INFORMATION –BROCHURE

HOW TO APPLY

Important Dates and Information's:

1) Submission mode: Only through Online Application.

BOTH TRAINED AND UNTRAINED CANDIDATES ARE ELIGIBLE TO APPLY.

    a) Website: www.westbengalssc.com

    b) Online Application Submission date: 23-09-2016 (5 PM) to 03-10-2016 (5 PM)

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

2) Date of the Interview: Interview schedule and venue will be notified after publication of final vacancies and interview list.

3) Educational Qualification: As per Notification

4) Age: Minimum 20 years and maximum 40 years 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.]

    Provided that the candidates possessing valid TET Certificates shall be eligible for appearing in the selection process under these rules in spite of the fact that they have exceeded upper age limit subject to the condition that the age of such candidate on first day of January of the Year of holding the TET has been within the prescribed age limit.

5) **Fees for Examination for Upper Primary Level Teacher**:

    (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 or adjusted in future test under any circumstances.

6) Fees payment Process:

    i) After successful submission of Application form one can pay the desired fees-through Internet Banking or Debit card or Credit Card, instantly through online.

> **ii) 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.
> **iii)** through Sahaj Tathya MItra Kendra by cash instantly
>
> Allahabad Bank Branch list will be available at www.westbengalssc.com

Mode of submission of application:

A candidate with required qualification (as per notifications for TET 2011 or TET 2015) can apply at **1st State Level Selection Test for Recruitment of Teachers for Upper Primary Level in Govt. aided / sponsored 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) TET 2011 or TET 2015 Roll Number (Applicant can use any one among both TET result).

Certificates of TET 2011 or downloaded marksheet of TET 2015 may be referred.

7) MEDIUM OF INSTRUCTION APPLIED FOR:

8) "MEDIUM OF INSTRUCTION" STUDIED IN (MP or HS Level or its equivalent)

9) CATEGORY: CANDIDATES OWN CATEGORY

10) GENDER of CANDIDATE:

11) Subject Group & Subject:

(i) Mathematics and Science group (Biological Science & Pure Science)

(ii) Social Studies Group (History and Geography)

(iii) Language Group (Bengali, English, Urdu, Arabic, Nepali, Santhali, Oriya, Persian, French, Sanskrit, Hindi, Telegu or any other language notified in the official gazette for inclusion in this group.

[Candidate may choose his/ her subject group which he/ she had in TET Examination and the subject chosen shall be a subject in his/ her Graduation level]

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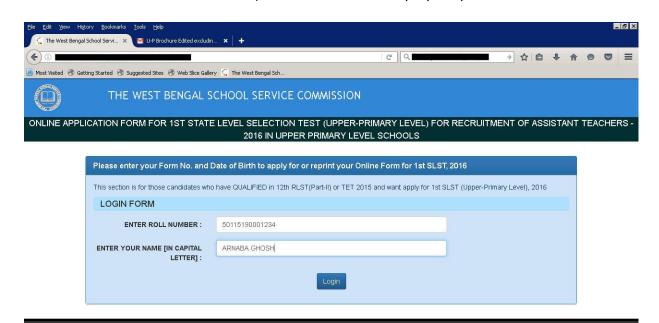
A) HONOURS
B) PASS
C) HONOURS+ PASS (AGGREGATE)

13) TRAINING DETAILS: FULL MARKS, MARKS OBTAINED, DIVISION, % OF MARKS OBTAINED, UNIVERSITY, PASSING YEAR OF RECOGNIZED TRAINING PROGRAMME 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".
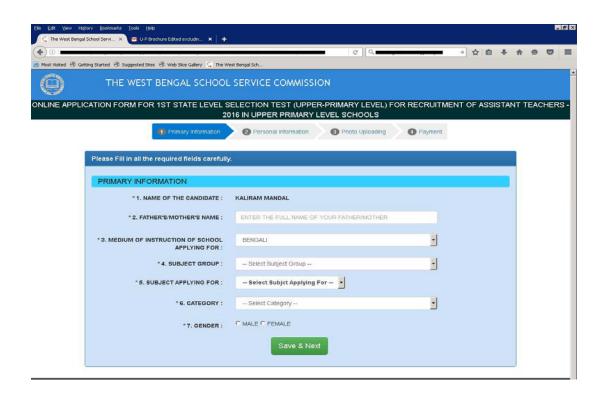
Online submission process

a) At first eligible incumbent should apply On-line by using TET Roll Number (**TET 2011 or TET 2015)** and Full Name as per Certificate / Mark sheet as the case may be from the official website of the School Service Commission www.westbengalssc.com, where he/she has to provide all the required information as asked for.
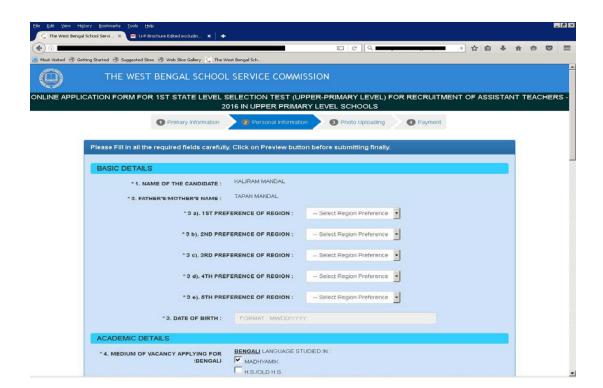

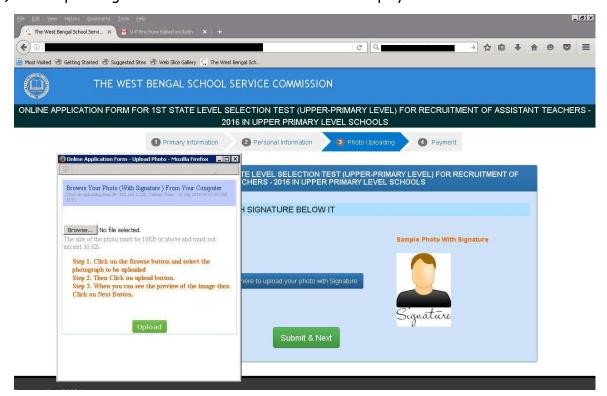b) Incumbent has to fill all the required information step by step.

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

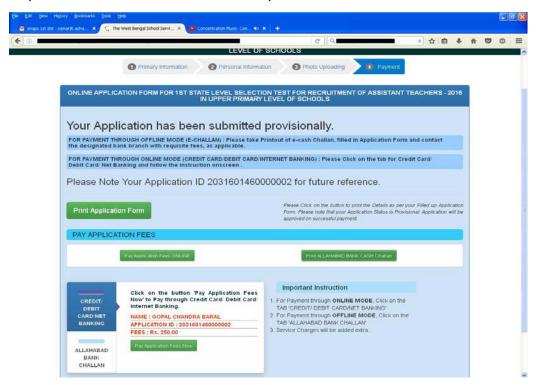d) Photo uploading screen will look like the screen as displayed bellow:

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 be 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 my 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.**

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.