

The West Bengal Central School Service Commission ACHARYA SADAN 11 & 11/1, Block-EE, Salt Lake, Kolkata-700091

NOTICE

Memo. No. 1197/7016/CSSC/ESTT/2025

Dated: 16.06.2025

This is to notify for all prospective applicants that West Bengal Central School Service Commission has uploaded one Information Brochure in the website www.westbengalssc.com pertaining to the comprehensive details for submission of application forms in connection with the upcoming second State Level selection Test (AT), 2025 for the post of Assistant Teachers (for class IX-X and XI-XII) in different Govt. /Aided/Sponsored schools of the state. Prospective applicants are advised to read the Information Brochure carefully before proceeding with their applications.

West Bengal Central School Service Commission

INFORMATION -BROCHURE FOR

<u>HOW TO APPLY</u>

Important Dates and Information:

Candidates willing to apply for 2nd SLST (AT), 2025 may note the following:-

i) Submission Mode: Only through Online Application.

a) Website: www.westbengalssc.com

b) Online Application Submission date: 16-06-2025 (5pm) to 14-07-2025 (5pm)

Last date for deposit of Application fees: 14-07-2025 (11.59 PM).

ii) Date of the Test: The date will be announced in due course.

iii) Educational Qualification: As per Rule, 2025 and Notification dated 30.05.25.

iv) Duration of Test: 1 Hour 30 minutes. PH candidates will be provided 20 minutes of additional time.

v) Age: Minimum 21 years and maximum 40 on the first day of January, 2025

[However, upper age limit is relaxable by 5 years for Scheduled Caste/Scheduled Tribe Candidates, 3 Years for Other Backward Class Candidates and 8 years for the Physically Handicapped Candidates

Age relaxation will be given to such candidates who are eligible for age relaxation in terms of the directions contained in the judgment and order of the Hon'ble Supreme Court in Civil Appeal No. 4800 of 2024 dated 3rd April, 2025 read with order dated 17th April, 2025 in M.A. No. 709 of 2025]

vi) <u>Fees for Examination (excluding Bank/ Other payment-related charges, where applicable)</u>:

(a) Application fees for General, EWS & OBC candidates: 500/-

(b) Application fees for reserved (SC/ST/PH) candidates: 200/-

Fees once remitted shall not be refunded under any circumstances.

vii) Fees Payment Process: a) After successful submission of Application form one can pay the desired fees - through Internet Banking or Debit card/Credit Card/UPI etc.

viii) Language Of The Question Paper: Question Papers will be set in English and Bengali. In Language papers it will be in the same language. For Sanskrit, it will be in Bengali.

ix) <u>Syllabus:</u> As published in www.westbengalssc.com

x) TEST Patterns: 60 multiple choice-type questions. Each question carries 1(one) mark with four answer options of which one will be correct. The candidates will have to darken the chosen circles with Black Ball point Pen for correct response. There will be no negative marking. Candidates can take back duplicate copy of their OMRs.

Mode of submission of application:

A candidate with required qualification can apply at 2nd State Level Selection Test for Recruitment of Teachers for classes IX & X and/or classes XI & XII in Govt. aided / sponsored Secondary/Higher Secondary Schools only through online mode (no other mode is applicable / entertained)

Before applying online one should have to enter/keep the following information with him/her.

1) Name Of The Candidate: (Excluding Sri/Smt/Mr./Mrs./Dr. etc. as salutation as written in Madhyamik/Equivalent Certificate).

2) Date Of Birth.

3) Father's/Mother's Name: (Excluding Sri/Smt/Mr./Mrs./Dr. etc. as salutation as written in Madhyamik / Equivalent Certificate).

4) Post Applied For.

5) Previous Roll Number (Only who have been appointed in 1st SLST (AT), 2016 for Classes IX to XII).

6) Date of initial joining, if candidate wants to avail of experience score.

7) Medium Of Instruction Applied For

8) "Medium Of Instruction" Studied In (at the appropriate level of examination as specifically laid down in the Rules, 2025).

9) Category: Candidate's own category.

10) Gender Of Candidate.

