

S.E., S.E.C. & E.Co. RAILWAY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD.

H.O.: 93, Circular Garden Reach Road, Kolkata-700043

To **Dated:15.09.2026**

All Shareholders/Members

S.E., S.E.C. & E.Co. Railway E. C. C. S. Ltd.

Sub: Circulation of Recruitment Notice dated 15.09.2026.

The **Recruitment Notice No. SE/SEC/ECOR/ECCS Ltd./Recruitment/2026/01** dated 15.09.2026, inviting applications in the prescribed proforma from eligible wards of **Shareholders/Members and Staff of the Society** for recruitment to various Group 'C' posts, is hereby forwarded for **information and wide circulation among all concerned.**

All eligible Shareholders/Members are requested to carefully go through the Recruitment Notice, particularly the **eligibility criteria, selection procedure, application procedure, prescribed fee, important dates and other instructions**, before advising their eligible wards to submit applications.

The Branch Managers and Accounts Managers are hereby directed to **give wide publicity to the Recruitment Notice among the Shareholders/Members of the Society and display a copy of the same prominently on the Branch Notice Board** for information of all concerned.

Encl.: Recruitment Notice dated 15.09.2026.




Dy. Chief Manager (Admin)
For Chief Manager

Copy to: The Chairperson, S. E, S.E.C & E. Co. Railway E. C. C. S. Ltd.,

Copy to: The Vice- Chairperson, S. E, S.E.C & E. Co. Railway E. C. C. S. Ltd.,

Copy to: Sri _____, Director/Delegate/ S. E, S.E.C & E. Co. Railway E. C. C. S. Ltd., for information please.

Copy to: Dy. Chief Manager (F & A), S. E, S.E.C & E. Co. Railway E. C. C. S. Ltd.,

Copy to: P. S. to Chief Manager, S. E, S.E.C & E. Co. Railway E. C. C. S. Ltd.,

Copy to: Branch Managers/ Accounts Managers, S.E, S.E.C & E. Co. Railway E. C. C. S. Ltd., ADA /KGP /CKP /RNC /KUR /BSP /NGP /WAT/ SBP/BBS/R/GRC/ SRC EC, for information.

They are instructed to give it a wide publicity amongst the shareholders of the Society. A copy of this Notification may be displayed on the Notice Board of the Branch for information of all concerned.

Copy to: ESTB. & F/Acs. Section.

Copy to: NOTICE BOARD & Enquiry Section.

S.E., S.E.C. & E.Co. RAILWAY EMPLOYEES' CO- OPERATIVE CREDIT SOCIETY LTD.
H.O.: 93, CIRCULAR GARDEN REACH ROAD, KOLKATA-700 043.

No. SE/SEC/ECOR/ECCS Ltd./Recruitment/2026/01

September 15, 2026

RECRUITMENT NOTICE

Applications in the prescribed proforma are invited from eligible wards of the **Shareholders/Members and Staff of the Society** for recruitment to various Group 'C' posts in the Society, **provided that the ward of a Shareholder/Member or Staff shall be eligible to apply only if the concerned Shareholder/Member or Staff has completed either 12 CMTD recoveries or 12 months from the date of issue of the Share Certificate, whichever is earlier, as on 01.09.2026. The date 01.09.2026 shall be the cut-off date for determining eligibility under this condition.**

Candidates are advised to carefully read the **eligibility criteria, selection procedure, application procedure and other instructions** before submitting their applications. Candidates shall be responsible for ensuring that all information furnished in the Application Form is correct and complete.

The Society reserves the **right to cancel, modify, amend, or withdraw** any part or the entire selection process, as deemed necessary. **The number of posts may be increased or decreased at the time of recruitment.**

The Society reserves the right to reject the candidature of any candidate at any stage if any information furnished by the candidate is found to be false, incorrect, misleading, or incomplete, or if the candidate is found not to fulfil the prescribed eligibility criteria.

The candidature/appointment of a candidate shall be liable to rejection/cancellation at any stage, including after selection or appointment, if it is found that the candidate did not fulfil any of the prescribed eligibility or selection criteria at the time of submission of the application, or if the candidate is found to have indulged in any malpractice, misconduct, or unfair means during any stage of the selection process.

