



West Bengal Board of Secondary Education

Nivedita Bhavan, DJ - 8, Sector II, Salt Lake, Kolkata-700091.

Memo No: 162/Sec/Appt-Cell/23

Date: 30.05.2023

Intimation to the Died -in-Harness candidates for collecting Appointment Letter for Clerk (DH Category) from Appointment Cell, Nivedita Bhavan, Karunamoyee, DJ-8, Sector-II, Salt Lake, Kolkata-700091.

Bring Original and One Self Attested Photocopy of the following on 31-05-2023 at 02:00 p.m. and collect copy of appointment letter from Appointment Cell, 4th floor, Nivedita Bhavan.

1. Recommendation Letter of WBSSC.
2. Candidates application for Appointment to the Competent Authority. (Photocopy allowed).
3. Death Certificate of Employee.
4. Last Pay slip showing gross monthly salary of deceased before his / her demise.
5. Monthly Income Certificate issued by D.M./ S.D.O./ B.D.O. OR ANY Gazetted Officer.
6. Legal Heir Certificate issued by competent authority (Judicial Magistrate or District Magistrate).
7. Amount of Death benefit (Gratuity, Leave Encashment etc.) sanctioned by Pension sanctioning authority / Pension Payment Order.
8. Amount of Family Pension received.
9. N. O. C. from other family members in the form of affidavit (Original).
10. Birth Registration Certificate OR School leaving certificate
11. One Photo bearing document viz. EPIC/AADHAR/PAN/Driving License.
12. Caste Certificate and Disabled Certificate, if applicable.
13. Marksheet and relevant certificate testifying minimum qualification.
14. Two coloured passport size photographs.
15. Original Appointment letter (if already received appointment letter against another recommendation)
16. **Updated pensioner Passbook**

● Candidates out of the given list who if meanwhile collected Appointment letter from Board against any other recommendation letter issued by Regional School Service Commission and joined respective schools, need not turn up on the given date and time

SL. NO	Candidate _Name	Guardians Name	POST NAME	School District	Date
1	CHAMPA MAITY	W/O: LATE SANKHA MAITY	CLERK	PURBA MEDINIPUR	31-05-2023
2	BIPLOB DOLUI	S/O : LATE JAGANNATH DOLUI	CLERK	JHARGRAM	31-05-2023

Sd/-
Secretary