



Govt. of West Bengal
Directorate of Vocational Education & Training
Action Area : III, Plot : B-7 , New Town, Rajarhat, Kolkata-700160
E-mail : wbdvet@gmail . com

Memo No. 157-VET/2022-23

Date:26.08.2022

MEMORANDUM

Pursuant to the letter No. A-59-PSC(A) dated the 14th June, 2022 of Public service Commission, West Bengal followed by G.O. No. I/210755/2022 dt 01.08.2022 of TET&SD Department, each of the hitherto 4(four) qualified candidates, as given in the Table-1 below, whose names have been recommended by the Public Service Commission, West Bengal for appointment to the post of **Lower Division Clerk and Cashier through Clerkship Examination, 2019 in the Directorate of Vocational Education and Training** against their **Advt. No. 05/2019** are hereby requested to report physically to this Directorate along with all certificates / testimonials **in original**, duly filled in Verification Roll Forms etc. for verification as detailed in the Table-2 below.

Table-1

Name of the posts	Sl. No	Merit position	Roll No.	Name	Category	PH	Ex-SM	MSP	Recommended against Vacancy
LDC	1	298	0126126	ABHISHEK GOSWAMI					UR
	2	305	0126070	SUDIP MAJI					UR
	3	4242	1827789	PRABIR HALDER	SC				SC
Cashier	1	4256	0705321	RAHUL MONDAL	SC				SC

Table-2

Name of the Post (1)	Sl. No. in the PSC Recommendation list (2)	Date and Time (3)	Venue (4)	General Instructions and list of documents which are to be submitted by the candidate at the time of verification (5)
1. LDC	1 – 3	06.09.2022; 11.30 A.M. to 2.00 P.M	Room No. 316, 3 rd Floor, Karigari Bhawan, B/7, AA – III, New Town, Kolkata - 700160	i. All Certificates/Testimonials, etc. in original and 2 sets of self-attested copies (educational documents, caste certificate, if any, certificate of proof of MSP/Ex-SM/PD category, two copies of same photograph as furnished in the application form of PSC); ii. An Accepting letter (as per format to be downloaded from the official website of the department of TET&SD, www.wbtetsd.gov.in or from the personal communication via email id furnished in PSC application form and by speed post to the address furnished in PSC application form) mentioning A) His/ Her Communication Number and the name and address of concerned office of DIB / Police Commissionerate. B) Whether Police Verification/ Medical Examination has been done previously:

				<p>a) if yes, give details of current employer from whom the PVR is to be collected;</p> <p>b) if no, submit 2 (two) sets of duly filled in Verification Roll Forms in original (the blank VR Form is to be downloaded from the official website of the department of TET&SD, www.wbtetsd.gov.in or from the personal communication via email id furnished in PSC application form and by speed post to the address furnished in PSC application form).</p> <p>Self-attested photocopy of proof of date of birth (Madhyamik or equivalent certificate), Caste Certificate for the candidates belong to SC/ST/OBC-A/OBC-B category, NCL (Non Creamy Layer) certificate in current date for OBC candidate and certificate as proof of MSP/Ex-SM/PD category should be enclosed with each of the VR form.</p> <p>c). Special attention needs to be given while filling up verification roll so that no point is left blank.</p>
--	--	--	--	--

The documents which are to be submitted by the candidate are mentioned in the **column (5)** of the Table-2 above.

The candidates are also requested to follow the health protocol such as maintaining social distancing, wearing mask and sanitization of hands during verification.

- Encl: 1. Blank Verification Roll Form
2. Accepting Letter Format

Director of Vocational Education & Training
West Bengal

Verification Roll

Passport size recent
colour photograph

1.	Name in full (in block capitals) with aliases, if any. (Please indicate if you have added or dropped, at any stage, any part of your name or surname).	Surname	Name
2.	The name of the post and service applied for		
3.	Present address in full (i.e. village, thana and district or house number, lane/street and road, PIN)		
4.	<p>(a) Home address in full (i.e. village, thana and district or house number, lane/street and road, PIN)</p> <p>(b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that Dominion or migration to Indian Union</p>		

