



*The West Bengal Madrasah Service Commission*

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

Memo No.:MSC/GT/Verification/547

Dated : 19/07/2024

**From:**

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

**To**

TANUJA KHATOON  
SK SAIFUL  
Keshabganj Chati, Greenland  
Rajbati,Burdwan Sadar  
Purba Bardhaman - 713104

**Sub:** Verification of documents of Candidates who opted for Madrasahs in E-Counselling of General Transfer in the post of Assistant Teacher in English(H/PG)

**Ref:** Application ID: GENTR29312

Madam/Sir,

With regard to the above subject and reference, I am directed to request you to appear before the **Verification Board No.-4**, constituted by the Commission at **Maulana Abul Kalam Azad Bhawan, DD-45, Salt Lake, Kolkata-700064** for verification of documents on **26/07/2024 at 10:30 AM**.

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/547/1(1)

Copy forwarded for information & necessary action to :

The Secretary /Administrator .  
PARAJ HIGH MADRASAH  
PURBA BARDHAMAN

**Secretary**

West Bengal Madrasah Service Commission