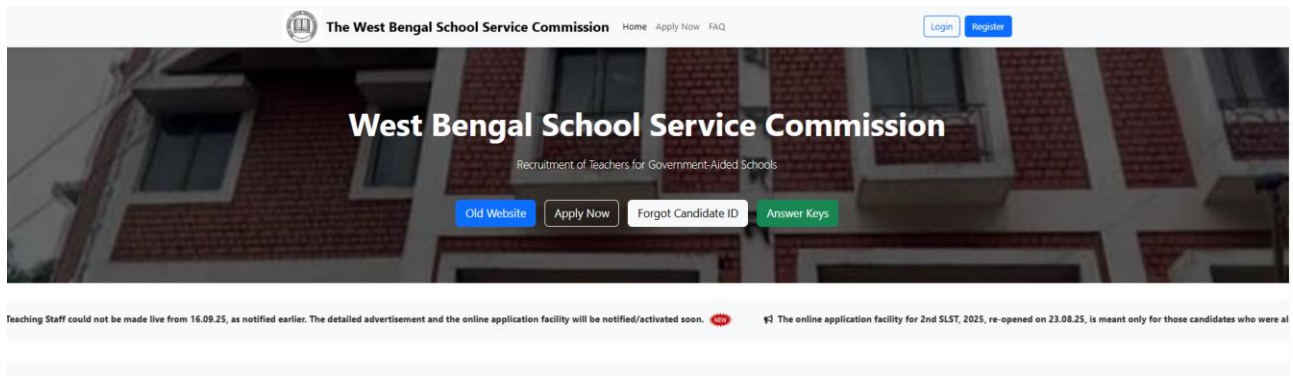


INFORMATION -BROCHURE FOR 1st SLST(NTS) FOR GROUP-C AND GROUP-D

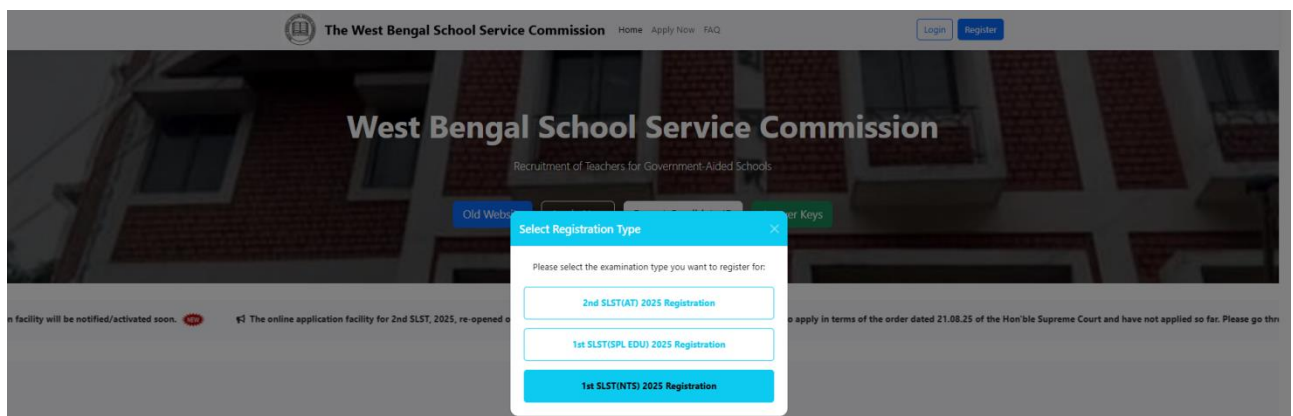
HOW TO APPLY

Online submission process

a) At first eligible incumbents should visit 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) Click on Register Button -> 1st SLST(NTS) 2025 Registration. The One Time Registration Form will appear. Please keep your basic details ready with you.





One Time Registration for Candidates

Please Fill in all the required fields carefully.



