



West Bengal Board of Secondary Education

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

Memo No :Admin/2059

Date : 29-Jan-2026

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 **05-02-2026 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 West Bengal Board of Secondary Education (W.B.B.S.E.) prior to appointment for the Post (s) of Non-teaching Staff (Gr C & Gr. D) under D.H. Category: -

- 1) Three (03) Hard copies of Police Verification Report (P.V.R.) Forms to be downloaded from the website (wbbse.wb.gov.in) of West Bengal Board of Secondary Education- download Section, each duly signed by any 1st Class Gazetted Officer. **P.V.R.(s) should be filled by blue ink ball point pen positively.**
- 2) Recommendation letter issued by West Bengal Central School Service Commission (W.B.C.S.S.C.)/West Bengal Regional School Service Commission (W.B.R.S.S.C.).
- 3) One photo bearing document (viz. Aadhar/EPIC/PAN/Driving License).
- 4) Cast Certificate issued by the Competent authority, if necessary.
- 5) Disability Certificate issued by the Competent authority, if necessary.
- 6) Two (02) coloured Passport size photographs, same as in the Recommendation letter.
- 7) Birth Registration Certificate/School Leaving Certificate (**for Group D candidates only**).
- 8) Admit Card of Madhyamik Pariksha (Secondary Examination) or equivalent as proof of date of birth. (**for Group C candidates only**).
- 9) Mark sheet & relevant Certificate (s) testifying minimum qualification (**for Group C Category only**).
- 10) Mark sheet & relevant Certificate (s) from Madhyamik Pariksha (Secondary Examination) or Equivalent. (**for Group C Category only**).
- 11) Marriage Certificate/Affidavit swear before any 1st Class Judicial Magistrate (for female candidates only, if applicable).
- 12) Death Certificate of the deceased Employee.
- 13) Last Pay Slip showing gross monthly Salary of deceased Employee before his/her demise.
- 14) Copy of candidate's application seeking Appointment in Non-teaching Category made before the competent authority.
- 15) Monthly Income Certificate of the candidate issued by District Magistrate/Sub Divisional Officer/Block Development Officer OR any 1st Class Gazetted Officer.
- 16) Legal Heir Certificate issued by 1st Class Judicial Magistrate in original alongwith also issued by District Magistrate (in photocopy) OR issued by District Magistrate in original.
- 17) No objection Certificate (N.O.C.) from other family members before the age of sixty (16) in the form of Affidavit swear only before any 1st Class Judicial Magistrate.
- 18) Pension Payment Order (P.P.O.) OR Document showing amount of Death benefit (Gratuity, Leave Encashment etc.) sanctioned by Pension sanctioning authority.
- 19) Document showing amount of Family Pension drawing.
- 20) Updated Pension Pass Book.

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)**.

All original documents, as mentioned above, alongwith one set of self-attested photocopies by blue ink ball point pen positively to be submitted at the time of verification.

PARTICULARS OF CANDIDATES CALLED FOR VERIFICATION

CANDIDATE ID	ROLL NO	CANDIDATE NAME	FATHER NAME	POST NAME	HOME DISTRICT	Vefication Date
00053/0001	N/A	RAKESH DAS	LATE JAGADANANDA	CLERK_DH	DAKSHIN DINAJPUR	05-Feb-2026

Sd/-

Dy. Secretary/Admin),WBBSE