11) Subject applying for: [Equivalence of subject may be referred when uploaded]

12) Academic Details: Full Marks, Marks obtained or Grade, Percentage of Marks obtained or Grade converted into Percentage (<u>It is the responsibility of the candidate</u> <u>to validate the conversion formula as per his claim</u>), Passing Year Of MP, HS, Graduation Level/Post Graduation or its Equivalent, Board/Council/University.

Percentage of marks at graduation level may be calculated in terms of any one of the following:

A) HONOURS

B) PASS

C) HONOURS+ PASS (AGGREGATE)

13) Professional Qualification Details: Full Marks, Marks obtained, Percentage of Marks obtained, University, Passing Year Of B.Ed. or its equivalent Degree as per Rule, 2025.

14) Religion

15) Communication Details: Full Mailing Address (Address With Pin Code, Mobile No/Contact Number, Email Id). The phone number and email id should be kept valid till the conclusion of the recruitment process. The Commission reserves its right to communication with the candidate through such modes.

16. Passport Size Photograph duly signed under as soft copy (30kb to 60kb in size).

NB: During Online application submission Do Not Click 'Back' Button and Do Not Click 'Refresh' Button.

Online Submission Process

a) At first eligible applicant should visit the official website of the School Service Commission <u>www.westbengalssc.com</u>.



b) **Click on Register Button**. The One Time Registration Form will appear. Please keep your basic details ready with you.



District			Gender
.	Select District		Select Gender
State			Email Address
	WEST BENGAL		Enter your email
VIN Cod	e		Mobile Number
	PIN CODE		C Enter your mobile number
LOGI	N INFORMATION :		Date of Birth
assword	d		Format : DD/MM/YYYY
a (Create password	8	
Ainimum	8 characters with at least one Capital Letter, one number and one spe	cial	Religion
haracter			III Select Religion
	Password	10000	COMMUNICATION DETAILS :
a (Confirm password	8	Address Line 1
l agre	ee to the Terms and Conditions		HOUSE NO, VILL/STREET ETC
	Register		Address Line 2
			PO, BLOCK/MUNI/PS

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 (along with signature) Upload (Size: between 30 KB and 60 KB 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 Bill desk)

Note: Please enter own email address and mobile number.

d) Login Page

If you do not want to complete the Total Application Process in one sitting, then you can logout and when you again come back, use the login window for entering into your dashboard.

	Candidate Login Access your candidate account
Candi	date ID
	Enter your candidate ID
_	Enter your candidate ID e Number
_	
Mobil	e Number Enter your mobile number
Nobil	e Number Enter your mobile number
Vlobil D Passw	e Number Enter your mobile number ord

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

e) Dashboard:

CANDIDATE NAME	Th	Ne We Welcome to Dashboard × Welcome to your dashboard! Here you can find all the important information.	ommission	Home Dashboard FAQ About	Contact
🛓 Profile [+> Logout	Dashboard [CANDIDA				#E Application Process
	A Not Uploaded	Got it!	≥ Status : 🔗 ING	Step 5 : Applications Total : 0 You have not applied yet! Apply Now	Step 6 : Payment Please Cick on the Payment Link in Dashboard after Submitting Application Form.
	# Activity	Time		Status	
	1 User registration	55 seconds ago		Completed	
	2 <u>Complete Your Profile</u>			Not Completed	

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

CANDIDATE NAME		0	The West Beng	gal School Servi	ice Commissio	N Home Dashboard FAQ Ab	out Contact
≗ Profile [♣ Logout	Dashl	ooard [CANDI	DATE ID : WBSSC25	60000102]			## Application Process
		1 : Photo t Uploaded (Photo Activity	Step 2 : Email emailaddress@gmail.co m •) Venty	Step 3 : Mobile 9830232323	Step 4 : Profile Profile Status : • PENDING Profile not Completed yet! •) Complete Profile	Step 5 : Applications Total : 0 You have not applied yet!	Step 6 : Payment Please Click on the Payment Link in Databoard after Submitting Application Form.
	#	Activity		Time		Status	
	1	User registration	e	55 secon	ids ago	Completed	

f) Upload Photo (with signature) (Step-1, Green Box) :

Click on the button 'Uplaod Photo'. The following page will come.