Registration closes in: 33d 7h 44m 33s

BASIC INFORMATION

I Would like to Apply For [Select at least one option]*



☐ Group-C (For Clerk) ☐ Group-D Staff

Name of the Candidate [As Per School Leaving Certificate]*



Enter your Full Name [As Per School Leaving Certificate]

Father's/ Mother's Name*



Enter the Full name of your Father/Mother

Category*



Select Category

Gender*



Select Gender

Email Address*



Enter your email

Mobile Number*



Enter your mobile number





Mobile Number*



Date of Birth*



Religion*



COMMUNICATION DETAILS :

Address Line 1*



Address Line 2*



District*



State*





PIN Code*



LOGIN INFORMATION :

Password*

	Create password	
---	-----------------	---

Minimum 8 characters with at least one Capital Letter, one number and one special character

Confirm Password*

	Confirm password	
---	------------------	---

☐ I agree to the [Terms and Conditions](#)*

Register

In this Form All Fields are mandatory. Enter your name, Parent's Name, Category, Gender, DOB, Email Address, Mobile Number, Religion, Address details and a Strong Password.

c) After Successfully registering your primary details, you will be redirected to a Dashboard where you will find your Auto-Generated Candidate ID. Please keep this Candidate ID Safely. All future correspondence will done using this Candidate ID.

To complete your application process you need to fulfill the following five requirements (All links are available in Dashboard) :

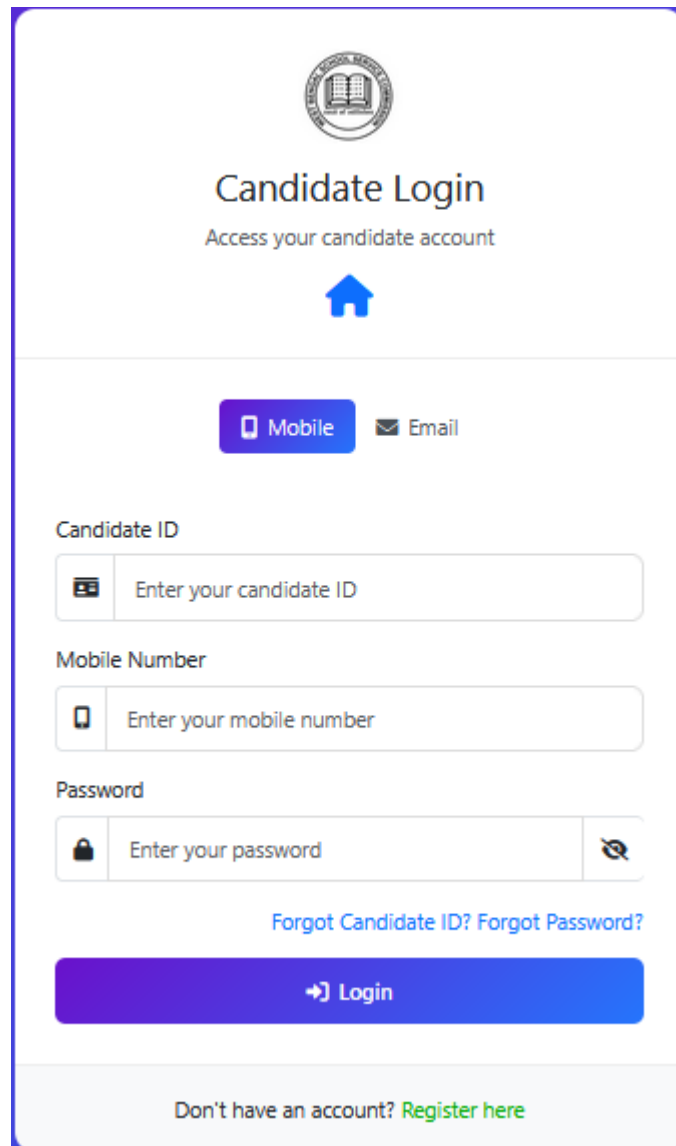
- i) Photo Upload (Size : between 30KB and 60KB Type : JPG)
- ii) Email Verification (Email OTP will be sent to your registered Email Address)
- iii) Mobile Verification (Mobile OTP will be sent to your registered Mobile Number)
- iv) Profile Completion (During Registration you have already provided some information)
- v) Payment (Through Billdesk/Easebuzz)

Note : Please enter own email address and mobile number.

d) Login Page

If you want to complete the Total Application Process with your comfort of time, then you can logout and when you will again come back then use the login window for entering

into your dashboard.



