

INFORMATION-BROCHURE FOR

HOW TO APPLY

Important Dates and Information's:

Those who have already applied in 1<sup>st</sup> SLST (AT) for the posts of Assistant Teachers for classes IX to XII their application fees will be adjusted against one application at Classes IX, X or Classes XI, XII . In that case he/she needs to apply for such post using his/ her existing Application ID and Name as existed in the Application Form.

i) **Submission mode: Only through Online Application.**

a) **Website: [www.westbengalssc.com](http://www.westbengalssc.com)**

b) **Online Application Submission date: 24-09-2016 (5pm) to 03-10-2016 (5pm)**

**Last date for deposit of Application fees: 07-10-2016.**

ii) **Date of the Test: The date will be announced in due course.**

iii) **Educational Qualification: As per Notification**

iv) **Duration of Test: 1(One) hour.**

v) **Age: Minimum 20 years and maximum 40 on first day of January of the year of holding the TET.**

[However relaxable by 5 years for Scheduled Caste/Scheduled Tribe Candidates, 3 Years for Other Backward Class Candidates and 8 years for the Physically Handicapped Candidates and up to 55 years of age as on 01.01.2016 for In-service Teacher below this post/ Non-Teaching Staff in recognized Govt. aided/ Sponsored /Jr. High / High / Higher Secondary Schools approved by the West Bengal Board of Secondary Education / West Bengal Council of Higher Secondary Education.]

vi) **Fees for Examination:**

(a) **Application fees for General & OBC-A/OBC-B candidates: 250/-**

(b) **Application fees for reserved (SC/ST/PH-VH/PH-HI/PH-OH) candidates: 80/-**

[Bank charge/Online Payment charge of Rs 5/- is also applicable with fees as mentioned above in addition to application fees.

Fees once remitted shall not be refunded under any circumstances.

vii) **Fees payment Process: a) After successful submission of Application form one can pay the desired fees - through Internet Banking or Debit card or Credit Card, instantly through online.**

Or

b) through printed Bank Challan with Cash, during office hours at any branch of Allahabad Bank in West Bengal after 24hours of successful submission of Online Application till 07-10-2016.

Or

c) through Sahaj Tathya Mitra Kendra by cash instantly

viii) Allahabad Bank Branch list will be available at [www.westbengalssc.com](http://www.westbengalssc.com)

ix) LANGUAGE OF THE QUESTION PAPER: English & Bengali except language papers. For language papers in same language. For Sanskrit in Bengali.

x) Syllabus: As published in [www.westbengalssc.com](http://www.westbengalssc.com)

xi) TEST Patterns: 55 multiple choice questions (MCQ's). Each question carries 1(one) mark. The candidates will have to darken the circles with Black Ball point Pen for correct response for each item on the specific OMR sheet provided for the purpose. There will be no negative marking.

Mode of submission of application:

A candidate with required qualification can apply at 1<sup>st</sup> State Level Selection Test for Recruitment of Teachers for classes IX & X or classes XI & XII in Govt. aided / sponsored Secondary/Higher Secondary Schools only through online mode (no other mode is applicable / entertained)

Before applying online one should keep the following information with him/her.

- 1) NAME OF THE CANDIDATE: (Excluding Sri/Smt/Mr./Mrs. etc. as salutation)
- 2) DATE OF BIRTH:
- 3) FATHER'S/MOTHER'S NAME: (Excluding Sri/Smt/Mr./Mrs. Etc. as salutation as written in Madhyamik Certificate)
- 4) POST APPLIED FOR:
- 5) Options of Regions in order of preference for the purpose of Counselling, Recommendation and Appointment.
- 6) Previous Application ID (Only who have applied for 1<sup>st</sup> SLST (AT) for Classes IX to XII)
- 7) MEDIUM OF INSTRUCTION APPLIED FOR:
- 8) "MEDIUM OF INSTRUCTION" STUDIED IN (MP, HS or its equivalent)
- 9) CATEGORY: CANDIDATES OWN CATEGORY
- 10) GENDER OF CANDIDATE:
- 11) Subject Applying for: [Equivalence of subject may be referred]
- 12) ACADEMIC DETAILS: FULL MARKS, MARKS OBTAINED, DIVISION, % OF MARKS OBTAINED, BOARD, PASSING YEAR OF MP, HS, GRADUATION LEVEL OR ITS EQUIVALENT.

