The West Bengal Central School Service Commission

ACHARYA SADAN
11 & 11/1, Block-EE, Salt Lake, Kolkata-700091

<u>NOTICE</u>

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.

Secretary
West Bengal Central School Service Commission

INFORMATION -BROCHURE FOR

HOW TO APPLY

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) **Fees for Examination (excluding Bank/ Other payment-related charges, where applicable):**

     (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.

<u>Mode of submission of application</u>:

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.
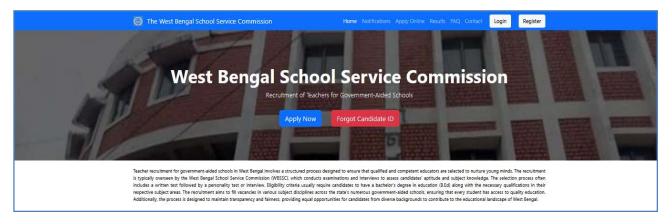
7) Medium Of Instruction Applied For

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 (*It is the responsibility of the candidate to validate the conversion formula as per his claim*), 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:
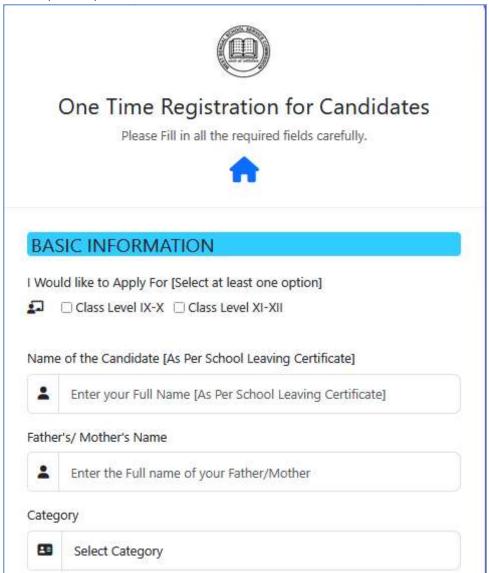
A) HONOURS
B) PASS
C) HONOURS+ PASS (AGGREGATE)

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).

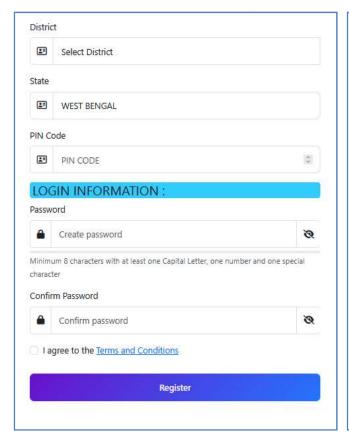NB: During Online application submission Do Not Click 'Back' Button and Do Not Click 'Refresh' Button.
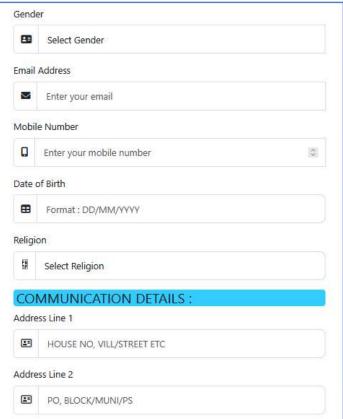
Online Submission Process

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

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

PIN Code		Mobile Number	
	PIN CODE		Enter your mobile number

LOGIN INFORMATION :

Password

🔒 Create password 🚫

Minimum 8 characters with at least one Capital Letter, one number and one special character

Confirm Password

🔒 Confirm password 🚫

☐ I agree to the Terms and Conditions

Register

Date of Birth

📅 Format : DD/MM/YYYY

Religion

Select Religion

COMMUNICATION DETAILS :