The image shows a 'Candidate Login' form with a purple header and a white body. At the top is a circular logo with a book and text. Below the logo, the title 'Candidate Login' is centered, followed by the subtitle 'Access your candidate account' and a blue house icon. There are two tabs: 'Mobile' (active, purple) and 'Email' (inactive, grey). The form contains three input fields: 'Candidate ID' with a calendar icon, 'Mobile Number' with a mobile phone icon, and 'Password' with a lock icon and a toggle eye icon. Below the password field is a link 'Forgot Candidate ID? Forgot Password?'. A large purple 'Login' button is at the bottom, and a footer link 'Don't have an account? Register here' is at the very bottom.

Candidate Login
Access your candidate account

Mobile | Email

Candidate ID
Enter your candidate ID

Mobile Number
Enter your mobile number

Password
Enter your password

[Forgot Candidate ID? Forgot Password?](#)

Login

Don't have an account? [Register here](#)

Note : You can login using Candidate ID, Email or Mobile and Password.

e) Dashboard :

The screenshot shows the dashboard of The West Bengal School Service Commission. A 'Welcome to Dashboard' pop-up message is displayed in the center, stating: 'Welcome to your dashboard! Here you can find all the important information. Your Candidate ID is : WBSSC2500000102. Please keep this candidate ID safely. This information will be required to login into the Dashboard everytime. Also, all future reference will be made based on the candidate ID. Please go through the [To Do List](#) before starting your Journey!'. The dashboard header includes the commission logo, name, and navigation links (Home, Dashboard, FAQ, About, Contact). The left sidebar shows 'CANDIDATE NAME' and navigation options (Dashboard, Profile, Logout). The main content area displays the candidate ID and a 'To Do List' with six steps: Step 1: Photo (Not Uploaded), Step 2: Email (emailaddress@gmail.com), Step 3: Mobile (9830232323), Step 4: Profile (PENDING), Step 5: Applications (Total: 0), and Step 6: Payment. Below the steps is a 'Recent Activity' table.

#	Activity	Time	Status
1	User registration	55 seconds ago	Completed
2	Complete Your Profile		Not Completed

A welcome pop-up message will come. Please record your auto-generated Candidate ID and Click 'Got It'.

The screenshot shows the dashboard after the welcome message is dismissed. The candidate ID 'WBSSC2500000102' is visible in the header. The 'To Do List' steps are: Step 1: Photo (Not Uploaded), Step 2: Email (emailaddress@gmail.com), Step 3: Mobile (9830232323), Step 4: Profile (PENDING), Step 5: Applications (Total: 0), and Step 6: Payment. The 'Recent Activity' table is also present.

#	Activity	Time	Status
1	User registration	55 seconds ago	Completed
2	Complete Your Profile		Not Completed


f) Upload Photo (Step-1, Green Box) :

Click on the button 'Uplaod Photo'. The following page will come.

After Uplaoding an image file a preview will be shown as follows :


Click on Back to Dashboard. You will see the Photo in the Profile section.

Note : You can change your photo, if required till finalization of your profile.



CANDIDATE NAME

- Dashboard
- Profile
- Logout


The West Bengal School Service Commission
[Home](#) [Dashboard](#) [FAQ](#) [About](#) [Contact](#)

Dashboard [CANDIDATE ID : WBSSC2500000102]
[Application Process](#)

Step 1 : Photo
 Uploaded
[Change Photo](#)

Step 2 : Email
 emailaddress@gmail.com
[Verify](#)

Step 3 : Mobile
 9830232323
[Verify](#)

Step 4 : Profile
 Profile Status : PENDING
 Profile not Completed yet!
[Complete Profile](#)

Step 5 : Applications
 Total : 0
 You have not applied yet!
[Apply Now](#)

Step 6 : Payment
 Please Click on the Payment Link in Dashboard after Submitting Application Form.

