

**Documents to be submitted along with the Printed Copy of the application Form(Both for freshers & Deputed Candidates)**

**1. Acknowledgement Slip**

**2. Copy of e-receipt downloaded from 'Payment History' through Help Desk.**

**3. Self Attested true copies of marks-sheets of all the examinations passed ( 10th Standard onwards.)**

**4. Proof of Date of Birth Certificate.**

**5. SC/ ST / PWD Certificate , if applicable.**

**6. Deputed teachers will have to submit with the application form (i) Approval letter of concerned District Inspector of School, (ii) Appointment letter, (iii) Joining letter in school, (iv) Managing Committee Resolution copy countersigned by the D.I. (if approved)**

**7. Released order from school duly signed by the Head Master /Secretary/ Administrator / will be submitted at the time of admission.**

**8. Deputed teachers will get their deputation allowances from their respective Schools/Institutions vide Modification order no. 490-SE(S) dt. 11.5.2009 issued by Secretary, School Education, Govt. of West Bengal bearing letter no.1022-SE(S) 2P-1/09 dt. 2.9.2011.**

**9. Complete filled in application in all respect including necessary documents i.e. Attested Xerox copy of Madhyamik Admit Card or any other valid age proof certificate, all Marksheets, Certificate of special claim (SC/ST/PH) will be submitted within specified date.Incomplete applications will be rejected forthwith.**

**10. While under training both the deputed and fresher students must abide by the rules of theUniversity of Calcutta. Break of rules and violation of order of the Department as well as misconduct of any type shall render a student liable to be penalized as per University rules.**