PERCENTAGE OF MARKS AT GRADUATION LEVEL MAY BE CALCULATED IN ANY ONE MANNER OF THE FOLLOWING:

- A) HONOURS
- B) PASS
- C) HONOURS+ PASS (AGGREGATE)

13. Training details: FULL MARKS, MARKS OBTAINED, DIVISION, % OF MARKS OBTAINED, UNIVERSITY, PASSING YEAR OF B.Ed. or its equivalent Degree as per notification

14) RELIGION:

15) COMMUNICATION DETAILS: FULL MAILING ADDRESS (ADDRESS WITH PIN CODE, MOBILE NO/CONTACT NUMBER, EMAIL ID)

16. Passport size photograph duly signed under as soft copy (10kb to 30kb in size).

NB: During Online application submission "Do Not Click Back Button" and "Do Not Click Refresh Button".

### Online submission process

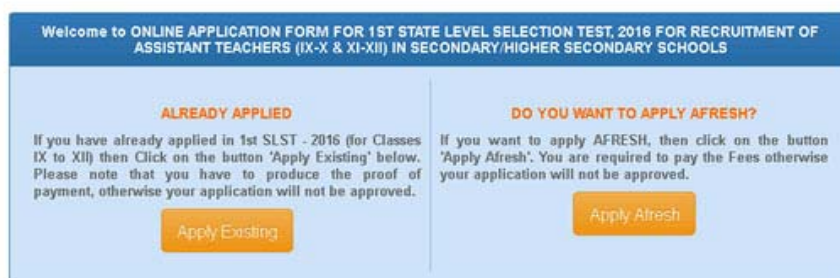
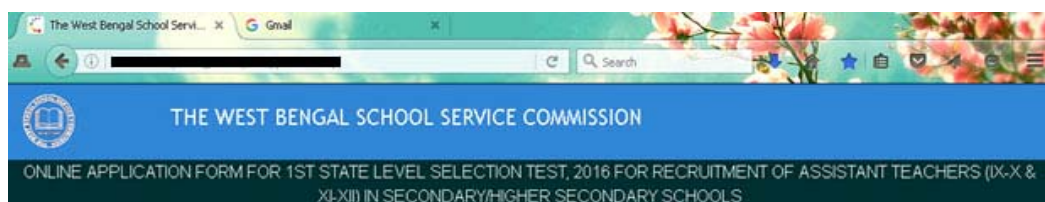
a) At first eligible incumbent go to the official website of the School Service Commission [www.westbengalssc.com](http://www.westbengalssc.com), where he/she has to provide all the required information as asked for.

There will be two links 1) one is for Existing 1<sup>st</sup> SLST (AT) for IX to XII Applicants. and 2) another for Applying Afresh

Anyone who did not apply in 1<sup>st</sup> SLST (AT) for IX to XII may follow the first link (Apply Afresh).

Existing 1<sup>st</sup> SLST (AT) for IX to XII Applicants may apply at IX to X or XI to XII any one post using his/her existing Application ID and Name as registered during Application. The Application Fees for such form will be adjusted and after successful submission if he/she is eligible for another post(if he/she applied at IX to X using the old Application ID then XI to XII and vice -versa )

After successful application he/she should apply using the link "Applying Afresh"



b) Incumbent has to fill all the required information step by step.

c) After filling in 1) Primary Information, 2) Personal Information applicant needs to upload his passport size image duly signed by him/her (10kb to 30kb in size).

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THE WEST BENGAL SCHOOL SERVICE COMMISSION

ONLINE APPLICATION FORM FOR 1ST STATE LEVEL SELECTION TEST, 2016 FOR RECRUITMENT OF ASSISTANT TEACHERS (IX-X & XI-XII) IN SECONDARY/HIGHER SECONDARY SCHOOLS

1 Primary Information 2 Personal Information 3 Photo Uploading 4 Payment

Please Fill in all the required fields carefully. Click on Preview button before submitting finally.