The V	lest Bengal School Service Commission	Home Dashboard FAQ About Contact Logout
	Conception of the second secon	
	No image selected	
	▲ Upload Image	
	© 2025 WBSSC. All rights reserved	L

After Uplaoding an image file a preview will be shown as follows :

The West Bengal School Service Commission Home Deathboard FAQ About Contact Logard	
Upload Image	
File uploaded as: WBSSC250000009 (rg $\qquad \qquad \qquad$	
Select JPG Image (Max 60KB)	
No image selected	
Dicose File	
Uploaded image	
For to Darkhourd	

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.

	e	The West Ben	gal School Serv	vice Commissio	N Home Dashboard FAQ A	About Contact
CANDIDATE NAME	Dashboard [CANI	DIDATE ID : WBSSC25	500000102]			## Application Process
Dashboard Profile Fe Logout	Step 1 : Photo Uploaded Change Photo Recent Activity	Step 2 : Email emailaddress@gmail.co m +0 Wordy	Step 3 : Mobile 983023223 ••3 Verity	Step 4 : Profile Profile Status : PENDING Profile not Completed yet! Complete Profile	Step 5 : Applications Total : 0 You have not applied yet!	Step 6 : Payment Pease Cick on the Payment Link in Databased after Submitting Application Form.
	# Activity 1 User registration 2 Complete Your F			Time 1 hour ago	Status Completer Not Completed	

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 :

	Verify OTP
We've sent in 5 minute Enter OTP	a 6-digit OTP to emailaddress@gmail.com. It will expire s.
	Verify
	Didn't receive OTP? Resend

After successfully entering email OTP, your email address will be verified. You will be

redireced to Dashboard again.

IDE JPG		0	The West Beng	gal School Serv	vice Commissio	N Home Dashboard FAQ A	bout Contact
CANDIDATE NAME	Dash	ooard [CANDIE	DATE ID : WBSSC25	60000102]			25 Application Process
♥ Dashboard ▲ Profile C+ Logaut	Chang	1 : Photo Ioaded e Photo	Step 2 : Email emailaddress@gmail.co m @ Email Verified	Step 3 : Mobile 9830232323 ••) Verify	Step 4 : Profile Profile Status: ● PENDING Profile not Completed yet! →2 Complete Profile	Step 5 : Applications Total : 0 You have not applied yet! •3 Apply Now	Step 6 : Payment Place Click on the Payment Lick in Deathboard After Submitting Application Form.
	Recent # 1 2	Activity Activity User registration Complete Your Profil	e		Time 1 hour ago	Status Complexed Net Completed	

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.

GOKE JPG	-	ОТ	he West Ben	gal School Serv	ice Commissio	N Home Dashboard FAQ A	bout Contact
CANDIDATE NAME	Dashboard	d [CANDID	ATE ID : WBSSC2	500000102]			記 Application Process
 健 Dashboard ♣ Profile € Logout 	Step 1 : Ph Uploaded Change Photo Recent Activity	# }	Step 2 : Email emailaddress@gmail.co m ● Email Vertted	Step 3 : Mobile 983023233 Mobile Verified	Step 4 : Profile Profile Status : PENDING Profile not Completed yet!	Step 5 : Applications Total : 0 You have not applied yet! Apply Now	Step 6 : Payment Please Click on the Poyment Link in Deaboard after Submitting Application Form.
	# Ac	tivity			Time	Status	
		er registration			1 hour ago	Completed	
	2 <u>Co</u>	mplete Your Profile				Not Completed	

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.

t	2 Education	3 Review & Submit
Name and Parent Name are not editable. Only for viewin My Existing Choice of Posts for Applying : CLASSES-IX-X I Would like to Apply For [Select at least one option] Class Level IX-X □ Class Level XI-XII Name	g. Parent Name	
CANDIDATE NAME	PARENT NAME	
Email Address	Phone Number	
emailaddress@gmail.com	9830232323	
Date of Birth	Category	
1978-12-12	sc	
Gender	Religion	
MALE	HINDUISM	
Address Line 1	Address Line 2	
BIDHANNAGAR	KOLKATA	
District	PIN	