A candidate may apply for a maximum of **two posts**, subject to submission of a **separate Application Form along with the prescribed application fee for each post**. The Society shall decide the **date(s), time/shift(s), number and location(s) of the Examination Centre(s)**, depending upon the number of applications received and other administrative requirements. Candidates shall be required to appear at the Examination Centre(s) allotted to them by the Society. The Society reserves the right to make any changes in the examination schedule, center or other arrangements as may be considered necessary for the smooth and efficient conduct of the Examination. **No request for change of Examination Centre, date or shift shall ordinarily be entertained.**



I. Number of Vacancy and Eligibility Criteria:

Sl. No.	Name of the Post	Age Limit	Pay Scale	No of Vacancy	Qualification
1	Accounts Assistant	21 to 33 years	7 th CPC Pay Level 5	2	Essential Qualification: - Bachelor of Commerce (B.Com.) degree from a recognized University/Institution. Desirable/Preferential Qualification: - Candidates who have passed Intermediate level of CA/CS/CMA shall be given preference, subject to fulfillment of all other eligibility conditions. - Working knowledge of accounting and computerized accounting systems, MS Office applications including MS Word and MS PowerPoint, and proficiency in any other relevant accounting software / tools. Work Experience: - Minimum Three years' experience is required in the relevant field.
2	Caretaker cum - Electrician	18 to 33 years	7 th CPC Pay Level 2	6	Essential Qualification: - Passed Higher Secondary/12th Standard or equivalent examination from a recognized Board; and ITI qualification in Electronics / Electrical / Electronics & Communication or an equivalent relevant trade from a recognized ITI/Institution. Candidates possessing qualifications higher than the minimum prescribed qualification shall be preferable, provided they possess the requisite technical qualification. Desirable/Preferential Qualification: Practical knowledge of electrical/electronic maintenance, basic wiring, repair and maintenance of office electrical/electronic equipment and appliances, including connection and installation of various gadgets and devices. Work Experience: - Minimum One year's experience is required in the relevant field.

Sl. No.	Name of the Post	Age Limit	Pay Scale	No of Vacancy	Qualification
3	Junior Clerk Cum - Computer Assistant	18 to 33 years	7 th CPC Pay Level 2	25	Essential Qualification: • Graduate in any discipline from a recognized University/Institution; and • Basic/good working knowledge of computers, including MS Office/word processing, spreadsheets, e-mail, internet and other routine office applications. Desirable/Preferential Qualification: • A certificate / diploma in Computer Applications or Information Technology from a recognized institution.
4	PS to Chief Manager	25 to 35 years	7 th CPC Pay Level 6	1	Essential Qualification: • Hons. Graduate / Graduate in any discipline from a recognized University / Institution with a minimum of 60% marks; • Good communication skills, both written and verbal, in English, Hindi and any other relevant language; • Ability to handle correspondence of Chief Executive Office, office communication, scheduling, documentation and routine secretarial / administrative work; • Working knowledge of computers and office applications. Desirable/Preferential Qualification: Preference may be given to candidates possessing an additional professional qualification such as: • LL.B. / Law Degree. • CS qualification/professional qualification. • Diploma/Certificate in Secretarial Practice, Office Management or equivalent. Candidates possessing good drafting ability, official correspondence skills and experience in assisting senior officers may also be given preference. Work Experience: • Minimum Three years' experience is required in the relevant field.

Sl. No.	Name of the Post	Age Limit	Pay Scale	No of Vacancy	Qualification
5	Stenographer	18 to 33 years	7 th CPC Pay Level 5	1	Essential Qualification: • Graduate in any discipline from a recognized University / Institution; • Shorthand speed of not less than 100 words per minute in English; • Computer typing speed of not less than 45 words per minute in English; • Working knowledge of computer applications, including MS Word, e-mail, internet and other routine office applications; • Certificate/Diploma in Stenography or equivalent qualification from a recognized institution. Desirable/Preferential Qualification: • Good drafting skills in English, Hindi and any other relevant language; • Hons. Graduate in any discipline from a recognized University / Institution Work Experience: • Minimum Three years' experience is required in the relevant field.

II. Age Criteria:

The age of the candidate shall be reckoned as on **01-09-2026**, which shall be the **cut-off date for determining the age eligibility** for recruitment under this Recruitment Notice.

