

PART I

To,
The Secretary,
West Bengal Central School Service Commission
Acharya Sadan, 11 & 11/1, Block EE, Salt Lake,
Kolkata – 700 091.

I do hereby apply for my mutual transfer in terms of the West Bengal School Service Commission (Mutual Transfer) Rules, 2012 giving the following particulars:-

1. Name of the applicant (in Capital letters) :
2. i) Name of the post, in which he/she is now working :
(in case on the both Assistant Teacher & non-teaching staff)

ii) Pay in the Pay Band and Grade Pay (Pay Scale) :

iii) Pay in the Pay Band and Grade Pay on the date of application :
3. i) Name of school where he/she is employed at present (in Capital letters) :

ii) Address of the school (in Capital letters) :

iii) Telephone number of the school with STD code :

iv) Category of post (whether General/S.C./S.T./O.B.C./PH) :

v) Nature/type of the school(Boys'/Girls'/ Co-education) :

vi) Status of the School (Jr. High/High/Higher Secondary) :

vii) Medium of instruction against which appointment has been made :

viii) Working Shift (Morning/Day) :
4. i) Date of Birth of the applicant as per service records :

ii) Date of joining the present school :

iii) Date of retirement on superannuation :

iv) Academic qualifications as considered by the School Service Commission/or any other authority :
5. Whether appointment has been made through the recommendation of the West Bengal School Service Commission :

a) if yes, mention the year of Regional Level Selection Test in which he/she was selected :

b) if yes, mention the Memo Number of Recommendation Letter of West Bengal Regional School Service Commission :

6. Subject taught at present (in case of Assistant Teacher) :
7. The reason, in brief, for seeking such a transfer :
8. Name of the Bank with branch and date and Number of the Bank Draft :
9. Name of the person with whom mutual transfer is sought for (in Capital letters) :
(Enclose a complete copy of the application of the person, as without this application for mutual transfer shall not be processed)
10. Name of the post, in which he/she is now working :
(in case on the both Assistant Teacher & non-teaching staff)
- 11)
 - i) Name of the school where he/she is employed at present (in Capital letters) :
 - ii) Address of the school (in Capital letters) :
 - iii) Telephone number of the school with STD Code :
 - iv) Category of post (whether General/S.C./S.T./O.B.C./PH) :
 - v) Nature/type of the school (Boys/Girls/Co-Education) :
 - vi) Status of the School (Jr. High/High/Higher Secondary) :
 - vii) Medium of instruction against which appointment has been made :
 - viii) Working Shift (Morning/ Day) :
12.
 - i) Date of Birth as per service records of the person with whom mutual transfer is sought for :
 - ii) Date of joining the present school :
 - iii) Date of retirement on superannuation :
 - iv) Academic qualifications as considered by the School Service Commission/ or any other authority :
13. Whether appointment has been made through the recommendation of the West Bengal School Service Commission :
 - c) if yes, mention the year of Regional Level Selection Test in which he/she was selected :
 - d) if yes, mention the Memo Number of Recommendation Letter of West Bengal Regional School Service Commission :
14. Subject taught at present (in case of Assistant Teacher) :

Declaration of the applicant

I, the applicant of above-named do, hereby, declare that all particulars given in this Application Form are true and correct and if at any point of time it is found by any of the authorities that the particulars given in this application is not correct or false and fabricated, appropriate action against me can be taken by any of the authorities relating to my service and my service can also be terminated as a result of such action against me by the appropriate authority.

I sign PART I of this application Form and the above declaration, being conscious about the particulars mentioned in this Form and the effect of the above declaration.

(Signature with full name of the applicant)

PART II

NO OBJECTION AND DECLARATION OF SCHOOL

This school has no objection if Sri/Smt..... designation
Subject taughtis transferred as prayed for and we the undersigned : 1. Secretary of Managing Committee/ Administrator of the School and 2. Headmaster/Headmistress/ Teacher-in-charge of the school declare that the particulars mentioned in paragraphs 2,3 and 4 of PART I of this application Form are true and correct as per the records maintained by the school and no such particulars are incorrect.

(Signature with full name and official seal of the
Secretary of the Managing Committee or Administrator of the School)

(Signature with full name and official seal of the
Headmaster/Head Mistress/Teacher-in-charge of the School)

.....
(Office copy)

I do hereby submit this application to the Office of the West Bengal Central School Service Commission, Acharya Sadan, 11 & 11/1, Block-EE, Salt Lake, Kolkata -700091.

Date:

(Full name and full signature of the applicant)
(Signature & Office Seal)

(Applicant's copy)

I do hereby submit this application to the Office of the West Bengal Central School Service Commission, Acharya Sadan, 11 & 11/1, Block-EE, Salt Lake, Kolkata-700091.

Date:

(Full name and full signature of the applicant)
(Signature & Office Seal)

By order of the Governor
(Vikram Sen)
Pr. Secy. to the Govt. of West Bengal