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

1 Personal		2		3 Review & Sub	mit	
OMP + HS ♦ Old HS	f the degree conferring L Is carefully and correctly.	Iniversity.				
nease enter all required herd						
Examination	Board/University	Full Marks	Marks Obtained/Grade Point	Year of Passing	Percentage	
	Board/University	Full Marks	Marks Obtained/Grade Point	Year of Passing	Percentage	%
Examination	Board/University				-	
Examination Madhyamik (10th)				8		
Examination Madhyamik (10th)				8		
Examination Madhyamik (10th) Higher Secondary (12th)	Enable auto-calculation of	Percentage for Graduatio	Level(Uncheck If you are in Grading S	ystem]		%
Examination Madhyamik (10th) Higher Secondary (12th)	Enable auto-calculation of	Percentage for Graduatio	Level[Uncheck if you are in Grading S	ystem]		%
Examination Madhyamik (10th) Higher Secondary (12th) Graduation	Enable auto-calculation of Enable auto-calculation of Enable auto-calculation of	Percentage for Graduatio	Image: Second Seco	ystem]		%
Examination Madhyamik (10th) Higher Secondary (12th) Graduation	Enable auto-calculation of Enable auto-calculation of Enable auto-calculation of	Percentage for Graduatio	n Level[Uncheck If you are in Grading S	ystem]		%

Please fill in your academic details in the above form. Additional Qualification is Optional.

The incumbents whose marks are awarded according to Grading System, can uncheck the checkbox from each row for Graduation, Post Graduation and Bachelor Of Education, as applicable. 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.

	🚽 🔜 🔜 🔜	Time Registra	vice Commis		
	Complete the form belo	w to add academic c	letails to your profile		
					_
1 Personal Info		2 Education			
Review Your Profile		EOKE JPG			
Name: CANDIDATE NAME Parent Name: PARENT NAME Email: emailaddress@gmail.com Phone: 983023223		Date of Birtl Category: S(Gender: MA Religion: HI	LE		
Address Line 1: BIOHANNAGAR Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BENGAL					
Address Line 2: KOLKATA District: KOLKATA PIN: 700091	Board/University	Full Marks	Marks Obtained	Year	Percentage
Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BENGAL	Board/University WBSE	Full Marks	Marks Obtained	Year 2010	Percentage 80.00
Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BEINGAL Examination 10th (MP)					
Address Line 2: KOLKATA District: KOLKATA PINE 700091 State: WEST BENGAL Examination 10th (MP) 12th (HS)	WBBSE	1000	800	2010	80.00
Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BENGAL Examination 10th (MP)	WBBSE	1000	800	2010	80.00
Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BENGAL Examination 10th (MP) 12th (HS) 12th (Old HS) Graduation	WBBSE WBHSE CU	1000 1000 1000	800 800 800	2010 2012 2015	80.00 80.00 80.00
Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BENGAL Examination 10th (MP) 12th (HS) 12th (Old HS) Graduation Post Graduation	WBBSE WBHSE CU CU	1000	800	2010 2012	80.00
Address Line 2: KOLKATA District: KOLKATA PIN: 700091 State: WEST BENGAL Examination 10th (MP) 12th (MS) 12th (Old HS) Graduation	WBBSE WBHSE CU	1000 1000 1000	800 800 800	2010 2012 2015	80.00 80.00 80.00

Click on the Button 'Submit Profile' Form. If successully 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, you 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 circumstances.

j) Application for the Post of Assistant Teacher (Step-5, Black Box) :

Click on the Button 'Apply Now'.

