



# West Bengal Board of Secondary Education

Nivedita Bhavan, DJ-8, Sector II, SaltLake, Kolkata-700091.

Memo No: Admin/2159

Date: 14-05-2026

## NOTIFICATION

Intimation to the listed candidates as recommended by West Bengal School Service Commission (Non-Teaching (DH)) for verification of testimonials following vide earlier notification No208/Sec/Appt-Cell/23dated 03-07-2023 of WBBSE.

Candidates are requested to bring their original copies of all documents/ testimonials for verification along with One Self Attested Photocopy of documents for submission on **20-05-2026, 12:00** noon for record at WBBSE, Derozio Bhawan (2<sup>st</sup> 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

- 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.
- Recommendation Letter of West Bengal Central School Service Commission (WBCSSC)/ West Bengal Regional School Service Commission (WBRSSC).
- Two coloured passport size recent photographs
- Birth Registration Certificate OR School leaving certificate (for Group D candidates).
- Mark sheet and relevant certificate testifying minimum qualification (for non-teaching category).
- Caste Certificate and Disability Certificate of competent authority, if applicable.
- Birth Registration Certificate/ Admit Card of Madhyamik Pariksha or equivalent document as proof of Date of Birth
- One Photo bearing document (viz. EPIC/AADHAR/PAN/Driving License)
- Photocopy of candidate's application seeking Appointment in Non-teaching category made before the Competent Authority
- Death Certificate of deceased employee with a photocopy of the same.
- Last Pay slip showing gross monthly salary of deceased employee before his / her demise
- Monthly Income Certificate of the candidate issued by D.M./ S.D.O./ B.D.O. OR ANY Gazetted Officer
- Legal Heir Certificate issued by competent authority (Judicial Magistrate or District Magistrate)
- Document showing amount of Death benefit (Gratuity, Leave Encashment etc.) sanctioned by Pension sanctioning authority / Pension Payment Order.
- Document showing amount of Family Pension received.
- N. O. C. (No Objection Certificate) from other family members before the age of Sixty in the form of affidavit (1st class Judicial Magistrate).
- Updated pensioner Passbook (PPO)

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

Download PVR Form → [Click here](#)

Sd/-

Dy. Secretary(Admin),WBBSE

Candidate ID	ROLL NO	CANDIDATE NAME	PARENT NAME	POST NAME	HOME DISTRICT
00060/0001	N/A	KARTICK BAG	S/O LATE UTTAM KUMAR BAG	GROUPD_DH	HOOGHLY
00060/0002	N/A	SOUMYASREE CHAKRABORTY	D/O LATE SOMNATH CHAKRABORTY	GROUPD_DH	HOOGHLY
00060/0003	N/A	JAYITA KOLE	D/O LATE AMITA DAS (KOLEY)	CLERK_DH	HOOGHLY
00060/0004	N/A	SATHI DHAR	W/O LATE JOYDEEP DHAR	CLERK_DH	HOOGHLY
00060/0005	N/A	SHILA MONDAL	W/O LATE ANIMESH MONDAL	CLERK_DH	HOOGHLY
00060/0006	N/A	AMRITA MUKHOPADHYAY	D/O LATE DILIP KUMAR MUKHOPADHYAY	CLERK_DH	HOOGHLY
00060/0007	N/A	MOUMITA BISWAS	W/O LATE DEBASISH BISWAS	CLERK_DH	NADIA
00060/0008	N/A	DEBOPITA MAJUMDER	LATE DIPANKAR MAJUMDER	GROUPD_DH	JALPAIGURI

Sd/-  
Dy. Secretary(Admin) , WBBSE



## WEST BENGAL BOARD OF SECONDARY EDUCATION

Nivedita Bhaban, Block-DJ-8, Sector-II, Karunamoyee, Salt Lake, Kolkata- 700 091

**Memo. No. 208/Sec./Appt-Cell./23**

**Dated :03/07/2023**

### ORDER

The Board had been issuing appointments letters to teachers and non-teaching staff in the government aided schools of West Bengal on the basis of recommendation forwarded to this end by West Bengal School Service Commission.

In terms of the instruction of the School Education Department vide No 1295 -SE/S/10M-01/18 dated 29<sup>th</sup> September 2022 and 244-SE/S/10M-01/18 dt: 16.03.2018 the matter of prior Verification of Antecedents and Examination of Medical Fitness was exempted in relaxation of the provisions contained in the West Bengal Board of Secondary Education (Requirement of verification of Antecedents and Examination of Medical Fitness for Appointment in the Posts of Teachers and Non-Teaching Staff) Rules 2018 for the preceding year.

Now, henceforth, all appointment letters of teachers and non-teaching staff in the schools will be issued by the Board consequent to the recommendation received from West Bengal School Service Commission as per Section 5 of the West Bengal Board of Secondary Education (Requirement of Verification of Antecedents and Examination of Medical Fitness for Appointment in the Posts of Teachers and Non-teaching Staff) Rules 2018 (Notification No:213-SE/S/10M-01/18 dated: 8<sup>th</sup> March 2018 of Principal Secretary School Education Department ) and the relaxation in the matter of prior Verification of Antecedents and Examination of Medical Fitness is hereby dispensed with.

All concerned are being informed accordingly.

*Subrata Ghosh*  
Secretary  
03.07.2023  
WBBSE