Address Line 1

HOUSE NO, VILL/STREET ETC

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.
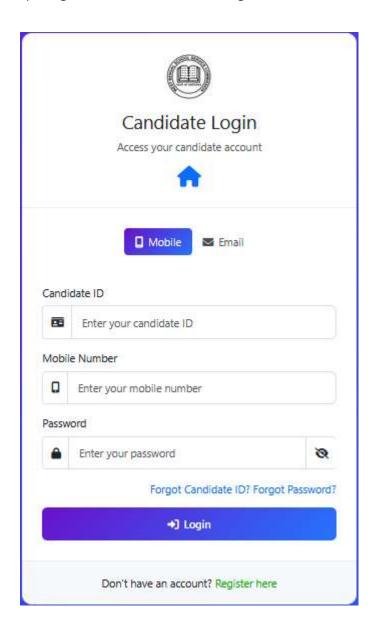
To complete your application process you need to fulfill the following five requirements (All links are available in Dashboard):
i) Photo (along with signature) Upload (Size: between 30 KB and 60 KB Type : JPG)
ii) Email Verification (Email OTP will be sent to your registered Email Address)
iii) Mobile 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)
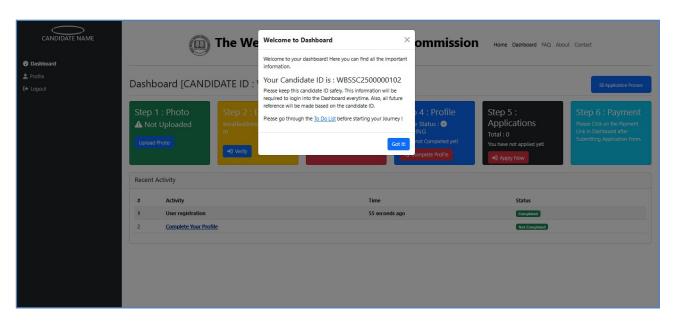Note: Please enter own email address and mobile number.

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.
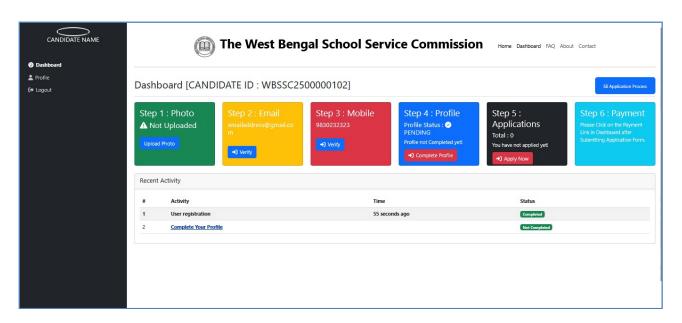
Candidate Login

Access your candidate account

📱 Mobile   ✉ Email

Candidate ID

📇 Enter your candidate ID

Mobile Number

📱 Enter your mobile number

Password

🔒 Enter your password   👁

Forgot Candidate ID? Forgot Password?

➔] Login

Don't have an account? Register here

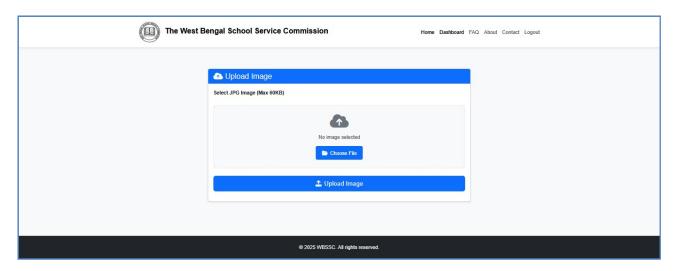**Note** : You can login using Candidate ID, Email or Mobile and Password.

e) Dashboard:

A welcome pop-up message will come. Please record your auto-generated Candidate ID and Click 'Got It'.
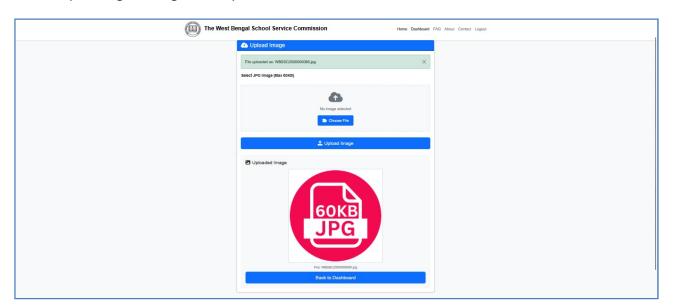
f) Upload Photo (with signature) (Step-1, Green Box) :

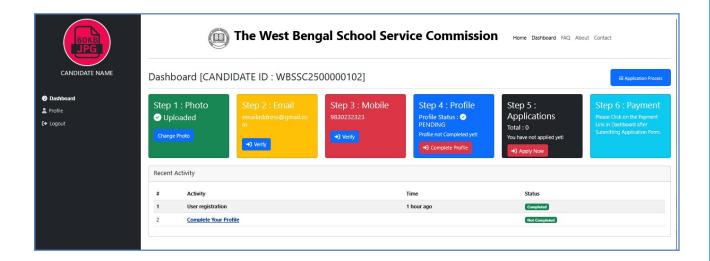Click on the button 'Uplaod Photo'. The following page will come.

