



## THE WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION

11 & 11/1, ACHARYA SADAN, BLOCK EE, SECTOR II, SALT LAKE, KOLKATA -700091

**Memo No : 1803/7014/CSSC/ESTT/2025**

**Date: 09.10.2025**

### NOTIFICATION

#### **1<sup>st</sup> State Level Selection Test, 2025 for Recruitment of Non Teaching Staff (Clerk & Group D only) in Recognized Govt. Aided/Sponsored Schools in West Bengal**

In compliance with the order of the Hon'ble Supreme Court in Civil Appeal No. 4800 of 2024 dated 3<sup>rd</sup> April, 2025, The West Bengal School Service Commission is commencing selection process to the posts of Non Teaching Staff in recognized Government Aided/Sponsored Schools in West Bengal.

Accordingly, this notification is being issued for conducting 1<sup>st</sup> State Level Selection Test (SLST) for selection to the posts of Non-Teaching Staff in Recognized Government Aided/Sponsored Schools in West Bengal against the vacancies to be received from the West Bengal Board of Secondary Education under the West Bengal School Service Commission (Selection of Persons for Appointment to the Posts of Non-Teaching Staff) Rules, 2025 (NTS Rules, 2025 hereafter).

The selection process will be governed by The West Bengal School Service Commission Act, 1997, and subsequent amendments, the NTS Rules, 2025 and relevant State Government Guidelines.

Any citizen of India only may apply for the post of Non Teaching Staff in recognized Government Aided/Sponsored Schools in West Bengal.

Eligible candidates with the minimum qualifications may apply online only (and by no other mode) through the official website of The West Bengal Central School Service Commission (i.e., [www.westbengalssc.com](http://www.westbengalssc.com)). **It is clarified that candidates who have been identified as "tainted candidates" in terms of Judgment & Order dated 3<sup>rd</sup> April, 2025 in Civil Appeal No. 4800 of 2024 will not be eligible to apply.**

**The applicants must fill in all details mandatorily required in the form and make necessary payment of fees as applicable.**

- 1.** Apart from the norms/conditions laid down in this notification, and the NTS Rules, 2025, candidates should specifically note the following:
  - (i) Scale of Pay: As per extant State Government norms.
  - (ii) It is reiterated that all applicants must submit his/her form carefully, since after submission of application form online, no further rectification will be allowed.
  - (iii) Other relevant information (**How to Apply/Pay** and a **short FAQ**) will be notified before the commencement of online application process.
  - (iv) Incomplete and/or wrong applications are liable to be rejected at the discretion of

the Commission.

- (v) Candidates may refer to the NTS Rules, 2025 and other applicable guidelines for further terms and conditions.

## **2. Scheduled Dates for 1<sup>st</sup> SLST (NTS), 2025 :-**

**Submission of Online Application: 03.11.2025**

**Application closing date: 03.12.2025 (5 PM)**

**Payments of Fees must be submitted online and will be received up to 03.12.2025 (11:59 PM).**

**Tentative Time of the Written Exam:** -The written examination will be held in January, 2026. The exact date/s will be notified later.

- i) **Admit Card:** - Admit card of the 1<sup>st</sup>SLST (NTS) will be available on the official website ([www.westbengalssc.com](http://www.westbengalssc.com)). Candidates are requested to download the same. Date for downloading of the Admit card will be announced in due course, but at least seven (07) days before the examination date. Admit cards will NOT be sent by post. Website uploading is the only mandatory obligation of the Commission.
- ii) **Fees for Examination (excluding Bank/Other payment-related charges, where applicable):-**

|    | Post Name | General, OBC, EWS Candidates | SC/ST/PH Candidates |
|----|-----------|------------------------------|---------------------|
| 1. | Group C   | Rs. 400                      | Rs. 150             |
| 2. | Group D   | Rs. 400                      | Rs. 150             |

## **3. Manner of Selection to the Post of Non-Teaching Staff (NTS)**

Selection to the post of

- i) Clerk shall be made on the basis of written examination, evaluation of academic performance, prior similar experience and interview (including typing-cum-computer proficiency test) in the manner specified in Schedule II of the Rules.
- ii) Group D staffs, shall be made on the basis of written examination, prior similar experience and interview in the manner specified in Schedule II of the Rules.

Note:

- ❖ Question Papers will be set in English and Bengali.
- ❖ For each post (Clerk and group D), candidates will be allowed to apply under any one medium of instruction and only one Region for the post of NTS.
- ❖ Syllabi for the two examinations will be uploaded in due course.

## **4. Preparation of panel for the posts of Non-Teaching Staff:**

- i) After the evaluation of the OMR Sheet or answer-sheet of the written examination, the Central Commission shall prepare and publish in their website with all details of the candidates to be called for interview (along with

computer typing and computer proficiency test for the post of Clerk) strictly in accordance with preliminary merit score category wise and Region wise on the basis of the NTS Rules, 2025.

