



The West Bengal Central School Service Commission

ACHARYA SADAN

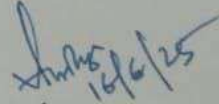
11 & 11/1, Block-EE, Salt Lake, Kolkata-700091

NOTICE

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) Syllabus: 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.

Mode of submission of application:

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) [Rojgar Result RojgarResult.Com](http://RojgarResult.RojgarResult.Com)

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.



One Time Registration for Candidates

Please Fill in all the required fields carefully.



BASIC INFORMATION

I Would like to Apply For [Select at least one option]

 ☐ Class Level IX-X ☐ Class Level XI-XII

Name of the Candidate [As Per School Leaving Certificate]

 Enter your Full Name [As Per School Leaving Certificate]

Father's/ Mother's Name

 Enter the Full name of your Father/Mother

Category

 Select Category

District Select District State WEST BENGAL PIN Code PIN CODE 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	Gender Select Gender Email Address Enter your email Mobile Number Enter your mobile number 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
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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. Rojgar Result RojgarResult.Com

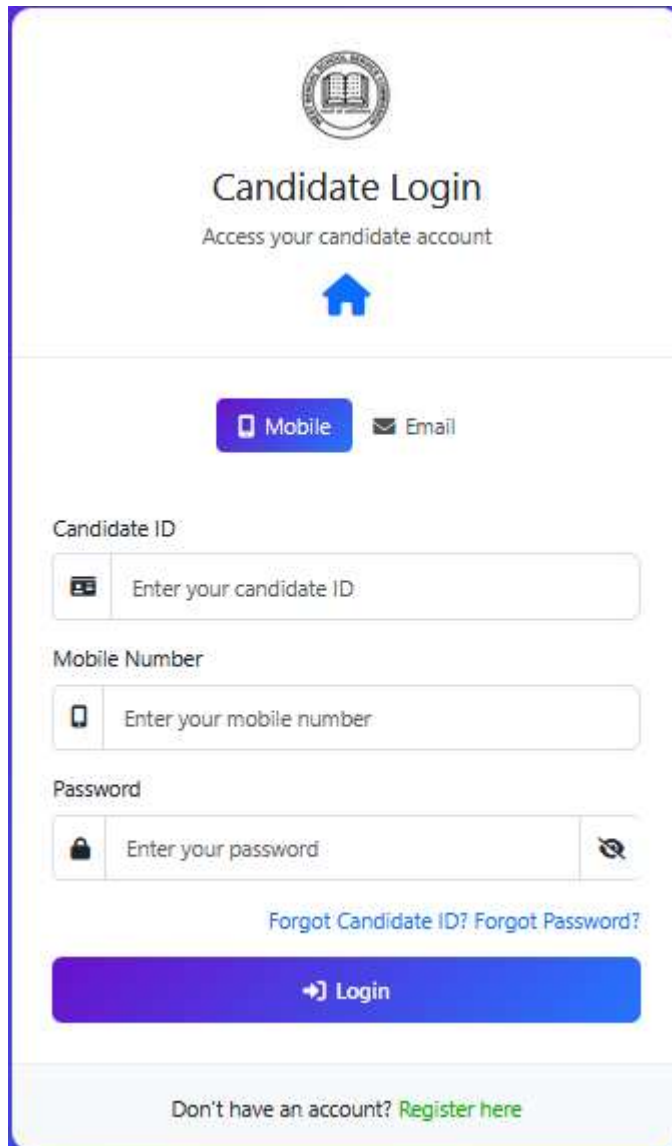
To complete your application process you need to fulfill the following five requirements (All links are available in Dashboard):

- 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.



The image shows a 'Candidate Login' page. At the top is a circular logo with a book and text. Below it, the title 'Candidate Login' is centered, followed by the subtitle 'Access your candidate account' and a blue house icon. There are two tabs: 'Mobile' (selected) and 'Email'. Below the tabs are three input fields: 'Candidate ID' with a placeholder 'Enter your candidate ID', 'Mobile Number' with a placeholder 'Enter your mobile number', and 'Password' with a placeholder 'Enter your password' and a toggle icon. Below the password field is a link 'Forgot Candidate ID? Forgot Password?'. A large blue 'Login' button is at the bottom. At the very bottom, there is a link 'Don't have an account? Register here'.

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

e) Dashboard:

The screenshot shows the dashboard of The West Bengal School Service Commission. A modal window titled "Welcome to Dashboard" is displayed in the center. The modal contains the following text:

Welcome to your dashboard! Here you can find all the important information.