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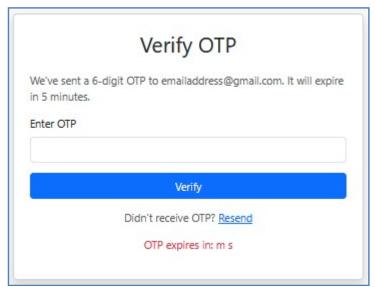

Click on Back to Dashboard. You will see the Photo in the Profile section.

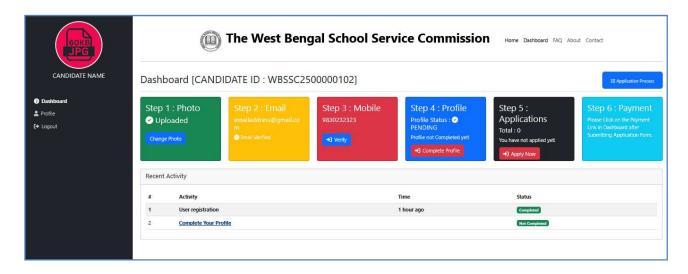Note : You can change your photo, if required till finalization of your profile.

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 :
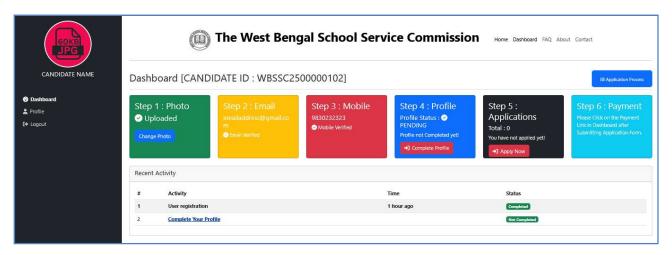

After successfully entering email OTP, your email address will be verified. You will be
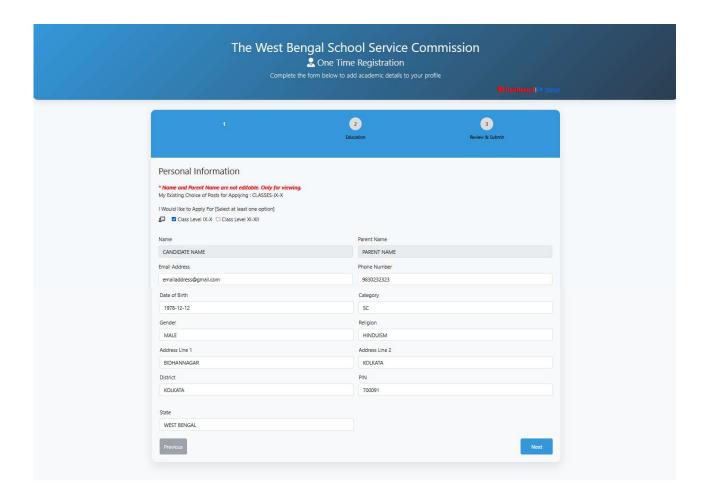
redireced to Dashboard again.

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.
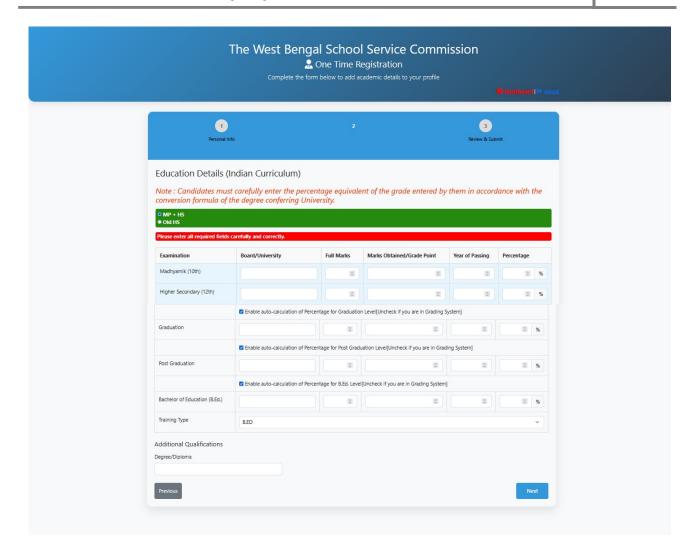

i) Profile Completion (Step - 4, Blue Box) : Please keep your educational qualification related testimonials ready in this step. Click on Complete Profile Button. A Profile Completion form will appear. Here, Three tabs will be loaded i) Personal Information. ii) Education iii) Review & Submit.

