

## **GUIDELINES FOR APPLICATION THROUGH THE TATHYA MITRA KENDRAS**

### **A) ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS –**

- The Commission extends facility to submit application through about 1800 Tathya Mitra Kendras set up by the Govt. of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Tathya Mitra Kendras (**list provided in the website**) with all particulars and a passport size photograph. The authorized staff of the Kendra will fill up the online application form on the basis of information provided by the applicant.
- He / She will also scan the photograph and signature of the applicant and upload it.
- **CANDIDATES MUST CHECK ON SCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ONLINE PAYMENT.**
- The Examination fees and / or Processing fees have to be paid to the Tathya Mitra Kendras. The Kendra will take Service charge of **Rs. 20/- extra** for filling up of the form and uploading the same along with Scanned Copies of Candidate's Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
  - ✓ All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Rs. 240/-** only [**Examination fees - Rs. 200/-** , **Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-** ] to the authorized staff of the Tathya Mitra Kendra, while
  - ✓ Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Rs. 40/-** only [**Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-** ] to the authorized staff of the Tathya Mitra Kendra.
- **UNDER NO CIRCUMSTANCES CANDIDATES SHALL PAY ANY AMOUNT IN EXCESS OF THE FEES AND CHARGES MENTIONED ABOVE TO THE AUTHORISED STAFF OF THE TATHYA MITRA KENDRAS.**
- AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORISED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT A PRINTED RECEIPT WITH REGISTRATION NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.
- CANDIDATES MUST KEEP THE RECEIPT WITH THEM AND NOTE DOWN THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY.
- Candidates may contact Commission through e-mail at [adm.ssc-wb@nic.in](mailto:adm.ssc-wb@nic.in) to report any kind of non-cooperation from any of the Tathya Mitra Kendras, with details of the concerned Kendra.

## **B) OFFLINE SUBMISSION-**

- **THE OFFLINE APPLICATION FORM MUST BE DOWNLOADED FROM THE COMMISSION'S WEBSITE [www.wbssc.gov.in](http://www.wbssc.gov.in) ONLY. TATHYA MITRA KENDRAS have been authorized by the Commission to sell these forms at a price of Rs. 6/- per form by directly downloading it from the Commission's website in front of the applicant and printing thereafter.**
- **THE OFFLINE APPLICATION FORM AS DOWNLOADED MUST BE PRINTED ON BOTH SIDE OF A 75 GSM A4 SIZE WHITE PAPER. ANY FORM WHICH IS NOT PRINTED ON THE PAPER SIZE AND TYPE AND MANNER AS SPECIFIED ABOVE SHALL BE REJECTED STRAIGHTWAY BY THE COMMISSION.**
- **DURING DOWNLOADING OF EACH APPLICATION FORM, A UNIQUE NUMBER WITH BAR CODE WILL APPEAR IN THE FORM. NO FORM WITHOUT THE UNIQUE NUMBER AND BAR CODE SHALL BE ACCEPTED BY THE COMMISSION.**
- **APPLICANTS SHALL NOT USE XEROX / TYPED / HAND WRITTEN / PRINTED / SCANNED COPY OF THE FORM. SUCH APPLICATIONS WILL BE REJECTED SUMMARILY.**
- **APPLICANTS MUST TAKE CARE THAT THE FORM IS DOWNLOADED AND PRINTED IN FRONT OF THEM FROM COMMISSION'S WEBSITE, AS EACH FORM CARRIES A UNIQUE NUMBER AND BAR CODE. IF IT IS NOT ENSURED, FORM CARRYING SAME NUMBER AND BAR CODE MAY BE USED BY DIFFERENT APPLICANTS WHICH MAY ULTIMATELY LEAD TO COMPLICATIONS OF SAME REGISTRATION NUMBER FOR DIFFERENT CANDIDATES, WHICH MAY ULTIMATELY LEAD TO CANCELLATION OF CANDIDATURE.**
- **HENCE, CANDIDATES SHOULD NOT PURCHASE THE FORM FROM ANY STREET VENDORS, ETC, WHO SELL PRINTED FORMS FOR VARIOUS RECRUITMENTS BY COPYING PRESCRIBED FORMS.**
- **THE COMMISSION SHALL NOT BE HELD RESPONSIBLE FOR CANCELLING ANY FORM DUE TO USE OF FORM WITH SAME NUMBER AND BAR CODE. CANDIDATURE OF ALL SUCH CANDIDATES USING FORM HAVING SAME NUMBER AND BAR CODE SHALL BE REJECTED STRAIGHTWAY DURING PRELIMINARY SCRUTINY.**
- **IN CASE OF SUBMISSION OF APPLICATIONS OFFLINE, THE AMOUNT OF EXAMINATION FEES AND / OR PROCESSING FEES MUST BE DEPOSITED IN ANY OF THE POST OFFICES HAVING E-PAYMENT FACILITY. THE FACILITY WILL BE AVAILABLE IN MORE THAN 700 POST OFFICES OF WEST BENGAL (LIST OF POST OFFICES IS AVAILABLE IN COMMISSION'S WEBSITE [www.wbssc.gov.in](http://www.wbssc.gov.in)).**
- **THE CONCERNED POST OFFICE WILL GIVE A RECEIPT AGAINST DEPOSIT OF EXAMINATION FEES AND / OR PROCESSING FEES, WHICH MUST BE PASTED AT THE SPACE PROVIDED FOR AFFIXING THE RECEIPT IN THE APPLICATION FORM (PAGE 2).**

