: Candidates will be admitted only at the venue mentioned on the Admit Card and will not be allowed to appear at any other venue.

Dated: 19.12.2025
Place : Tamluk, Purba Medinipur


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

Memo no. G/2638

dated, Tamluk ,the 19-12-2025

1. Asst. General Manager /Manager /Manager in-charge , Tamluk Ghatal Central Co-operative Bank Ltd. Branch (All) . He /She is directed to display the above notification in the Notice Board of his /her Branch and circulate the same among the societies under his /her control . He /She is directed to receive the requisite examination fees from the intending applicants to the BGL account No. 93029000019 with mention the name of the depositor in remarks from **20.12.2025 to 09.01.2025** . The Branch should maintain a datewise deposit scroll through out the period and send the copy of the scroll duly signed by Asst. General Manager/Manager/Manager in-charge of the Branch to Head Office by 11.01.2025 .
2. Dy. General Manager(Admin. & Dev.) , Tamluk Ghatal Central Co-operative Bank Ltd. Head Office .
3. Asst. General Manager(All), Tamluk Ghatal Central Co-operative Bank Ltd.
4. Dy. General Manager(All) , Tamluk Ghatal Central Co-operative Bank Ltd. Head Office .
5. Assistant Registrar of Co-operative Societies ,Purba Medinipur Range -I , Tamluk .
6. District Magistrate, Purba Medinipur , Tamluk .
7. Chairman, Tamluk Ghatal Central Co-operative Bank Ltd.
8. Secretary,Co-operative Society .


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



TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD
P.O. TAMLUK :: PIN. 721636 :: W.B.

APPLICATION FORM FOR THE RECRUITMENT IN GRADE-III POST ON PROMOTION
Notification no. 01/2025 dated 19-12-2025

Application form sl no.....
 (for office use only)

To
 The Chief Executive Officer
 TamlukGhatal Central Co-operative Bank Ltd.
 P.O & P.S. Tamluk , Dist. PurbaMedinipur
 West Bengal , Pin-721636

Affix recent self
 attested colour
 photograph sized
 2.5 cm x 3.5 c.m.
 and sign across it

Sub : Application for the appointment in the Post of Grade III on promotion
 Ref : Notification 01/2025 dated 19-12-2025
 Memo no. G/2638 /840 dated 19-12-2025

Full signature in blue ink in the box below.

Sir,

I beg to offer my candidature for the post specified below for your kind consideration :

(Fill up with Blue ink pen)

1.(a)	Name of the applicant in CAPITAL LETTERS				
(b)	Name of father of the applicant				
(c)	Permanent Address.(Self attested copy to be attached)				
		P.O:		P.S:	
		Dist: _____	PIN		
		State :			
(d)	Address for communication				
		P.O:		P.S:	
		Dist: _____	PIN		
		State:			
(e)	Valid Email id for communication				
(f)	Valid Mobile number for communication				
(g)	Photo ID	ID Type		Number	
		Address Proof	Address Type		Number
2.	Mention the Post applied for	Grade III			
3.	Age as on 01-01-2025 & Date of Birth according to Madhyamik or equivalent certificate (Attach photocopy)	i)Age		Years	Months
		ii)Date of Birth (dd/mm/yyyy) :		/	/

4.	Please tick mark in appropriate box				
(a)	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Others <input type="checkbox"/>	<input type="checkbox"/>
(b)	Marital Status	Married <input type="checkbox"/>	Unmarried <input type="checkbox"/>		
5.	Category (in case of EWS/ SC/ST/OBC Category of applicant , should attach self attested copy of certificate issued by the competent authority in support)	General <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/>			
6.	Payment Details (payment to be made by cash at Bank Branches or through NEFT only) UPI /IMPS payment mode is not acceptable. Account details, IFSC for NEFT are provided in the instructions given below.	i) Amount of Application fee : ₹ (For UR- ₹300-00, For SC/ST -₹200-00) ii) Date of payment : ____/____/_____ Mode of payment : <input type="checkbox"/> Cash <input type="checkbox"/> NEFT iii) If NEFT UTR no. _____ Date,,,,,,,,,,,,,			
7.(a)	Academic Qualifications (Attach self attested copies)				
	Name of Examination	Board /Council/University	Year of Passing	Division/ Class	%(percentage)/Grade
	Madhyamik or 10 th Standard				
	Higher Secondary or 10+2 Standard				
	Graduation				
	Post Graduation				
	Other, pl specify				
7.(b)	Computer Qualifications , if any (Attach self attested copies)				
	Name of the Course /Degree/Diploma	Institute / Board /University	Year of Passing	Duration of course	%(percentag e) /Grade
8.	Training ,if any Please attach certificates				
	Name of the Course	Name of the Institute	Year of attending	Duration of Training	
9.	Details of his /her employment in the Society				
	(a)Name of the Society& address in which he /she presently employed				
	(b)Whether the society is active as on date of application				
	(c)Whether the society has elected/ nominated BOD, if yes pl. mention				
	(d)Date of joining in the society				
	(e)Present Post holding in the society				
	(f)Date of joining in the present post in the society				
	(g)Whether Permanent or not. If , yes, please provide the date of permanent				