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.

If no change required, just view it and proceed to next tab by clicking on Next Button.
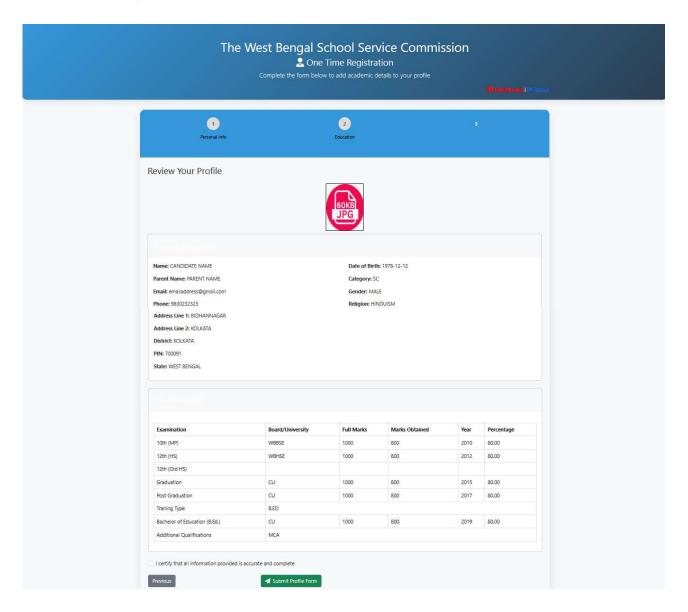
Please fill in your academic details in the above form. Additional Qualification is Optional.
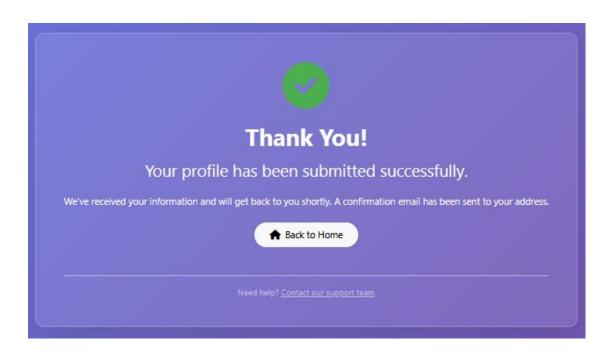
The incumbents whose marks are awarded according to Grading System, can uncheck the checkbox from each row for Graduation, Post Graduation and Bachelor Of Education, as applicable. By unchecking the checkbox, the form will allow the percentage to be entered manually.

After entering the mandatory information as per required eligibility criteria, click on Next button.

The third tab is for Review and Submit.

Click on the Button 'Submit Profile' Form. If successfully submitted the following confirmatory page will appear :
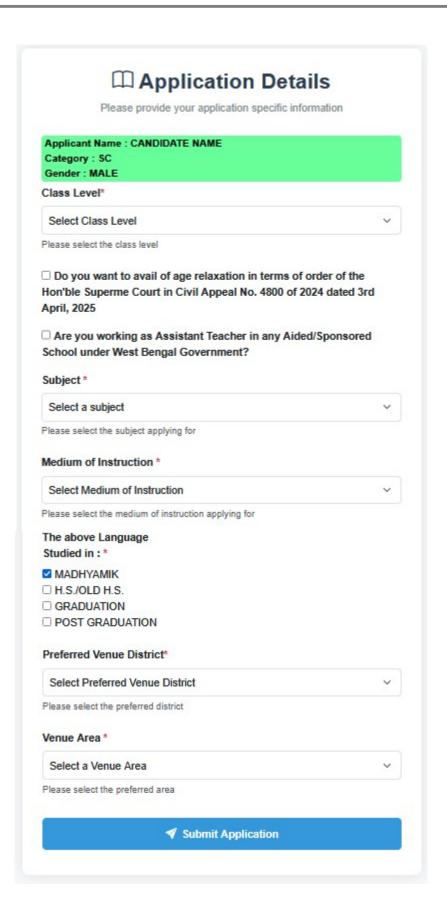
Now your Profile is Complete. If, there is still to be edited some fields/items you can do that by clicking on the Edit option beside the Profile creation (In Activity Column available in Dashboard). When you are ready to finalize your profile, just click on the Button 'Finalize your Profile'.