Recent Activity

#	Activity	Time	Status
1	User registration	1 hour ago	Completed
2	Complete Your Profile		Not Completed

g) Email Verification (Step-2, Yellow Box) :

Click on the Verify Button available in the yellow box. A verify form will appear. An email shall have also been sent to your registered email address. Check your inbox (Also your spam folder, if not found in inbox) for Email OTP and enter it in the following input field and click Verify :

Verify OTP

We've sent a 6-digit OTP to emailaddress@gmail.com. It will expire in 5 minutes.


Enter OTP

[Verify](#)

Didn't receive OTP? [Resend](#)


OTP expires in: m s

After successfully entering email OTP, your email address will be Verified. You will be redirected to Dashboard again :



CANDIDATE NAME

- Dashboard
- Profile
- Logout


The West Bengal School Service Commission
[Home](#) [Dashboard](#) [FAQ](#) [About](#) [Contact](#)

Dashboard [CANDIDATE ID : WBSSC2500000102]
[Application Process](#)

Step 1 : Photo
 Uploaded
[Change Photo](#)

Step 2 : Email
 emailaddress@gmail.co
 m
 Email Verified

Step 3 : Mobile
 9830232323
[Verify](#)

Step 4 : Profile
 Profile Status :
 PENDING
 Profile not Completed yet!
[Complete Profile](#)


Step 5 : Applications
 Total : 0
 You have not applied yet!
[Apply Now](#)

Step 6 : Payment
 Please Click on the Payment
 Link in Dashboard after
 Submitting Application Form.

Recent Activity


#	Activity	Time	Status
1	User registration	1 hour ago	Completed
2	Complete Your Profile		Not Completed

h) Mobile Verification (Step-3, Red Box) : This process is also similar to that of Email Verification. But this time the Mobile OTP will be sent to your registered Mobile Number. After entering correct OTP you have to click on Verify Button. You will be redirected to Dashboard.



CANDIDATE NAME

- Dashboard
- Profile
- Logout


The West Bengal School Service Commission
[Home](#) [Dashboard](#) [FAQ](#) [About](#) [Contact](#)

Dashboard [CANDIDATE ID : WBSSC2500000102]
[Application Process](#)

Step 1 : Photo
 Uploaded
[Change Photo](#)

Step 2 : Email
 emailaddress@gmail.co
 m
 Email Verified

Step 3 : Mobile
 9830232323
 Mobile Verified

Step 4 : Profile
 Profile Status :
 PENDING
 Profile not Completed yet!
[Complete Profile](#)

Step 5 : Applications
 Total : 0
 You have not applied yet!
[Apply Now](#)

Step 6 : Payment
 Please Click on the Payment
 Link in Dashboard after
 Submitting Application Form.

Recent Activity

#	Activity	Time	Status
1	User registration	1 hour ago	Completed
2	Complete Your Profile		Not Completed

i) Profile Completion (Step-4, Blue Box) : Please keep your educational qualification related testimonials ready in this step. Click on Complete Profile Button. A Profile Completion form will appear. Here, Three tabs will be loaded i) Personal Information. ii) Education iii) Review & Submit.

The information in the First screen will be pre-filled as these were already entered by you during Registration. However, you can change the information (Except Name and Parent's Name), if required till the finalization of profile.

Next

If no change required, just view it and proceed to next tab by clicking on Next Button.

1
Personal Info

2

3
Review & Submit

Education Details

Note : Candidates must carefully enter the percentage equivalent of the grade entered by them in accordance with the conversion formula of the Certificate conferring Board/Council.

☐ MP
☒ Old HS

Please enter all required fields carefully and correctly.

Examination	Board/Council	Full Marks	Marks Obtained/Grade Point	Year of Passing	Percentage
Madhyamik (10th)*(Not mandatory for Group-D Post)	WB	1000	800	2014	80 %
<input type="checkbox"/> Enable auto-calculation of Percentage for MP Level[Uncheck if you are in Grading System]					

Additional Qualifications

Degree/Diploma

Previous

Next

Please fill in your academic details in the above form. Only the academic qualification of Madhyamik (10th Level) is required for the Post of Group-C. If you are applying for the Post of Group-D, then you may leave this step and just click on Next. Additional Qualification is Optional.