Your Candidate ID is : WBSSC2500000102

Please keep this candidate ID safely. This information will be required to login into the Dashboard everytime. Also, all future reference will be made based on the candidate ID.

Please go through the [To Do List](#) before starting your Journey!

Buttons: "Got It!"

The dashboard background shows a sidebar with "Dashboard", "Profile", and "Logout". The main content area displays the candidate ID and a "To Do List" with six steps:

- Step 1 : Photo (Not Uploaded) - Upload Photo
- Step 2 : Email (emailaddress@gmail.com) - Verify
- Step 3 : Mobile (9830232323) - Verify
- Step 4 : Profile (Profile Status: PENDING) - Complete Profile
- Step 5 : Applications (Total : 0) - Apply Now
- Step 6 : Payment (Please Click on the Payment Link in Dashboard after Submitting Application Form.)

Below the steps is a "Recent Activity" table:

#	Activity	Time	Status
1	User registration	55 seconds ago	Completed
2	Complete Your Profile		Not Completed

A welcome pop-up message will come. Please record your auto-generated Candidate ID and Click 'Got It'.

The screenshot shows the dashboard after the welcome message is dismissed. The candidate ID is displayed as WBSSC2500000102. The "To Do List" steps are now visible with their respective details:

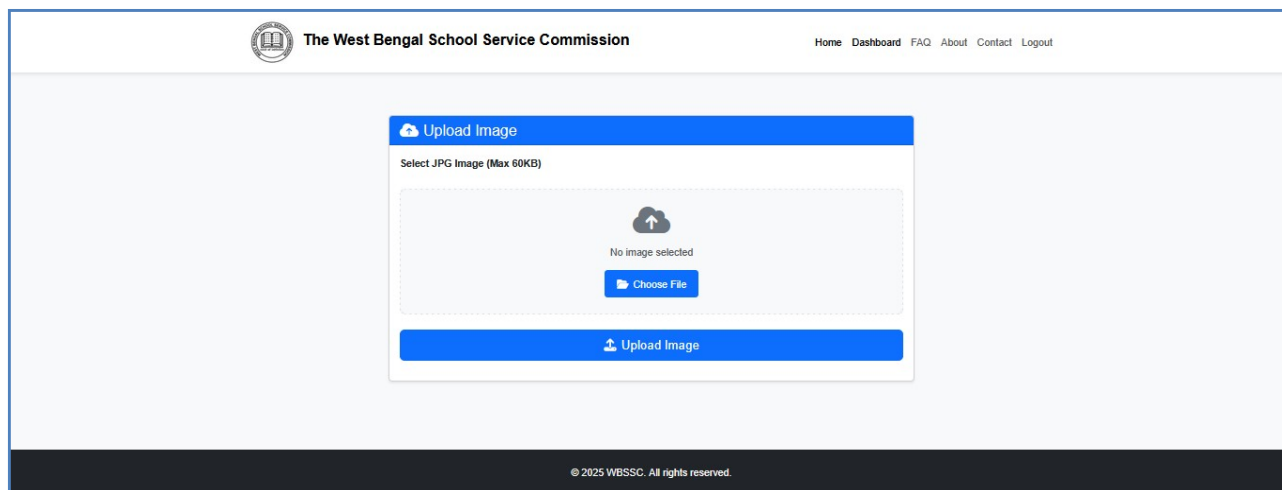
- Step 1 : Photo (Not Uploaded) - Upload Photo
- Step 2 : Email (emailaddress@gmail.com) - Verify
- Step 3 : Mobile (9830232323) - Verify
- Step 4 : Profile (Profile Status: PENDING) - Complete Profile
- Step 5 : Applications (Total : 0) - Apply Now
- Step 6 : Payment (Please Click on the Payment Link in Dashboard after Submitting Application Form.)