Please provide your application specific inform	ation
Applicant Name : CANDIDATE NAME	
Category : SC	
Gender : MALE Class Level*	
Select Class Level	~
Please select the class level	
 Do you want to avail of age relaxation in terms of ord Hon'ble Superme Court in Civil Appeal No. 4800 of 2024 April, 2025 Are you working as Assistant Teacher in any Aided/S School under West Bengal Government? 	l dated 3rd
Subject *	
Select a subject	~
Please select the subject applying for	
Medium of Instruction *	~
Please select the medium of instruction applying for	
rease select the median of instruction apprying for	
Studied in : *	
Studied in : * MADHYAMIK	
Studied in : * MADHYAMIK H.S./OLD H.S.	
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION	
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION	
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION POST GRADUATION	~
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION POST GRADUATION Preferred Venue District* Select Preferred Venue District	~
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION POST GRADUATION Preferred Venue District* Select Preferred Venue District Please select the preferred district	~
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION OPOST GRADUATION Preferred Venue District* Select Preferred Venue District Please select the preferred district Venue Area *	Y
Studied in : * MADHYAMIK H.S./OLD H.S. GRADUATION POST GRADUATION Preferred Venue District* Select Preferred Venue District Please select the preferred district	~
MADHYAMIK H.S./OLD H.S. GRADUATION POST GRADUATION Preferred Venue District* Select Preferred Venue District Please select the preferred district Venue Area *	~

2025

Fill in the required fields and Click Submit Application.

	Thank You!
	Your Application form has been submitted successfully.
We've	received your information and will get back to you shortly. A confirmation email has been sent to your address.
	Need help? <u>Contact our support team</u>

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

	The West Bengal School Service Commission Home Destributed FAQ About Contact							
CANDIDATE NAME	CANDIDATE NAME Dashboard [CANDIDATE ID : WBSSC2500000102]							
 ⑦ Dashboard ▲ Profile E+ Logout 	⊘ Uplo		Step 2 : Email emailaddress@gmail.co m @Email Venfled	Step 3 : Mobile 9830232323 ● Mobile Verified	Step 4 : Profile Profile Status : • APPROVED	Step 5 : Applications Total : 1	Step 6 : Payment Please Click on the Payment Link in Dashood after Submitting Application Form.	
	Recent A	ctivity						
	#	Activity		Time		Status		
	1	User registration		2 hours ag	ю	Completed		
	2	Profile Finalization		21 minute	s ago	Completed		
	SI. No.	Application ID	Application Details	Application Status	Payment Status/ Re	eceipt Applicati	on Form	
	1	22125750000075	BENGALI(GRAD)	Not Completed	Pay Now	S Appli	cation Form	

k) Payment (Step-6, Sky Blue Box):

Click on the Pay Now Button from the Recent Activity panel. This will redirect you to a Payment Review form.

	Complete your payment securely	
Fees Detai	Is	
Name : CANDID	ATE NAME	
Candidate ID : V	/BSSC2500000102	
Application ID :	22125750000075	
Mobile Number	: 9830232323	
Fees : Rs 200/-		
	🚔 Pay Rs 200/-	
	Your payment is secured with 256-bit SSL encryp	tion

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).

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 be re-directed to the Commission's website (Do not Press Back/Refresh Button during Payment Process) and one can print the payment report instantly.

← → C O A ≈ pgit	villdesk.com/pgidsk/ProcessPayment;jsessionid=0000XKYOF-DkyeNcT7CnUP7L6el:1a7ou2mi9?v	wpage=mBIGhPvKx ☆ ♡ ⊻ ② む ≡
Credit Card Debit Card Debit Card	Pay by Credit Card Pay by Credit Card VISA RuPay> Card Number Enter card number	Merchant Name West Bengal School Service Commission Payment Amount: ₹ 200.00
	Expiration Date CVV/CVC Month Year Card Holder Name Enter card holder name	
	Make Payment Cancel	

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, Candidate's Portion of payment confirmation for future reference. 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 nonacceptance of any correction/addition/deletion in any particulars once filled in the Application Form whatsoever the reasons may be.

Commission shall not charge any extra charge except the fees mentioned in the Notification. However, bank charges may apply.

Commission Helpline Numbers: 9051176400 9051176500

[(11 AM- 6 PM) from 17.06.25 till 14.07.25 on all working days for general query] Bill Desk helpline number (only for payment related queries) :

Candidates can either mail / call for payment related queries during official hours (10 A.M to 6 P.M) $\,$

Land Line Number : 033-40035101

Email ID : <u>kolkataops@billdesk.com</u>

Kindly Note : The candidates need to provide the below mentioned details for our team to query the payment details

- 1. Customer/ Student ID
- 2. Application ID
- 3. Date of Transaction
- 4. Amount of Transaction

It may take at least two working days to resolve payment related queries.