The incumbents whose marks are awarded according to Grading System, can uncheck the checkbox. By unchecking the checkbox, the form will allow the percentage to be entered manually.

After entering the mandatory information as per required eligibility criteria, click on Next button.

The third tab is for Review and Submit.

1


2

3

Personal Info

Education

Review Your Profile



Personal Information

Name: T. M. CHOWDHURY

Date of Birth: 07-12-16

Parent Name: K. CHAKRABORTY

Category: GEN

Email: emailaddress@gmail.com

Gender: MALE

Phone: 9830123456

Religion: HINDUISM

Address Line 1: garia

Address Line 2: garia

District: KOLKATA

PIN: 700001

State: WEST BENGAL

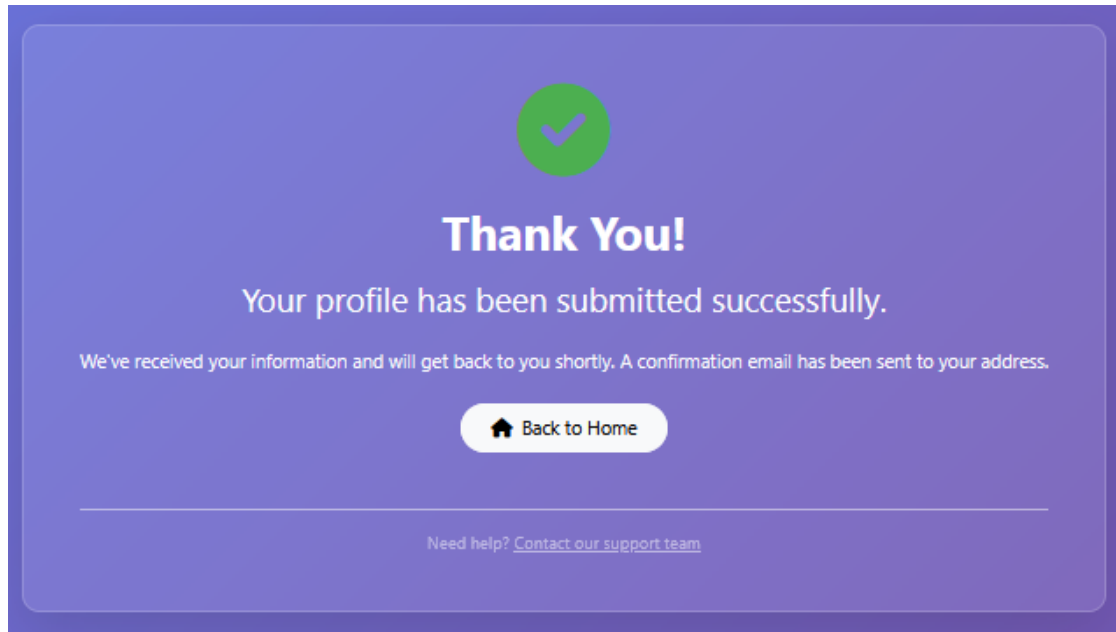
Education Details

☐ I certify that all information provided is accurate and complete

Previous

Submit Profile Form

Click on the Button Submit Profile Form. If successfully submitted the following confirmatory page will appear :




Now your Profile is Complete. If, there is still to be edited some fields/items you can do that by clicking on the Edit option beside the Profile creation (In Activity Column available in Dashboard). When you are ready to finalize your profile, just click on the Button 'Finalize your Profile'.

Before Finalization, if may see your profile from Profile section. (Link available in the left menu).

Note : After finalization of Profile, you shall not be able to edit your profile, under any circumstances.

j) Application for the Post of Non_Teaching Staff (Step-5, Black Box) :

Click on the Button 'Apply Now'.