The "Recent Activity" table remains the same:

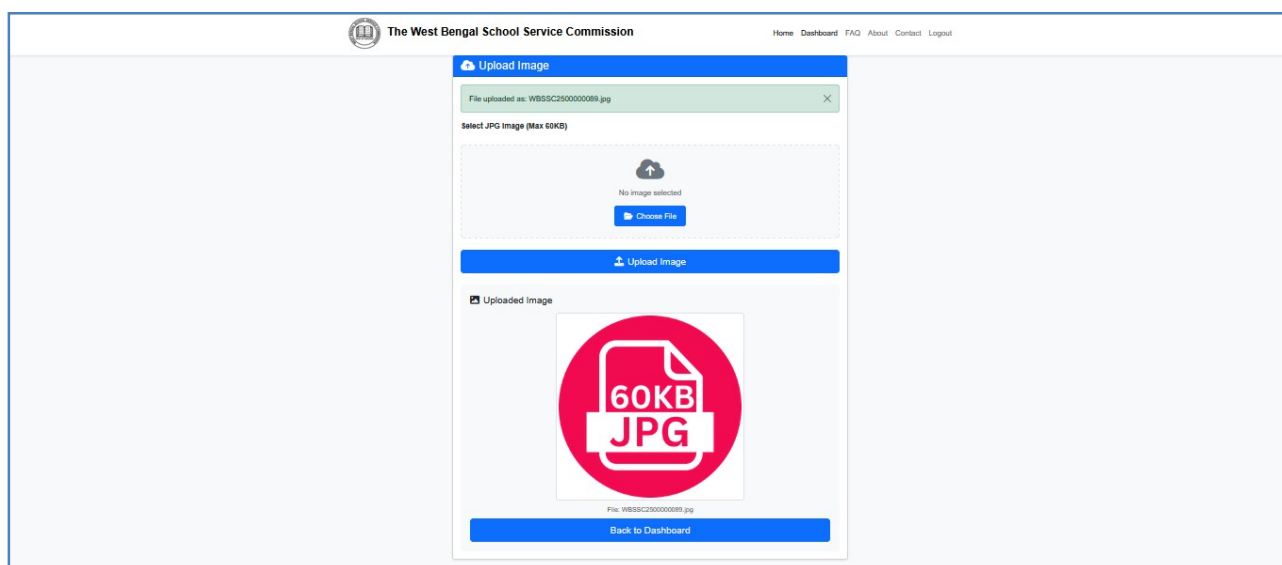
#	Activity	Time	Status
1	User registration	55 seconds ago	Completed
2	Complete Your Profile		Not Completed

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.

The screenshot shows the dashboard of The West Bengal School Service Commission. The header includes the commission's name and navigation links: Home, Dashboard, FAQ, About, and Contact. The user is logged in as a candidate with ID WBSSC250000102. The dashboard displays six steps of the application process: Step 1: Photo (Uploaded), Step 2: Email (Verify), Step 3: Mobile (Verify), Step 4: Profile (Complete Profile), Step 5: Applications (Apply Now), and Step 6: Payment (Submit Application Form). A 'Recent Activity' table shows the user's registration as completed and the profile completion as not completed.

#	Activity	Time	Status
1	User registration	1 hour ago	Completed
2	Complete Your Profile		Not Completed

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 :

The Verify OTP form displays a message: "We've sent a 6-digit OTP to emailaddress@gmail.com. It will expire in 5 minutes." Below this is an input field labeled "Enter OTP" and a blue "Verify" button. At the bottom, there is a link "Didn't receive OTP? Resend" and a countdown timer "OTP expires in: m s".

After successfully entering email OTP, your email address will be verified. You will be

redireced to Dashboard again.

The screenshot shows the dashboard of The West Bengal School Service Commission. The candidate's name is [REDACTED]. The dashboard displays six steps of the application process:

- Step 1 : Photo**: Uploaded (Change Photo button)
- Step 2 : Email**: emailaddress@gmail.co m (Email Verified button)
- Step 3 : Mobile**: 9830232323 (Verify button)
- Step 4 : Profile**: Profile Status : PENDING (Complete Profile button)
- Step 5 : Applications**: Total : 0 (Apply Now button)
- Step 6 : Payment**: Please Click on the Payment Link in Dashboard after Submitting Application Form.

Recent Activity table:

#	Activity	Time	Status
1	User registration	1 hour ago	Completed
2	Complete Your Profile		Not Completed

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.

The screenshot shows the dashboard of The West Bengal School Service Commission. The candidate's name is [REDACTED]. The dashboard displays six steps of the application process:

- Step 1 : Photo**: Uploaded (Change Photo button)
- Step 2 : Email**: emailaddress@gmail.co m (Email Verified button)
- Step 3 : Mobile**: 9830232323 (Mobile Verified button)
- Step 4 : Profile**: Profile Status : PENDING (Complete Profile button)
- Step 5 : Applications**: Total : 0 (Apply Now button)
- Step 6 : Payment**: Please Click on the Payment Link in Dashboard after Submitting Application Form.

