



# West Bengal Board of Secondary Education

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

Memo No :104/Sec/Appt-Cell-B/25

Date : 04-Apr-2025

Intimation to the listed candidates (Teaching and Non-Teaching) for verification of testimonials vide earlier notification No 208/Sec/Appt-Cell/23 dated 03-07-2023 of WBBSE.

Candidate are requested to bring their Original documents for verification and One Self Attested Photocopy of documents for submission on **09.04.2025 12:00 noon** for verification at Derozio Bhawan(1st Floor, meeting Room), DJ-8, Sector - II, Salt Lake, Kol-700091.

## A. Mandatory documents required for verification at WBBSE for Clerk and Group-D DH (Died-in-Harness) Candidates prior to appointment

1. 03 (three) hard copies of PVR forms to be downloaded from website(wbbse.wb.gov.in) of WBBSE download section, each attested by first class Gazetted officer and to be filled in Blue ink.
2. Recommendation Letter of West Bengal Central School Service Commission (WBCSSC)/ West Bengal Regional School Service Commission (WBRSSC).
3. Two coloured passport size recent photographs
4. Birth Registration Certificate OR School leaving certificate (for Group D candidates).
5. Mark sheet and relevant certificate testifying minimum qualification (for non-teaching category).
6. Caste Certificate and Disability Certificate of competent authority, if applicable.
7. Birth Registration Certificate/ Admit Card of Madhyamik Pariksha or equivalent document as proof of Date of Birth
8. One Photo bearing document (viz. EPIC/AADHAR/PAN/Driving License)
9. Photocopy of candidate's application seeking Appointment in Non-teaching category made before the Competent Authority
10. Death Certificate of deceased employee with a photocopy of the same.
11. Last Pay slip showing gross monthly salary of deceased employee before his / her demise
12. Monthly Income Certificate of the candidate issued by D.M./ S.D.O./ B.D.O. OR ANY Gazetted Officer
13. Legal Heir Certificate issued by competent authority (Judicial Magistrate or District Magistrate)
14. Document showing amount of Death benefit (Gratuity, Leave Encashment etc.) sanctioned by Pension sanctioning authority / Pension Payment Order.
15. Document showing amount of Family Pension received.
16. N. O. C. (No Objection Certificate) from other family members before the age of Sixty in the form of affidavit (1st class Judicial Magistrate).
17. Updated pensioner Passbook (PPO)

## B. Mandatory documents required for verification at WBBSE prior to appointment for Teaching and Non-Teaching and Headmaster/Headmistress (all the above through exam conducted by WBCSSC) (Not applicable for DH category)

1. 03 (three) hard copies of PVR forms to be downloaded from website(wbbse.wb.gov.in) of WBBSE download section, each attested by first class Gazetted officer
2. Recommendation Letter of West Bengal Central School Service Commission (WBCSSC)/ West Bengal Regional School Service Commission WBRSSC.
3. Two coloured passport size recent photographs
4. Birth Registration Certificate OR School leaving certificate (for Group D candidates).
5. Mark sheet and relevant certificate testifying minimum qualification (for non-teaching category).
6. Caste Certificate and Disability Certificate of competent authority, if applicable.
7. Birth Registration Certificate/ Admit Card of Madhyamik Pariksha or equivalent document as proof of Date of Birth
8. One Photo bearing document (viz. EPIC/AADHAR/PAN/Driving License)
9. Admit card of concerned Recruitment Examination of WBCSSC/WBRSSC where applicable
10. First approval of appointment [ for HM only]
11. Mark sheet and certificate of Graduation and Post Graduation in relevant subject [for AT and HM only]
12. Mark sheet and certificate of B.ED. if applicable [for AT and HM only]
13. N.O.C. from President and Secretary of Managing Committee OR Administrator of existing School OR Photocopy of M. C. meeting resolution (for HM only).

### PARTICULARS OF CANDIDATES CALLED FOR VERIFICATION

CANDIDATE ID	ROLL NO	CANDIDATE NAME	FATHER NAME	POST NAME	HOME DISTRICT	Vefication Date
00034/0001	312015118725	MANAS KUMAR BAR	ABANI KUMAR BAR	ATGRAD	NORTH 24 PARGANAS	09-Apr-2025

CANDIDATE ID	ROLL NO	CANDIDATE NAME	FATHER NAME	POST NAME	HOME DISTRICT	Vefication Date
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Sd/-

Secretary,WBBSE