



*The West Bengal Madrasah Service Commission*

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

Memo No.:MSC/GT/Verification/987

Dated : 19/07/2024

**From:**

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

**To**

RUBINA SULTANA  
ABDUR RAZZAK  
EE-214/3, SECTOR-2, SALT LAKE, KOLKATA - 700091,  
WEST BENGAL, INDIA  
SALT LAKE SECH BHAWAN POST OFFICE,BIDHANNAGAR  
EAST POLICE STATION

**Sub:** Verification of documents of Candidates who opted for Madrasahs in E-Counselling of General Transfer in the post of Assistant Teacher in Work Education(Pass)

**Ref:** Application ID: GENTR32236

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 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

MemoNo :MSC/GT/Verification/987/1(1)

Date - 19/07/2024

Copy forwarded for information & necessary action to :

The Secretary /Administrator .  
DHANI PARA AZIZIA HIGH MADRASAH  
MALDA

**Secretary**

West Bengal Madrasah Service Commission