 **Application Details**

Please provide your application specific information

Applicant Name :
Category :
Gender :

Applications close in: 16d 6h 16m 5s

Post Name*


Select Post Name 

Please select the post

☐ Do you want to avail of age relaxation in terms of order of the Hon'ble Supreme Court in Civil Appeal No. 4800 of 2024 dated 3rd April, 2025?

☐ Are you working/ Have you worked as Non-Teaching Staff in any Government/Government Aided/Government Sponsored School?

Medium of Instruction *

Select Medium of Instruction 

Please select the medium of instruction applying for

The above Language studied In : *

☒ MADHYAMIK
☐ H.S./OLD H.S.
☐ GRADUATION
☐ POST GRADUATION

Applied Region*

Select Region Applying

Please select the Region Applying

Preferred Venue District*

Select Preferred Venue District

Please select the preferred district

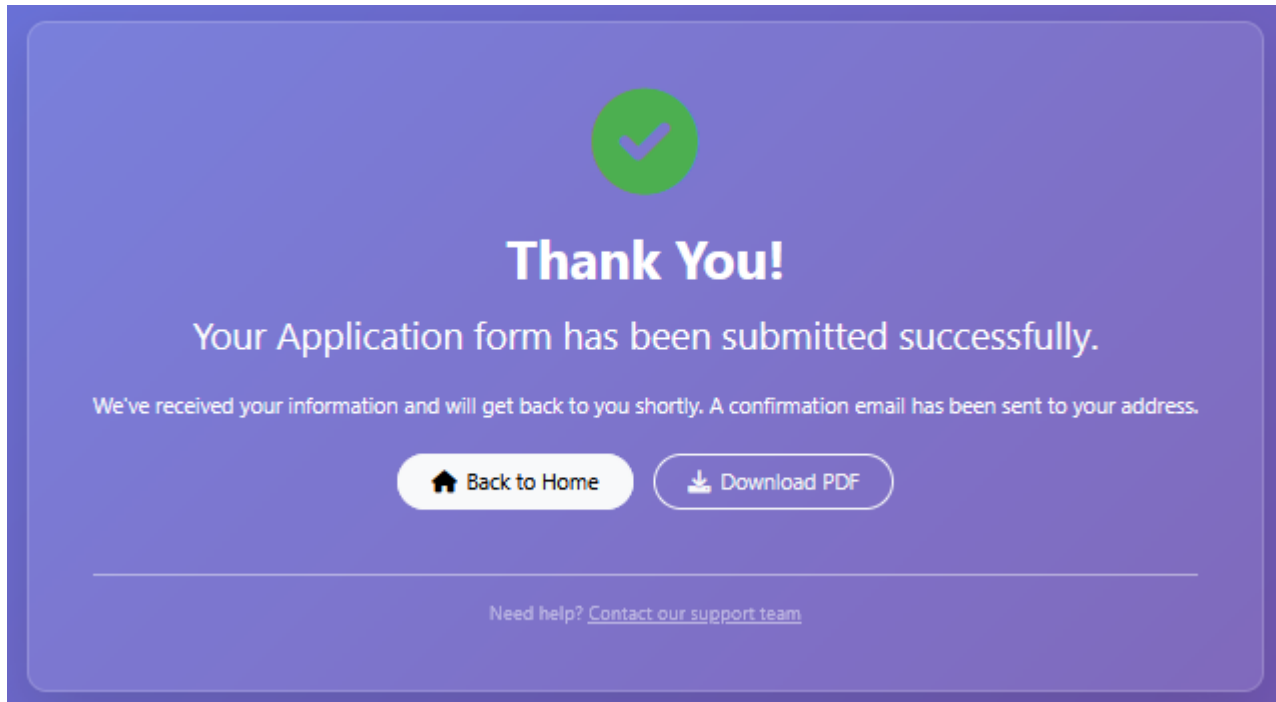
Preferred Venue Area *

Select Preferred Venue Area

Please select the preferred area

Submit Application

Fill in the required fields and Click Submit Application. Make sure, vacancy exists as per your choice of Region applying for, Medium of Instruction applying for, your category and gender.



By Clicking on the Button, Back to Dashboard you will be redirected to Dashboard.