Before Finalization, you may see your profile from Profile section (Link available in the left menu).
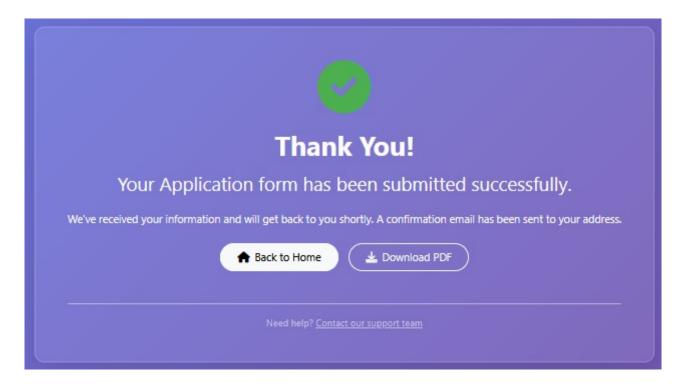
Note : After finalization of Profile, you shall not be able to edit your profile, under any circumstances.

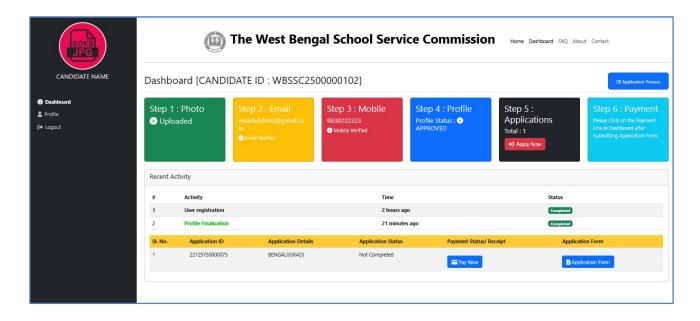**j) Application for the Post of Assistant Teacher** (Step-5, Black Box) :

Click on the Button 'Apply Now'.

📖 Application Details

Please provide your application specific information

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 order of the Hon'ble Superme Court in Civil Appeal No. 4800 of 2024 dated 3rd April, 2025

☐ Are you working as Assistant Teacher in any Aided/Sponsored School under West Bengal Government?

Subject *

Select a subject ⌄

Please select the subject applying for

Medium of Instruction *

Select Medium of Instruction ⌄

Please select the medium of instruction applying for

The above Language
Studied in : *

☑ MADHYAMIK
☐ H.S./OLD H.S.
☐ GRADUATION
☐ POST GRADUATION

Preferred Venue District*

Select Preferred Venue District ⌄

Please select the preferred district

Venue Area *

Select a Venue Area ⌄

Please select the preferred area

◀ Submit Application

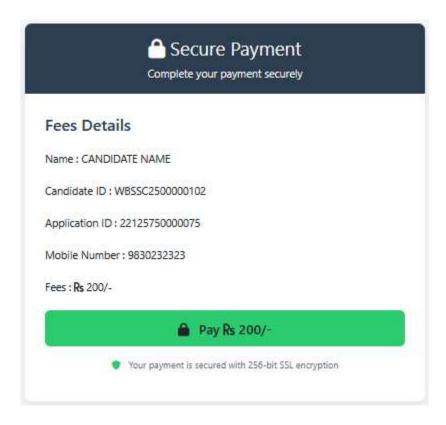Fill in the required fields and Click Submit Application.

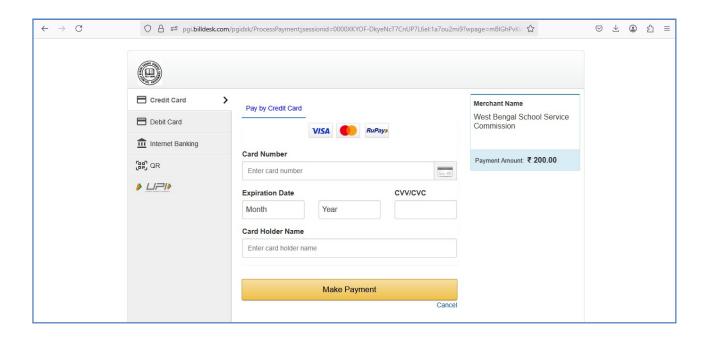By Clicking on the Button, Back to Dashboard you will be redirected to Dashboard.

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.

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.

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 non-acceptance 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   : kolkataops@billdesk.com

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.