- ii) The Central Commission shall also prepare and publish in Official website (www.westbengalssc.com) Merit Lists of candidates prepared Region wise, medium-wise, gender-wise and category-wise on the basis of marks obtained in written test, evaluation of academic score (only for Clerk) and experience as applicable and marks of personality test (inclusive of computer typing and computer proficiency test which is relevant for Clerk only) on the basis of the NTS Rules, 2025.
- iii) The Central Commission shall prepare and publish in the official website (www.westbengalssc.com) merit based Panels of candidates (Region wise, medium-wise, gender-wise and category-wise) of the merit list equal to the number of relevant vacancies and shall also prepare and publish in their website a Region wise, medium-wise, gender-wise, category wise waiting list of the rest of the candidates of the merit list not included in the Panel on the basis of the NTS Rules, 2025.

Provided also that omission or error or any mistake of any nature to fill in the OMR sheet by a candidate, the OMR sheet of such candidate may not be evaluated and the candidature of such candidate are liable to be rejected.

Also provided that there will be only one correct option, carrying one mark, out of four options provided for every question. There will be no negative marking for wrong answers.

The Central Commission shall publish such panels and waiting lists of candidates in the website of the Commission as well as at the offices of the concerned Regional Commissions. A copy of the same will be submitted to the Board, the School Education Department and the Directorate of School Education for information.

## **5. Validity of Panel and waiting list:-**

- i) Each panel and waiting list shall remain valid for one year from the date of first counselling.
- ii) The Central Commission may however, with prior approval of the State Government may extend the validity of the for a maximum period of Six months.

## **6. Vacancy Position (Indicative):-**

| Name of the Post | Total count |
|------------------|-------------|
| Clerk            | 2989        |
| Group D          | 5488        |

Details will be published in WBSSC Official Website.

## 7. Eligibility:

### Educational qualification for selection of Non-Teaching Staff in Schools (Clerk & Group D)

| Sl. No. | Name of posts | Educational qualification   | Age limit   |
|---------|---------------|---|---|
| 1.      | Clerk         | <b>Essential:</b><br>(a) Passed School Final/Madhyamik or its equivalent or old HS in lieu of School Final/Madhyamik or its equivalent on or before the last date of receiving online application | Minimum 18 years and maximum 40 years as on 1 <sup>st</sup> January, 2025. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 |
| 2.      | Group D       | <b>Essential:</b><br>(a) Passed class VIII from any school recognized or affiliated by Board/Council or equivalent on or before the last date of receiving online application                     | years for Other Backward Class candidates and 8 years for the Physically Handicapped Candidates   |

#### NB:

1: Age limit shall be considered on the basis of age as on 1<sup>st</sup> of January, 2025

Provided age relaxation will be given to the candidates who have been given the benefit of age relaxation in terms of Judgment and Order of the Hon'ble Supreme Court in Civil Appeal No. 4800 of 2024 dated 3<sup>rd</sup> April, 2025.

**Note:** - Qualifications obtained as on the last date of receiving online application and mentioned in the application form shall only be counted for academic qualification.

For consideration of belonging to SC / ST/ OBC / PH/ EWS category, the certificates issued by the competent authorities of only the Government of West Bengal shall be treated as valid Documents.

Candidates belonging to such categories from other states will have to appear as General candidates only without any concession / relaxation in respect of age and fees.

**8. Medium Of Vacancy:** A candidate willing to be selected as a non-teaching staff in any school in West Bengal, must have mandatorily passed the language which is the medium of instruction in the concerned school, as his first/second/third language subject, at the appropriate level of examination as specifically laid down in the NTS Rules, 2025.

### 9. ONLINE APPLICATION FORM & SUBMISSION THEREOF AND RELATED INFORMATION:

The relevant details will be uploaded before commencement of receiving of online application.

- i) The candidate should satisfy himself/herself about his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria. It is to be noted that if a candidate has been allowed to appear in the State Level Selection Test for appointment to the posts of non-teaching staff [Group C (clerk) and Group D], it does not imply that the candidate's eligibility has been verified. It does not vest any right to the candidate for appointment. The eligibility of a candidate, who has qualified in 1<sup>st</sup> State Level Selection Test, 2025 for appointment to the posts of non teaching staff [Group C (clerk) and Group D] shall be finally verified by the concerned recommending authority up to the final counselling stage, and then by the appointing authority.
- ii) No T.A/D.A will be paid to the candidates for appearing for the examination or Interview.

**10. Important Notes:**

- (i) Candidates can only apply in **online mode** (and no other mode) for 1<sup>st</sup> State Level Selection Test, 2025 for appointment to the posts of non teaching staff [Group C (clerk) and Group D].
- (ii) The candidature of candidates not complying with the instructions are liable to be rejected.
- (iii) Candidate should enter his/her particulars i.e. Name, Father's Name/ Mother's Name & Date of Birth as per his/her Madhyamik Certificate or as per its equivalent Board examination.
- (iv) It is requested that each candidate should submit his/her form carefully as after submission of online application form, no further rectification may be allowed.
- (v) **In case of candidates who make multiple applications for one post against multiple Candidate IDs, only the last application ID against last Candidate ID will be entertained. Similarly, candidates making multiple applications against same candidate IDs for one post, only the last Application ID shall be entertained.**

**11. Commission's Helpline :**

The following helpline numbers will be available for necessary assistance to assist the candidates to submit the online application form correctly:

033-2321-4550 / 9051176500

Date: 09.10.2025  
Place-Kolkata

  
Secretary  
W.B. Central School Service Commission