III. Selection Procedure for Recruitment:

The selection for filling up the Group 'C' vacancies shall be conducted through the following selection stages:

A. Computer Based Test (CBT) – 100 Marks

The Computer-Based Test (CBT) shall consist of 100 marks, divided into two groups. Negative marking shall be applicable in the CBT, and 0.30 marks shall be deducted for each incorrect answer. No marks should be deducted for unanswered questions.

Name of Post	Group-A	Group-B	Total CBT
Accounts Assistant, Caretaker cum - Electrician, Junior Clerk cum - Computer Assistant, PS to Chief Manager and Stenographer.	70 Marks	30 Marks	100 Marks



Note:

- Group-A – 70 Marks:

This section shall consist of **General Knowledge (GK), Mathematics (Secondary Level), English Literature, and Reasoning**, and shall be **applicable to all candidates, irrespective of the post or domain.**

- Group-B – 30 Marks:

This section shall contain questions related to the specific domain/subject relevant to the post for which the recruitment is being conducted. The domain/subject for each post shall be as follows:

Sl. No.	Name of Post	Indicative Areas
1	Accounts Assistant	Financial Accounting, Book-keeping, Journal & Ledger, Trial Balance, Final Accounts, Bank Reconciliation, Depreciation, Auditing.
2	Caretaker cum - Electrician	Basic Electrical Engineering, Electrical Wiring, Electrical Safety, Electrical Circuits, Switchgear, Earthing, Lightning, Electrical Appliances, Basic Electronics, Fault Finding and Maintenance, along with Day-to-Day Office Maintenance and Caretaking.
3	Junior Clerk Cum - Computer Assistant	Computer Fundamentals, Operating Systems, MS Office, Word Processing, Spreadsheets, PPT, E-mail, Internet, Basic Computer Applications and Computer Security.
4	PS to Chief Manager	Secretarial Practice, Office Management, Official Correspondence, Drafting, Noting, File and Record Management, Scheduling, Meeting Management, Minutes Writing, Communication, MS Office, Office Administration and Decision-Making Ability.
5	Stenographer	Shorthand, Transcription, English Grammar & Usage, Official Correspondence, Drafting, Office Procedure, File & Record Management, MS Word, E-mail, Computer Applications, Dictation and Transcription.

B. Shortlisting on the Basis of CBT – Minimum 40% Marks and 1:3 Ratio

Candidates shall be required to secure a **minimum of 40% marks in the Computer-Based Test (CBT)** to be considered for shortlisting for the subsequent stages of the selection process.

Among the candidates who secure **40% or more marks in the CBT** shall be shortlisted **in the ratio of 1:3 against the number of vacancies**, in order of merit, subject to fulfilment of all prescribed eligibility conditions.

All candidates shortlisted in the aforesaid **1:3 ratio** shall be required to appear in the **Group Discussion, Drafting Test, Computer Skill Test and Viva-Voce.**

C. Group Discussion – 5 Marks

The Group Discussion shall assess the candidate's communication skills, ability to express and present views, subject understanding, participation, and ability to interact effectively with other participants.

D. Drafting – 5 Marks

The Drafting Test shall assess the candidate's ability to prepare/draft official correspondence, letters, notes or other relevant office communications appropriate to the post.

E. Computer Skill Test – 10 Marks

The Computer Skill Test shall include domain-specific practical tasks based on the nature and requirements of the post.

F. Viva-Voce – 10 Marks

The Viva-Voce shall carry 10 marks and shall assess the candidate's suitability for the post, including knowledge of the relevant work, understanding of the Society's functioning, communication skills, practical approach and overall suitability.

G. Document Verification

Candidates included in the final merit list provisionally selected for appointment shall be called for Document Verification. Such candidates shall be required to produce their original certificates/documents along with self-attested copies for verification at the time and place specified by the Society. Final selection/appointment shall remain subject to satisfactory verification of all prescribed documents and eligibility conditions.

The documents to be verified shall include, but shall not be limited to:

- (a) Proof of age/date of birth;
- (b) Educational qualification certificates and marksheets;
- (c) Experience certificates, wherever applicable;
- (d) Valid identity proof such as Aadhaar, PAN and Voter ID;
- (e) Railway Identity Card of the Member/Shareholder; and
- (f) Any other certificate/document required under the prescribed eligibility criteria or called for by the Society.