**BASIC DETAILS**

\* 1. NAME OF THE CANDIDATE : AA

\* 2. FATHER'S/MOTHER'S NAME : AAAA

Options of Regions in order of Preference for the purpose of Counseling, Recommendation and Appointment

\* 3 a) 1ST PREFERENCE OF REGION : - Select Region Preference 1 -

\* 3 b) 2ND PREFERENCE OF REGION : - Select Region Preference 2 -

\* 3 c) 3RD PREFERENCE OF REGION : - Select Region Preference 3 -

\* 3 d) 4TH PREFERENCE OF REGION : - Select Region Preference 4 -

\* 3 e) 5TH PREFERENCE OF REGION : - Select Region Preference 5 -

\* 3 f) DATE OF BIRTH :  FORMAT : MM/DD/YYYY

**ACADEMIC DETAILS**

\* 4. MEDIUM OF VACANCY APPLYING FOR : BENGALI BENGALI LANGUAGE STUDIED IN :  MADHYAMIK  H.S./OLD H.S.  GRADUATION

ENTER FULL MARKS, MARK OBTAINED AND RANGE OF PERCENTAGE

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\* 7 a) BASIS FOR PERCENTAGE CALCULATION OF GRADUATION LEVEL : - Select Basis for Calculation -

\* 7 b) PERCENTAGE (%) OF MARKS AT GRADUATION LEVEL (HONOURS/INBETWEENERS) :  PERCENTAGE  BOARD/UNIV  %

8) PERCENTAGE (%) OF MARKS AT POST GRADUATION LEVEL :  PERCENTAGE  BOARD/UNIV  %

\* 9) PERCENTAGE (%) OF MARKS IN TEACHER TRAINING (B.T.B./P.O.B.T./O.T. OR ITS EQUIV) :  PERCENTAGE  BOARD/UNIV  %

\* 10 a) GRADUATION TYPE : - Select Graduation Type -

\* 10 b) TRAINING TYPE : - Select Training Type -

\* 10 c) TRAINING MODE : - Select Training Mode -

\* 11) PRESENT SCALE OF POST HELD : [Part]  N/A FOR FRESHERS

\* 12) FEES TO BE PAID :  20

\* 14) RELIGION : - Select Religion -

**\* 15. COMMUNICATION DETAILS**

\* ADDRESS LINE 1 :  HOUSE NO, VILLAGE/STREET ETC

ADDRESS LINE 2 :  PO, BLOCK/TOWN/PS ETC

\* DISTRICT : - Select District -

\* STATE : WEST BENGAL

\* PIN CODE :  PIN CODE



Clicking on the link button "**Click here to upload photo with signature**" one POP UP window will come up where incumbent has to click on browse button. Browsing the Photograph with signature from computer or external drive (Pen drive/ memory card etc) location he/she has to click on "**Upload**" button.

After clicking on "Upload" button candidate has to click on "**Next**" button and he/she can view the uploaded image in the web application.

**If the image is correct he/she can proceed to final submission of the form and at the last step he/she will see the following options:**

**i) Print Application Form: Please take a printout for your further reference.**

**ii) Pay Application Fees through:** a) **Debit/ Credit card or Net Banking** : following the link applicant will be directed to the concerned banking website where he/she has to provide "debit /credit card number" , "Card valid through date", "CVV" for Debit/ Credit Card and "User Name" and "Password" for net banking and to follow the instructions. After successful payment the page will automatically re-directed to the Commission's website (**Do not Press Back/Refresh Button during Payment Process**) and one can print the payment report instantly. b) **Allahabad Bank Cash Challan:** Applicant may also choose "Allahabad Cash Challan" instead of "Debit/ Credit card or Net Banking" and for that he/she has to take a printout of the challan . Incumbent has to contact any Branch of Allahabad Bank in West Bengal after 24 hours of Application Submission with printed Challan and required Fees in cash. The branch representative will accept the fees and provide Journal No., date, seal & sign on the Challan and will return the candidate's portion of the Challan with Bank Branch seal.

**Candidate can check the payment status after 48 hours of cash deposit.** All the applicants are instructed to retain the sealed & signed challan copy of the bank for future reference. Any manually modified challans will not be accepted at selected Bank counters.

**The candidates are NOT required to send hard copy of confirmation page to School Service Commission.** However, the candidates are advised to retain the hard copy of the application, Candidate's Portion of challan for future reference. The particulars once filled by the candidate shall be final and will not be changed in future.

**The Commission will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular once filled in the Application Form whatsoever the reasons may be.**

**No change will be accepted through offline mode i.e. through fax/application or by email etc. No correspondence in this regard will be entertained.**

**Bank Branches:** Any bank branch of Allahabad Bank in West Bengal. List of branches may be available from [www.westbengalssc.com](http://www.westbengalssc.com).

**Sahaj Tathya Mitra Kendra (From second day of starting of Application):** Applicant can also visit nearest Sahaj Tathya Mitra Kendra [Common Service center (C.S.C.)] with his/her documents with recent photograph & signature under it. At Sahaj Tathya Mitra Kendra applicant can apply online and also can pay the fees through cash and obtain a receipt.