Recent Activity table:

#	Activity	Time	Status
1	User registration	1 hour ago	Completed
2	Complete Your Profile		Not Completed

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.

The West Bengal School Service Commission

One Time Registration

Complete the form below to add academic details to your profile

Dashboard

1

2
Education

3
Review & Submit

Personal Information

* Name and Parent Name are not editable. Only for viewing.

My Existing Choice of Posts for Applying : CLASSES-IX-X

I Would like to Apply For [Select at least one option]

☒ Class Level IX-X ☐ Class Level XI-XII

Name

CANDIDATE NAME

Parent Name

PARENT NAME

Email Address

emailaddress@gmail.com

Phone Number

9830232323

Date of Birth

1978-12-12

Category

SC

Gender

MALE

Religion

HINDUISM

Address Line 1

BIDHANNAGAR

Address Line 2

KOLKATA

District

KOLKATA

PIN

700091

State

WEST BENGAL

Previous

Next

If no change required, just view it and proceed to next tab by clicking on Next Button.

The West Bengal School Service Commission

One Time Registration

Complete the form below to add academic details to your profile

[Dashboard](#) | [Logout](#)

1 Personal Info
 2
3 Review & Submit

Education Details (Indian Curriculum)

Note : Candidates must carefully enter the percentage equivalent of the grade entered by them in accordance with the conversion formula of the degree conferring University.

☒ MP + HS
 ☐ Old HS

Please enter all required fields carefully and correctly.

Examination	Board/University	Full Marks	Marks Obtained/Grade Point	Year of Passing	Percentage
Madhyamik (10th)					%
Higher Secondary (12th)					%
☒ Enable auto-calculation of Percentage for Graduation Level[Uncheck if you are in Grading System]					
Graduation					%
☒ Enable auto-calculation of Percentage for Post Graduation Level[Uncheck if you are in Grading System]					
Post Graduation					%
☒ Enable auto-calculation of Percentage for B.Ed. Level[Uncheck if you are in Grading System]					
Bachelor of Education (B.Ed.)					%
Training Type	B.ED				

Additional Qualifications

Degree/Diploma

Previous
Next

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. [Rojgar Result RojgarResult.Com](http://RojgarResult.RojgarResult.Com)

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

The third tab is for Review and Submit.

The West Bengal School Service Commission

One Time Registration

Complete the form below to add academic details to your profile

[Dashboard](#) [Logout](#)

1 Personal Info
2 Education
3

Review Your Profile



Personal Information

Name: CANDIDATE NAME	Date of Birth: 1978-12-12
Parent Name: PARENT NAME	Category: SC
Email: emailaddress@gmail.com	Gender: MALE
Phone: 9830232323	Religion: HINDUISM
Address Line 1: BIDHANNAGAR	
Address Line 2: KOLKATA	
District: KOLKATA	
PIN: 700091	
State: WEST BENGAL	