TAPAN CHOWDHURY

- Dashboard
- Profile
- Logout

Important Notice

In case of candidates who make multiple applications for one post against multiple Candidate ID's, only the last application against last Candidate ID will be entertained. Similarly, candidates making multiple applications against same candidate ID's for one post, only the last Application ID shall be entertained.

Posted: November 03, 2025

The West Bengal School Service Commission

Home Dashboard FAQ About Contact

Dashboard [CANDIDATE ID : WBSSC2500000524066]

[Application Process](#)

Step 1 : Photo

✓ Uploaded

Step 2 : Email

✓ Email Verified

Step 3 : Mobile

✓ Mobile Verified

Step 4 : Profile

Profile Status: APPROVED

Step 5 : Applications

Total : 11

[Apply Now](#)

Step 6 : Payment

Please Click on the Payment Link in Dashboard after Submitting Application Form.

Recent Activity

#	Activity	Time	Status
1	User registration	1 month ago	Completed
2	Profile Finalization	2 days ago	Completed

Sl. No.	Application ID/Action	Application Status	Payment Status/ Receipt	Application Form/ Admit Card
1	11250000000004	Completed	Paid Receipt	Application Form
2	11250000000006	Not Completed	Pay Now	Application Form
3	11060000000020	Not Completed	Pay Now	Application Form
4	11060000000021	Not Completed	Pay Now	Application Form
5	11060000000022	Not Completed	Pay Now	Application Form

k) Payment (Step-6, Sky Blue Box) :

Click on the Pay Now Button from the Recent Activity panel. You will have the options two Payment Gateways (BillDesk/ Easebuzz) to select for payment. Click on the Button after selecting your preferred Gateway. This will redirect you to a Payment Review form.



Select Payment Method

Choose your preferred payment gateway to complete your transaction securely

Payment closes in: 29d 21h 0m 26s



BillDesk



Select BillDesk



Easebuzz




Select Easebuzz

Select a Payment Gateway →

ⓘ Please select a payment gateway to continue

🔒 Your payment information is securely encrypted and processed

 **Secure Payment**
Complete your payment securely

Fees Details

Payment closes in: 29d 20h 59m 39s


Name :


Candidate ID :

Application ID :

Mobile Number :

Fees : Rs

 **Pay Rs**

 Your payment is secured with 256-bit SSL encryption

Verify the records displayed in the Review Payment Page. After being sure, Click on the Pay Button. It will redirect you to a secured payment gateway (Billdesk/Easebuzz).

Pay Application Fees through: Debit/ Credit card, Net Banking and UPI : 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 , “User Name” and “Password” for net banking and all UPI Payment Apps 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 receipt instantly.

Billdesk Payment Page

Payment Methods <div>Credit / Debit Cards ></div> <div>Net Banking ></div> <div> UPI ></div> <div> QR ></div>	Cards <div>VISA RuPay</div> <div>Card Number </div> <div>Expiration Date <small>MM/YY</small> CVV/CVC </div> <div>Card Holder Name</div> <div>Make Payment for ₹150</div>	Merchant Name West Bengal School Service Commission Order Id 112500000000620251031101032 Payment Amount ₹150 <div> BillDesk Privacy Policy Terms & Conditions</div>
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Easebuzz Payment Page

Cancel English

<https://www.westbengalssc.com/otr/recruitment/#>
Tr ID 112500000000620251031102449

Payment Link valid For 14:41

Details

Select Payment Method

Credit Card RuPay MasterCard VISA

Debit Card RuPay MasterCard VISA

UPI RuPay Alipay WeChat Pay Google Pay

NetBanking ICICI SBI Axis Bank

Enter Card Details

Card Number MM/YY

Card Holder Name CVV

Coupons Available

Pay ₹151.97
₹137 Platform Charge

Powered By Easebuzz

By proceeding with payment, you agree with our [terms & conditions](#) and [privacy policy](#)

v 2.8.142

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 form. 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.

Commission shall not charge any extra amount except the fees mentioned in the Notification. However, bank charges may apply.