The candidature of a candidate shall remain subject to verification of all prescribed eligibility conditions and original documents. Mere appearance in any stage of the selection process or Document Verification shall not confer any right upon the candidate for final selection or appointment.

H. Medical Examination

Candidates included in the final merit list/provisionally selected for appointment, after satisfactory Document Verification, shall be required to undergo a medical examination by a Medical Officer/Medical Board as may be prescribed by the Society. Appointment shall be subject to the candidate being declared medically fit for the post.

I. Police Verification

Candidates included in the final merit list/provisionally selected for appointment, after satisfactory Document Verification and Medical Examination, shall also be subject to satisfactory Police Verification/Character and Antecedent Verification by the competent authority. Appointment shall be subject to satisfactory verification.



IV. Qualifying Marks and Final Selection:

- (a) The Computer-Based Test (CBT) shall consist of 100 marks. Candidates shall be required to secure a **minimum of 40% marks in the CBT** to be considered for shortlisting.
- (b) Among the candidates securing **40% or more marks in the CBT**, candidates shall be shortlisted for the subsequent stages of the selection process **in the ratio of 1:3 against the number of vacancies**, subject to fulfilment of all prescribed eligibility conditions.
- (c) **All candidates shortlisted in the aforesaid 1:3 ratio shall be required to appear in the Group Discussion, Drafting Test, Computer Skill Test and Viva-Voce.** There shall be **no further shortlisting of candidates between these stages.**
- (d) The Group Discussion shall carry **5 marks**, the Drafting Test shall carry **5 marks**, the Computer Skill Test shall carry **10 marks**, and the Viva-Voce shall carry **10 marks**.
- (e) The provisional merit list shall be prepared on the basis of the aggregate marks obtained by candidates in the Computer-Based Test (CBT), Group Discussion, Drafting Test, Computer Skill Test and Viva-Voce, subject to fulfilment of all prescribed eligibility conditions. Candidates shall be arranged in order of merit against the available vacancies and shall be called for Document Verification.
- (f) Document Verification shall not carry any marks and shall be treated as an essential eligibility/verification stage before final selection and appointment.
- (g) In the event of a tie in the final aggregate marks between two or more candidates, the matter shall be resolved in such manner as may be decided by the Society, and the decision of the Society in this regard shall be final and binding on all concerned.

V. Medium of Examination:

The Computer-Based Test (CBT) shall be conducted **in English only**. All questions, instructions, options and other examination-related content displayed on the computer screen shall be **exclusively in English**.

VI. Place of Posting:

Sl. No.	Name of the Post	Place of Posting
1	Accounts Assistant	Head Office of the Society
2	Caretaker cum - Electrician	At any Branch / Extension Counter of the Society
3	Junior Clerk Cum - Computer Assistant	At any Branch / Extension Counter of the Society
4	PS to Chief Manager	Head Office of the Society
5	Stenographer	Head Office of the Society

VII. Important Date / Timelines:

Commencement of Issue of Application Forms on payment of the prescribed charges of ₹10/- (Rupees Ten only)	17-09-2026
Last Date for Submission of Application Forms along with the prescribed application fee	16-11-2026

VIII. Distribution and Submission of Application Forms:

Application Forms shall be issued and accepted only on working days between 10:30 A.M. to 4:00 P.M. at the Society/concerned Branch/Extension Counter. No Application Form shall be issued or accepted on Saturdays, Sundays, holidays or any other non-working days.

The last date for submission of the duly filled-in Application Form, along with all relevant documents and the prescribed application fee, is **16th November 2026 up to 4:00 P.M.**

Applications received after the prescribed date and time shall not be accepted under any circumstances.

IX. TA/DA:

No TA/DA shall be admissible to any candidate for appearing in or attending the Computer-Based Test (CBT), Group Discussion, Drafting Test, Computer Skill Test, Viva-Voce/Interview, Document Verification, Medical Examination, Police Verification, or any other stage of the recruitment process.

X. Documents to be Submitted with the Application Form:

The applicant shall submit the following self-attested documents along with the duly filled-in Application Form:

- Copy of PAN Card and Aadhaar Card of the Applicant.
- Copy of PAN Card and Aadhaar Card of the Member/Shareholder.
- Copy of Valid Railway Identity Card of the Member/Shareholder.
- Copy of the money receipt issued against payment of the prescribed charges at the time of collecting the Application Form.

