

INSTRUCTION TO APPLICANTS OF GENERAL TRANSFER

- 1) Please follow the revised notice with Memo No: 559/4921C/CSSC/ESTT/2014.
- 2) Please find the revised vacancy list as displayed in
<http://www.westbengalssc.com/sscorg/wbssc/detailedVacancyGT/>
- 3) Note down your preferred school/ schools among them as applicable as per The West Bengal General Transfer Rules, 2013.
- 4) Incumbents who have already applied for completely or partially may apply again with the same Log-in ID. If the Applicant faces any difficulties during the application he /she may create another log in ID with same Draft Number and then can apply with the fresh Log In ID . Commission will accept the final Application which he/she can successfully print and submit to the Central School Service Commission with the Demand Draft used for applying.
- 5) After successful submission of Application the incumbent will be allowed to get print out of the same containing preferred school/schools. The Applicant has to submit Part A & Part B with Original Draft to Central School Service Commission within due date as mentioned in the notice .(In the Copy for Central School Service Commission only, candidate Signature is required). Please print the filled in Application in Landscape mode.
- 6) Another copy of Part A & Part B with NOC and other requisite documents have to be submitted to concerned DI through School Authority.
- 7) For “PH category applicant “ one has to choose school list only of the subcategory in which he/she belong to and also PH-ANY category vacancies. For OBC category one has to choose school list only of the subcategory in which he/she belongs to (i.e. not the list belongs to candidates post) Any changes to the instruction if made will be intimated in the website.