

Reporting Time – 10.30 AM, 29th June, 2016 at the Seminar Hall, Main Building

Doors will be closed at 11 AM

Fees to be paid at the time of admission (in cash only) :

Non Deputed – Rs. 17,125/-

Deputed – Rs. 22,250/-

For Deputed Candidates

IMPORTANT

1. Candidates must report for counselling & admission in the designated room in the Main Building, 3 Urquhart Square, by the date and time shown in each list.
2. Admission is based on merit for non-deputed candidates and on teaching experience for deputed candidates.
3. **Seats shall be filled up from among those who report for counselling on time.**
4. Admission stands cancelled on non-payment of prescribed fee at the time of admission.
5. Those who fail to report for counselling will not be considered for admission later.
6. Candidates who report on time but fail to get admission will be given priority in future admission.

DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION [Original and duly attested Photo Copies of all documents must be produced to prove candidature at the time of Counselling and Admission] :-

1. The filled-in Online Application Form.
2. Bank Receipt of Application Fee: original.
3. Approval letter of concerned District Inspector of School.
4. Appointment Letter.
5. **Joining Letter in School.**
6. Managing Committee Resolution copy countersigned by the D.I. (if approved)
7. A No-Objection Certificate (NOC) from the school authority with a statement that the candidate is a teacher of classes IX-XII.
8. Released order from school duly signed by the Head Master/Secretary/Administrator/ will be submitted at the time of admission.
9. All Academic Mark Sheets & Certificates.
10. Caste Certificate for SC/ST candidates.
11. Disability certificate for PWD candidates.
12. Baptism certificate for Christian candidates and a Letter from the Parish Priest.

13. Migration Certificate is required for candidates of UGC recognised Other University (OU) within and outside the State of West Bengal other than the Home University i.e. Calcutta University.
14. **Equivalent Certificate must be obtained from the University of Calcutta if the degree is awarded by UGC recognised Other Universities (OU) outside the State of West Bengal.**
15. Age verification certificate (Admit Card of Class X or Equivalent)
16. Proof of Nationality.

[Deputed teachers will get their deputation allowances from their respective Schools/Institutions vide Modification order no. 490 - SE(S) dt . 11.5.2009 issued by Secretary, School Education, Govt. of West Bengal bearing letter no.1022 - SE(S) 2P - 1/09 dt. 2.9.2011.]

For Non- Deputed Candidates

IMPORTANT

1. Candidates must report for counselling & admission in the designated room in the Main Building, 3 Urquhart Square, by the date and time shown in each list.
2. Admission is based on merit for non-deputed candidates and on teaching experience for deputed candidates.
3. **Seats shall be filled up from among those who report for counselling on time.**
4. Admission stands cancelled on non-payment of prescribed fee at the time of admission.
5. Those who fail to report for counselling will not be considered for admission later.
6. Candidates who report on time but fail to get admission will be given priority in future admission.
7. In case of **Allied Subject**, a permission letter from Calcutta University Registrar / Secretary / Assistant Secretary is required.

DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION:-

1. The filled-in Online Application Form
2. Bank Receipt of Application Fee: original.
3. Age verification certificate (Admit Card of Class X or Equivalent)
4. All Academic Mark Sheets & Certificates
5. Caste Certificate for SC/ST candidate
6. Disability certificate for PWD candidates
7. Baptism certificate for Christian candidates and a Letter from the Parish Priest
8. Migration Certificate for candidates of UGC recognised Other University (OU) within and outside the State of West Bengal other than the Home University i.e. Calcutta University

9. Equivalent Certificate must be obtained from the University of Calcutta if the degree is awarded by UGC recognised Other State Universities
10. Proof of Nationality