- The Candidates will have to pay a sum of **Rs. 6/-** as Service Charge to the Postal Department against each such e- payment of either **Rs. 220/-** or **Rs. 20/-**, whichever is applicable.

**AFTER AFFIXING THE ORIGINAL POSTAL e-PAYMENT RECEIPT THE CANDIDATE MUST PUT HIS / HER FULL SIGNATURE THEREON.**

**OFFLINE APPLICATIONS WITH ORIGINAL e – PAYMENT RECEIPTS OF REQUISITE AMOUNT PASTED ON PAGE 2 OF THE SAID FORM WILL ONLY BE ACCEPTED BY THE COMMISSION FOR FURTHER PROCESSING.**

**NO OTHER INSTRUMENTS LIKE POSTAL ORDER / MONEY ORDER / CHEQUE / BANK DRAFT / CASH ETC. SHALL BE ACCEPTED AS AN INSTRUMENT FOR DEPOSITING EXAMINATION AND / OR PROCESSING FEES. APPLICATIONS ACCOMPANYING THE SAID INSTRUMENTS SHALL BE REJECTED SUMMARILY AND THE AMOUNT SHALL BE FORFEITED AND DEPOSITED TO THE APPROPRIATE GOVERNMENT HEAD OF ACCOUNT.**

The filled up application form may be sent by post (preferably by Registered or Speed Post) addressed to the “**SECRETARY-CUM-CONTROLLER OF EXAMINATIONS, WEST BENGAL STAFF SELECTION COMMISSION, Mayukh Bhaban, Salt Lake, Kolkata - 700091**” superscribing on the envelop the **NAME OF THE RECRUITMENT** and the **NAME OF THE POST** applied for. The same should reach this office positively within the last date and time of submission of application.

The filled up application forms may also be submitted personally in the drop box to be kept at the enquiry counter of the Commission’s office at Mayukh Bhavan (Ground floor), Salt Lake, Kolkata-700091, **BETWEEN 11.00 A.M. AND 4.00 P.M. ON ALL WORKING DAYS (EXCEPTING SATURDAYS, SUNDAYS AND OTHER STATE GOVT. HOLIDAYS).**

**Applications must reach the office of the commission (either by post or submitted in the drop box at Commission’s office) on or before the closing date and time of receiving of applications. APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED SUMMARILY.**

**Completed OFFLINE APPLICATIONS must be submitted with –**

(i) **ORIGINAL e-PAYMENT RECEIPT** OF THE POSTAL DEPARTMENT AGAINST DEPOSIT OF EXAMINATION FEES AND / OR PROCESSING FEES, WHICH MUST BE PASTED ON THE BODY OF THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE AND CANDIDATE MUST PUT HIS FULL SIGNATURE ON IT.

(ii) **A COPY OF THE RECENT PASSPORT SIZE PHOTOGRAPH** SHALL BE PASTED ON THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE. CANDIDATE SHOULD PUT HIS FULL SIGNATURE (IN RUNNING HANDWRITING) BELOW THE PHOTOGRAPH IN THE DESIGNATED BOX.

**CANDIDATES SHALL NOT SUBMIT ANY DOCUMENTS ALONG WITH APPLICATION. ONLY SHORTLISTED CANDIDATES SHALL HAVE TO PRODUCE ALL RELEVANT SUPPORTING DOCUMENTS, IN ORIGINAL, FOR VERIFICATION BEFORE THEIR PERSONALITY TEST.**