



*The West Bengal Madrasah Service Commission*

Bikash Bhavan (2nd Floor), Saltlake, Kolkata - 700 091

Memo No.:MSC/GT/Verification/1103

Dated : 19/07/2024

**From:**

The Secretary,  
West Bengal Madrasah Service Commission  
Bikash Bhavan (2nd Floor),Saltlake  
Kolkata - 700 091.

**To**

URMILA DEB  
SANTOSH DEB  
226/2 SWAMI VIVEKANANDA ROAD, BARASAT, NEAR  
ASHUTOSH APARTMENT  
BARASAT, BARASAT  
North 24 Parganas - 700124

**Sub:** Verification of documents of Candidates who opted for Madrasahs in E-Counselling of General Transfer in the post of Librarian( Lib)

**Ref:** Application ID: GENTR25885

Madam/Sir,

With regard to the above subject and reference, I am directed to request you to appear before the **Verification Board No.-5**, constituted by the Commission at **Maulana Abul Kalam Azad Bhawan, DD-45, Salt Lake, Kolkata-700064** for verification of documents on **27/07/2024 at 2:00 PM.**

Please bring the following documents **in Original** along with one (1) set of **xerox/ photocopy**:

1. Transfer Application (which was uploaded online)
2. Recommendation Letter (All, if posted in multiple Madrasahs/Schools)
3. Appointment Letter of Serving Madrasah
4. Approval Letter of Serving Madrasah
5. Document of Confirmation of Service
6. No Objection Certificate from serving Madrasah.
7. Two (2) recent passport size colour photographs. (Xerox/ photocopy not required)
8. Distance Certificate (which was uploaded online)
9. Pay Slip (which was uploaded online)
10. Certificate of Marital Status (Single/Separated/Widow) (Female Candidate Only)
11. Distance Certificate of Spouse Workplace (If more than 50 KM)
12. Service Book with documents of Pay Fixation
13. Aadhaar Card/ Voter ID Card/Driving License
14. Copy of letter of Objection against any Candidate(if any), submitted to the Commission

**Note: No Candidate will be allotted Madrasah without physical verification of documents.**

You are further requested to submit one copy of this letter for verification to your serving Madrasah for record .

Yours faithfully,

**Secretary**

West Bengal Madrasah Service Commission

Date - 19/07/2024

MemoNo :MSC/GT/Verification/1103/1(1)

Copy forwarded for information & necessary action to :

The Secretary /Administrator .  
UNION HIGH MADRASAH (H.S)  
HOOGHLY

**Secretary**

West Bengal Madrasah Service Commission