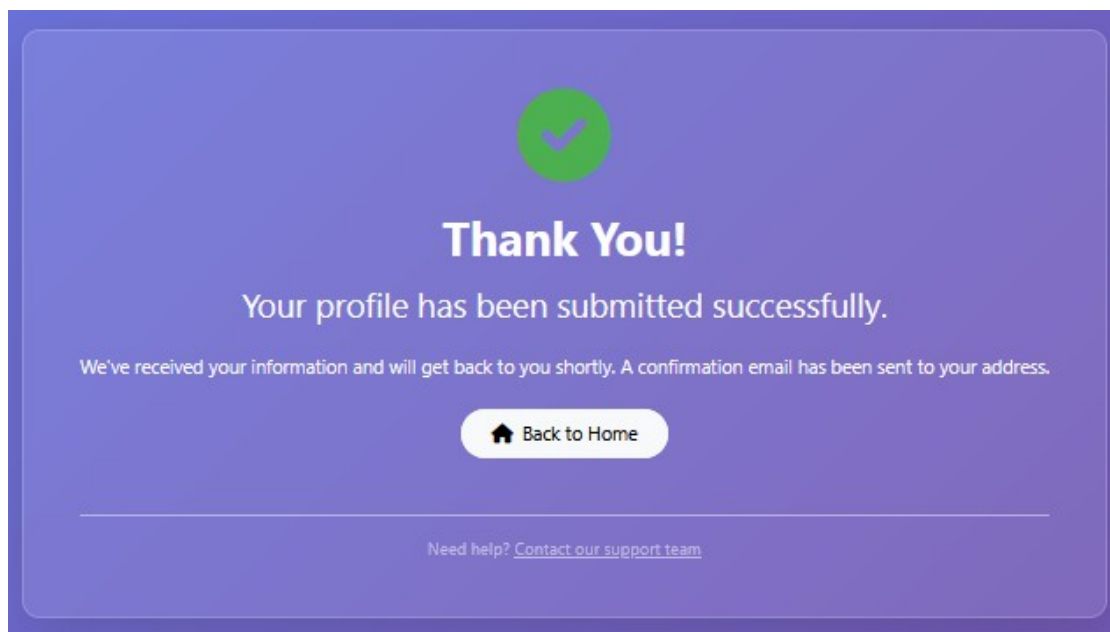
Academic Information

Examination	Board/University	Full Marks	Marks Obtained	Year	Percentage
10th (MP)	WBSE	1000	800	2010	80.00
12th (HS)	WBHSE	1000	800	2012	80.00
12th (Old HS)					
Graduation	CU	1000	800	2015	80.00
Post Graduation	CU	1000	800	2017	80.00
Training Type	B.ED				
Bachelor of Education (B.Ed.)	CU	1000	800	2019	80.00
Additional Qualifications	MCA				

☐ I certify that all information provided is accurate and complete

Previous
Submit Profile Form

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 Supreme 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

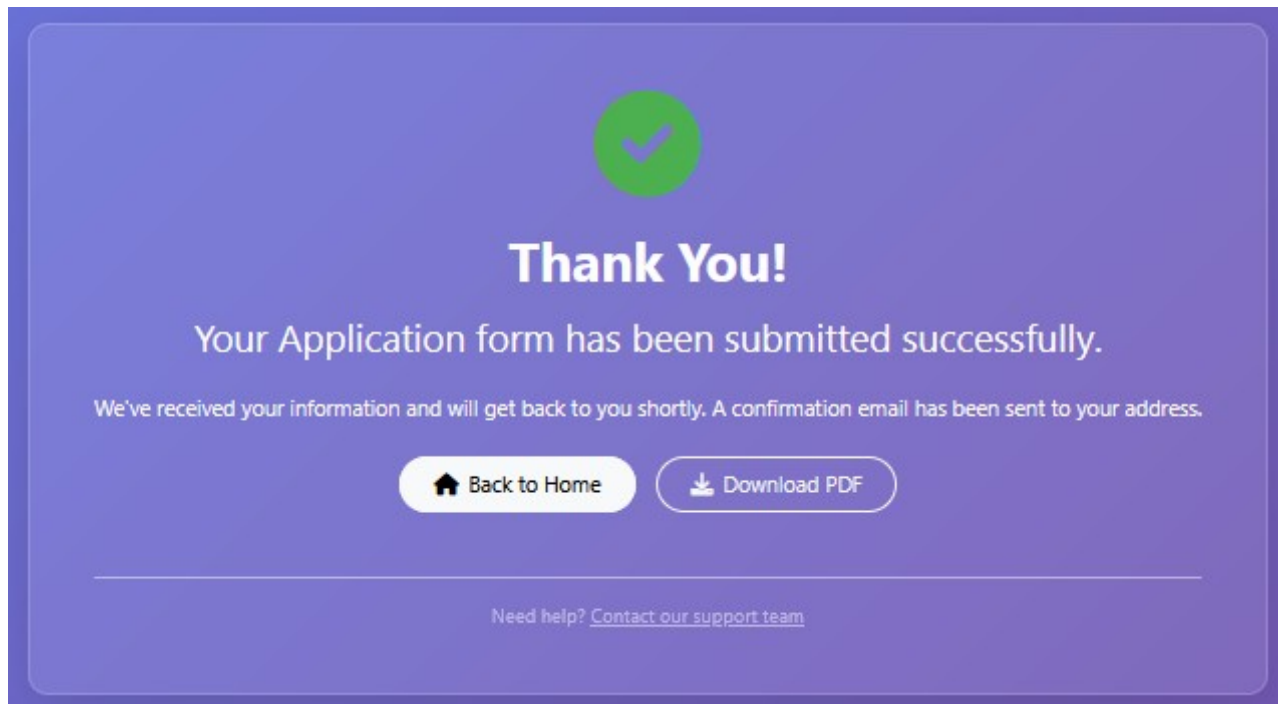
Venue Area *

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.



CANDIDATE NAME

- Dashboard
- Profile
- Logout

**The West Bengal School Service Commission**[Home](#) [Dashboard](#) [FAQ](#) [About](#) [Contact](#)

Dashboard [CANDIDATE ID : WBSSC2500000102] [Application Process](#)

Step 1 : Photo
Uploaded

Step 2 : Email
emailaddress@gmail.com
Email Verified

Step 3 : Mobile
9830232323
Mobile Verified

Step 4 : Profile
Profile Status : APPROVED

Step 5 : Applications
Total : 1
[Apply Now](#)

Step 6 : Payment
Please Click on the Payment Link in Dashboard after Submitting Application Form.

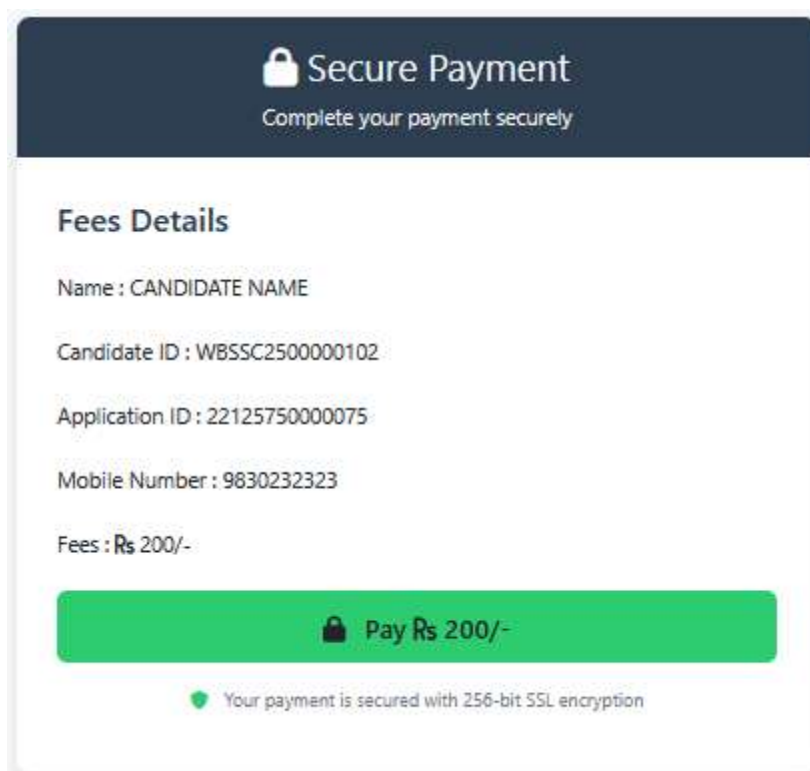
Recent Activity

#	Activity	Time	Status
1	User registration	2 hours ago	Completed
2	Profile Finalization	21 minutes ago	Completed

Sl. No.	Application ID	Application Details	Application Status	Payment Status/ Receipt	Application Form
1	22125750000075	BENGALI (GRAD)	Not Completed	Pay Now	Application Form

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.



The image shows a 'Secure Payment' form with a dark blue header containing a lock icon and the text 'Secure Payment' and 'Complete your payment securely'. Below the header, the form is titled 'Fees Details' and lists the following information: Name : CANDIDATE NAME, Candidate ID : WBSSC2500000102, Application ID : 22125750000075, Mobile Number : 9830232323, and Fees : Rs 200/-. At the bottom of the form is a large green button with a lock icon and the text 'Pay Rs 200/-'. Below the button, a green checkmark icon is followed by the text 'Your payment is secured with 256-bit SSL encryption'.

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 screenshot shows a web browser window with the URL pgi.billdesk.com/pgidsk/ProcessPayment?sessionId=0000XKYOF-DIyeNcT7CnUP7L6el:1a7ou2m9?wpage=mBlGhPvk. The page features a sidebar with payment options: Credit Card (selected), Debit Card, Internet Banking, QR, and LPI. The main content area is titled 'Pay by Credit Card' and includes logos for VISA, MasterCard, and RuPay. It contains input fields for Card Number, Expiration Date (Month and Year), CVV/CVC, and Card Holder Name. A 'Make Payment' button is at the bottom. On the right, a box displays the Merchant Name 'West Bengal School Service Commission' and the Payment Amount '₹ 200.00'.

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.