(h) Experience in present Post (Minimum experience required 6 years), attach Experience Certificate	Years
(i) Whether any defalcation / misappropriation charge has been reported	
(j) State whether any disciplinary action has been taken against him/ her or not	
(k) Whether "No Objection Certificate" of the Co-operative Society along with true copy of the resolution of the management of the sponsoring society enclosed or not.	

Declaration:

- > I do hereby solemnly declare that all information mentioned above and attachments supplied herewith are true and genuine, complete to the best of my knowledge and belief. I also undertake that I have not submitted multiple applications for post against the notification no. 01/2025 dated 19-12-2025.
- > I have read & understood the contents of the notification and do agree to abide by the rules, regulations and procedures for the appointment to the post applied for .
- > I shall produce the original certificates to the Bank on demand.
- > I declare that my service is not under sub judice and have no criminal records under BNS,2023.
- > I also declare that in the event of any information being found false or wrong or incorrect or if I do not satisfy the eligibility criteria and/ found indulging in any kind of malpractice and canvassing , my candidature / appointment will be cancelled / terminated, without assigning any reasons thereof.

Date _____

(Full Signature of the Applicant)

Place _____

Instructions :

1. Read the content of the notification carefully before filling up the Application Form.
2. Fill up the Application Form with **Blue ink pen** only .
3. Passport sized colour photograph sized 2.5cm x3.5 cm without wearing any cap or sunglasses or painting to be fixed in the application form and signed across it . Sufficient copies of similar copies to be retained for future use .
4. Applicant should have valid Email id & mobile no. and mention the same in the form. Future communications / information including admit card will be sent through them . Request for change of email id &/ mobile no, is acceptable .
5. Applicant should bring same the Photo ID proof mentioned by him /her in the form during the Written Examination & Personality Test .
6. Payment of Fees :For unreserved categories - ₹300-00 , For SC/ST - ₹200-00 . Payment to be paid by Cash at Bank Branches or through NEFT only to the account details given below.

Account Number	93029000019
Name of the Bank	TamlukGhatal Central Co-Operative Bank Ltd.
IFS Code	WBSC0TCCB23

7. Payment details including photo copy of cash challan in case of cash deposit or UTR no in case of NEFT should be attached / mentioned in the form as applicable.
8. Self attested copies of photo id , address proof, caste certificate (if applicable) to be attached .
9. Self attested copies admit card of Madhyamik or equivalent examination to be attached.
10. Self attested copies of educational qualification in the form of mark sheet & pass certificates to be attached.
11. Experience certificate of the employment as mentioned in the notification to be attached.

12. No objection Certificate from the competent authority of the society along with true copy of the Resolution of the management of the society .
 13. Certificates of completion of computer applications course of minimum six(6) months duration.
 14. Self addressed blank envelope sized 25 cm x 10 cm to be attached with the application form.
 15. Application Form filled in all respect & attached with related documents in a envelope addressed mentioned above should be submitted by the applicant either by **speed post** or **Drop physically in the Box** kept 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 **20-12-2025 to 09-01-2026** .**The envelope must be super-scribed as " Application for the post of Grade III on promotion against the notification no. 01/2025 dated 19-12-2025 "**.
- No application form will be received after **4.00 p.m on 09-01-2026**.
16. Applicants may ask their queries to the email id : tgccbrecruitment@tgccb.co.in

For Office Use only :