5. Particulars of places where you have resided for more than one year during the preceding five years:

From	To	Residential address in full (i.e. village, thana and district or house number, lane/street and road, PIN)

6. (a) Father's name in full with aliases, if any (a)
- (b) Present postal address (if dead give last address) (b)
- (c) Permanent home address (c)
- (d) Profession (d)

(e) If in service, give designation and official address (e)

7. (i) Nationality of -

- (a) Father (a)
(b) Mother (b)
(c) Husband (c)
(d) Wife (d)

8. (a) Exact date of birth

(
a)

[To be supported by Birth Registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board]

(b) Present age (b)

(c) Age of Matriculation/School Final (c)

9. (a) Place of birth, district and State in which it is situated (a)

(b) District and State to which you belong (b)10.(a) State your religion :

(b) Are you a member of a scheduled cast/ scheduled tribes/OBC, Answer "Yes" or "No" and if the answer is "Yes" state the name thereof :
[Copy of certificate to be attached]

11. Educational qualification showing place of education with years in schools and colleges:

Name of School/College with full address	Date/Year of entering	Date/Year of leaving	Examination passed

12. If you have at any time been employed give details:

Designation of post held or description of work	Period	Full address of the Office/Firm/Institution and reasons for leaving previous service

13. Have you ever been convicted by a court of any offence or charge-sheeted by the police in connection with any criminal proceeding? If so,

the full particulars of the case should be given. :

14. Names of two responsible persons of your locality or two referees to whom you are known : (1).....
(2).....
-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date.....

Signature of Candidate.....

Place.....

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority
prescribed by the appointing authority)

Certified t h a t I have known

Shri/Shrimati

son/daughter of Shri..... for the last
.....years months and that to the best of my knowledge and belief the particulars
furnished by him/her are correct.

Date.....

Signature

.....

Place.....

Designation or status and address

.....

...

.....

...

Directorate of Vocational Education & Training

**Karigari BhawanB/7,
Action Area-III, New
Town, Rajarhat,
Kolkata-160.**

[Signature and designation of the
Issuing Officer and the name of
the office with full address and
date]

FORMAT FOR LETTER OF ACCEPTANCE

From: Name of Candidate with address with Pin code

.....
.....

Self-attested
Passport size
recent photograph

To: Director of Technical Education & Training
Karigari Bhawan (3rd Floor)

Action Area: III, Plot: B/7, New Town Rajarhat, Kolkata-700 160

Sir,

1. I am accepting your offer for the post of LDC/ Cashier (Please tick the appropriate one) through Clerkship Examination -2019 against Advt. No. 05/2019 of PSC, WB.
2. My Communication Number:
3. Name and address of office of DIB (**District Intelligence Branch**) / Police Comissonerate with Pin code: (If Police Verification not done previously)

Designation:.....

Name of the office:.....

Road / Street:.....

Village / Town/ Locality:.....

P.O.....

District..... State:.....

PIN:.....

4. Communication address of the Concerned Issuing Authority of Caste Certificate: (For SC/ ST/ OBC-A/ OBC-B category only)

Designation:.....

Name of the office:.....

Road / Street:.....

Village / Town/ Locality:.....

P.O.....

District..... State:.....

PIN:.....

5. Communication address of the Concerned Issuing Authority for MSP/ EX-SM category only:

Designation:.....

Name of the office:.....

Road / Street:.....

Village / Town/ Locality:.....

P.O.....

District..... State:.....

PIN:.....

6. Communication address of the Concerned Issuing Authority of PD Category only:

Designation:.....

Name of the office:.....

Road / Street:.....

Village / Town/ Locality:.....

P.O.....

District..... State:.....

PIN:.....

7. Name and address of current employer (in whose case Police Verification and Medical Examination have been done previously)

Designation:.....

Name of the office:.....

Road / Street:.....

Village / Town/ Locality:.....

P.O.....

District..... State:.....

PIN:.....

Name in Full (Block Capital):.....

Date:.....

.....
(Full Signature of the Candidate)
Post of LDC/ Cashier/
(Strike out the not applicable options)

Serial No.....& Merit Positionas per
PSC Recommendation List: