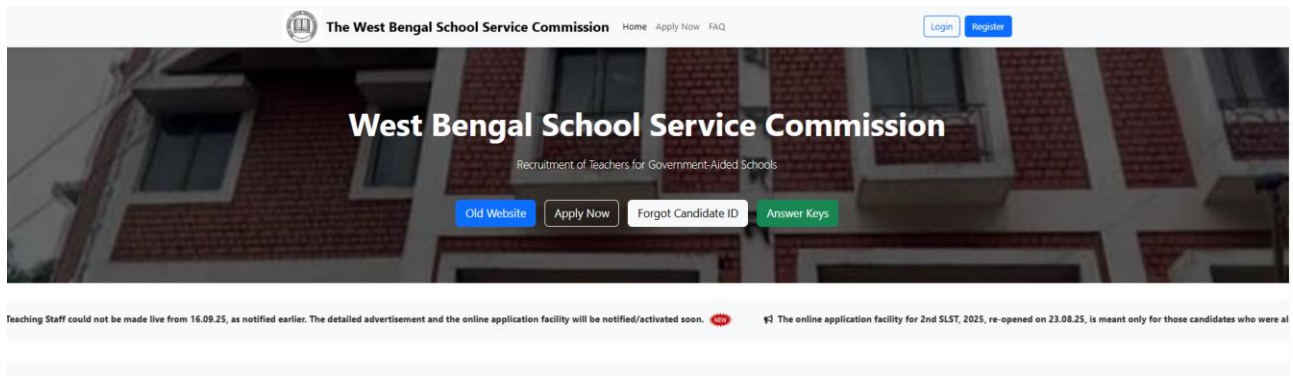## INFORMATION -BROCHURE FOR 1st SLST(NTS) FOR GROUP-C AND GROUP-D

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.
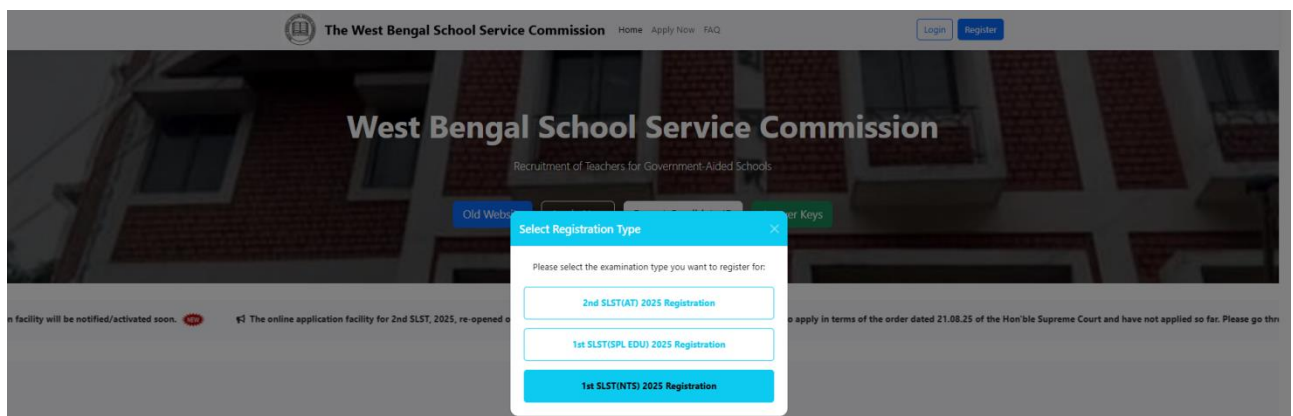
One Time Registration for Candidates

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 | ⇕ |

✉ Enter your email

Mobile Number*

📱 Enter your mobile number ⌄

Date of Birth*

⊞ Format : DD-MM-YYYY

Religion*

▦ Select Religion

COMMUNICATION DETAILS :

Address Line 1*

🖼 HOUSE NO, VILL/STREET ETC

Address Line 2*

🖼 PO, BLOCK/MUNI AND PS ETC

District*

🖼 Select District

State*

🖼 WEST BENGAL

PIN Code*

🖼 PIN CODE ⌄

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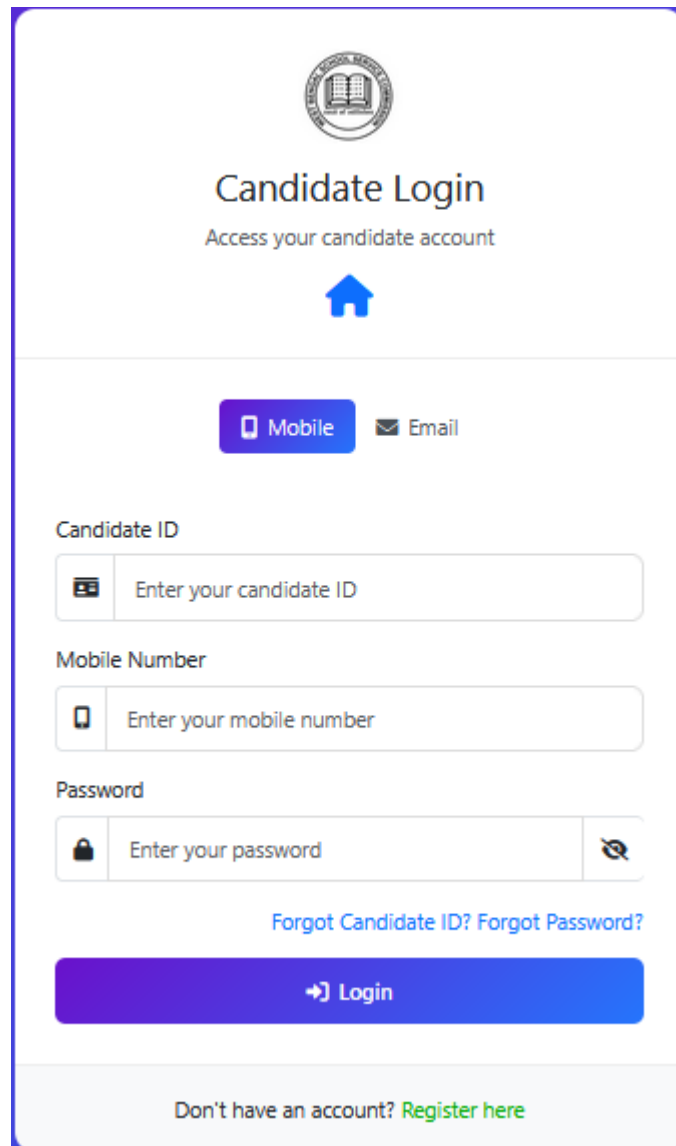
i) Photo Upload (Size : between 30KB and 60KB Type : JPG)
ii) Email Verification (Email OTP will be sent to your registered Email Address)
iii) Mobile Verification (Mobile OTP will be sent to your registered Mobile Number)
iv) Profile Completion (During Registration you have already provided some information)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

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

e) Dashboard :

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

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.

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 :

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

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.

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.

	1		2		3
			Education		Review & Submit

Personal Information

* Name and Parent Name are not editable. Only for viewing.
My Existing Choice of Posts for Applying :

I Would like to Apply For [Select at least one option]*
☑ Group-C ☑ Group-D

Name*
TAPAN CHOWDHURY

Parent Name*
KHOKAN DAS

Email Address
emailaddress@gmail.com
Email available

Phone Number*
9830123456
Mobile available

Date of Birth*
14-12-1978

Category*
SC

Caste Certificate Number* (Mandatory for SC/ST/PH)
Certificate number (required for SC/ST/PH)

Gender*
MALE

Transgender Certificate Number* (Mandatory if applicable)
Transgender certificate number (optional)