XI. Admit Card / Call Letter:

- The date, time and venue of the Computer-Based Test (CBT) shall be communicated to eligible candidates through the Admit Card/Call Letter.
- Candidates securing **less than 40% marks in the CBT shall not be considered for shortlisting for the subsequent stages of the selection process.**
- Among the candidates securing **40% or more marks in the CBT**, candidates shall be shortlisted **in the ratio of 1:3 against the number of vacancies**, on the basis of merit in the CBT and subject to fulfilment of all prescribed eligibility conditions.
- Candidates shortlisted in the aforesaid **1:3 ratio** shall be required to appear in the **Group Discussion, Drafting Test, Computer Skill Test and Viva-Voce.**



- The Group Discussion, Drafting Test, Computer Skill Test and Viva-Voce may be conducted on the same day as the CBT or on a subsequent date(s), as may be decided by the Society, depending upon the number of candidates, administrative convenience and other relevant requirements. The Society shall have the discretion to decide the date, time, sequence and venue of these stages.
- The date, time and venue of the Group Discussion, Drafting Test, Computer Skill Test and Viva-Voce, wherever applicable, shall be communicated to the shortlisted candidates through the Admit Card/Call Letter or through such other mode of communication as may be decided by the Society.
- The schedule and information regarding distribution/availability of Admit Cards/Call Letters shall be displayed on the official website of the Society, <https://ubreccs.com>, as well as on the Notice Board of the Society. Candidates shall be responsible for regularly visiting the Society's official website and checking the Notice Board of the Society and obtaining their Admit Card/Call Letter in accordance with the instructions issued by the Society.
- No separate Admit Card/Call Letter shall be sent by post, unless specifically decided otherwise by the Society.
- Candidates shall be required to bring the Admit Card/Call Letter and a valid original photo identity proof at the time of appearing for the CBT, Group Discussion, Drafting Test, Computer Skill Test and/or Viva-Voce, as applicable.
- Candidates shall carefully verify all details mentioned in the Admit Card/Call Letter and immediately bring any discrepancy to the notice of the Society.
- Mere issuance of an Admit Card/Call Letter shall not be construed as confirmation of eligibility or final acceptance of candidature. The candidature shall remain subject to fulfilment and verification of all prescribed eligibility conditions and production of the requisite original documents.

XII. Form Charges and Application Fees (Non – Refundable):

Eligible candidates fulfilling the prescribed educational qualification, age and other eligibility conditions may **collect the prescribed Application Form from any Branch / Extension Counter of the Society on payment of a non-refundable amount of ₹10/- (Rupees Ten only) towards the cost of the Application Form.**

A non-refundable application fee of ₹700/- (Rupees Seven Hundred only) shall be payable separately for each post applied for. A candidate applying for two posts shall submit separate Application Forms and pay the prescribed application fee of ₹700/- for each post.

The ₹700/- application fee shall be deposited along with the duly filled-in Application Form at the concerned Branch / Extension Counter of the Society.

The ₹10/- charged towards the cost of the Application Form shall be separate from the application fee of ₹700/-.

XIII. How to apply:

- The prescribed **Application Form** for the post to be **collected by eligible candidates from any Branch / Extension Counter of the Society on payment of the prescribed charges of ₹10/- (Rupees Ten only).**
- The candidate shall duly fill in the Application Form in all respects and ensure that all required information is correctly furnished.
- The duly filled-in Application Form, along with the **prescribed application fee of ₹700/- and the documents specified in Para X**, shall be submitted at the **concerned Branch / Extension Counter of the Society within the prescribed period.**
- Candidates should ensure that the Application Form is complete in all respects. **Incomplete, unsigned or improperly filled Application Forms may be liable for rejection.**
- **Any overwriting, alteration, erasure or use of whitener on the Application Form is strictly prohibited and may render the application liable for rejection.**
- The candidate shall obtain an **acknowledgement/receipt** from the Branch / Extension Counter at the time of submission of the Application Form.
- No Application Form shall be accepted after the prescribed **last date of submission.**




Dy. Chief Manager (Admin)
For Chief Manager