Religion*
HINDUISM

Address Line 1*

Address Line 2*

District*
KOLKATA

PIN*
700001

State*
WEST BENGAL

Previous   Next

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

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: ██████ CHOWDHURY

Parent Name: ████████

Email: emailaddress@gmail.com

Phone: 9830123456

Address Line 1: garia

Address Line 2: garia

District: KOLKATA

PIN: 700001

State: WEST BENGAL

Date of Birth: ████████

Category: GEN

Gender: MALE

Religion: HINDUISM

Education Details

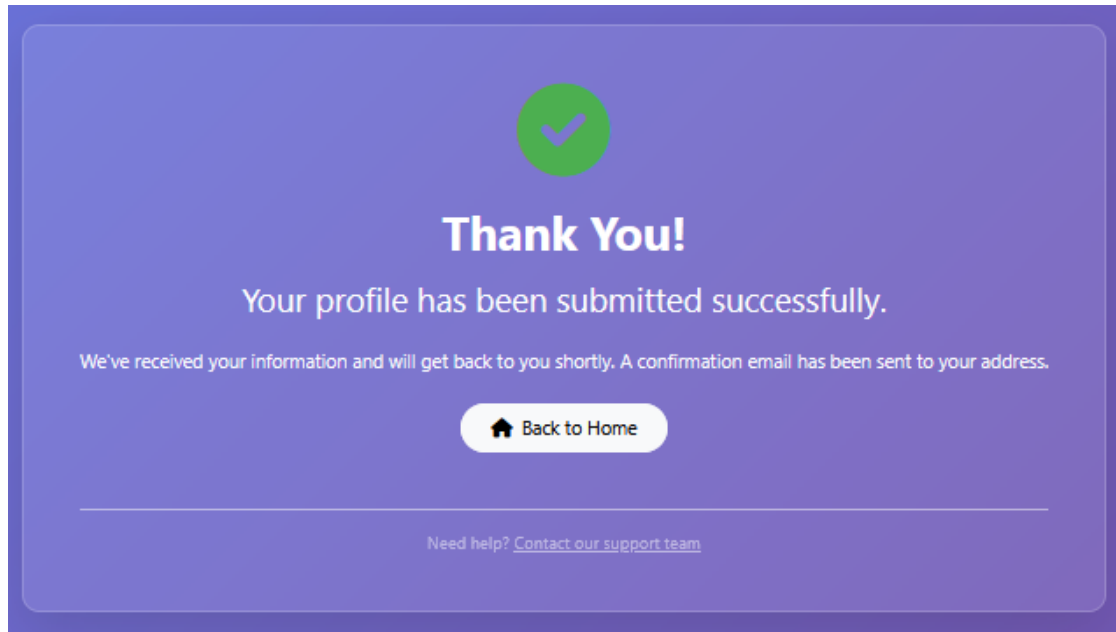| Examination	Board/University	Full Marks	Marks Obtained	Year	Percentage
10th (MP)	██	████	███	████	██
12th (Old HS)					
Additional Qualifications					

☐ 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 circunstances.

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 Superme 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 ⌄
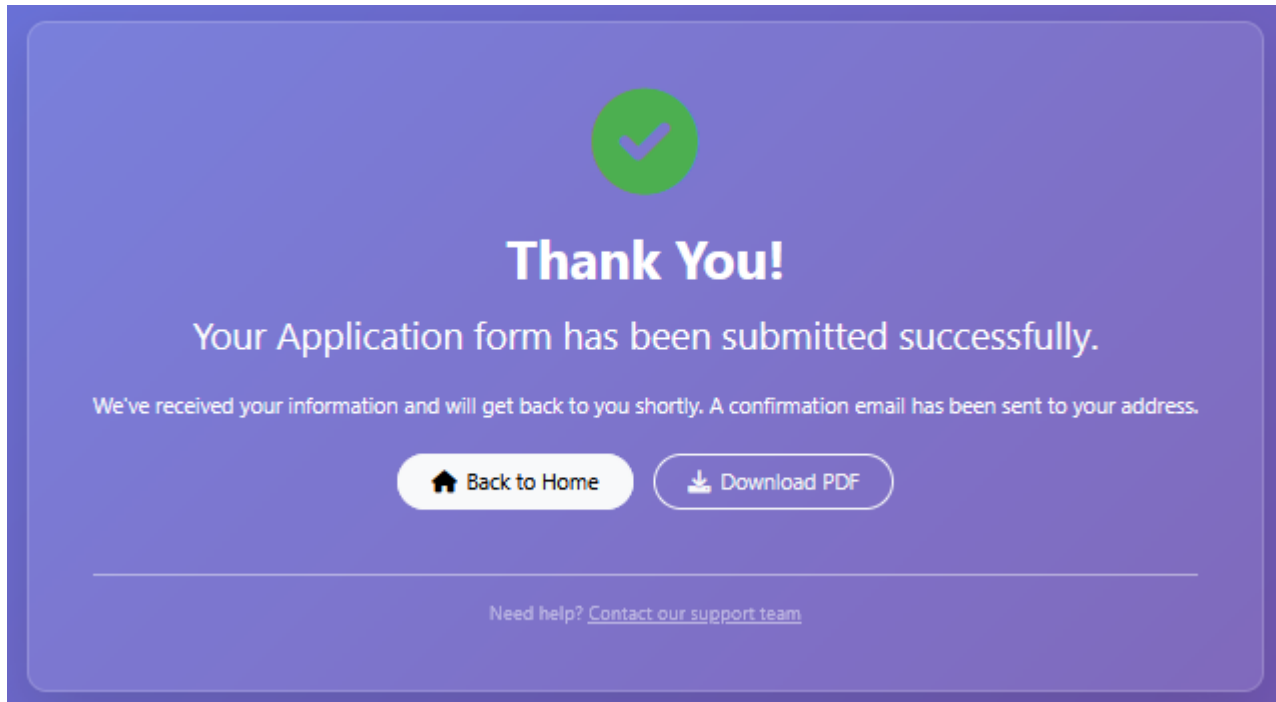
Please select the preferred district

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 appying for, Medium of Instruction appying for, your category and gender.

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

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 prefered Gateway. This will redirect you to a Payment Review form.

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

Easebuzz Payment Page

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.