

**Application Format for Mutual Transfer of staff in recognized Non-Government aided Madrasah**  
(APPLICATION TO BE MADE IN DUPLICATE)

To

The District Inspector of Schools (SE), .....

P.O. .... District .....

**Sub: Application for our Mutual Transfer under Rule 34 of The West Bengal  
Madrasah Service Commission Recruitment Rules, 2010.**

Sir,

With reference to above, we, (i)..... and

(ii).....pray for Mutual Transfer among ourselves in our respective  
Madrasahs. Our particulars are given below:

Sl.	Items		Particulars of 1 <sup>st</sup> Candidate	Particulars of 2 <sup>nd</sup> Candidate
1	Name of the Applicant (Block Letter)	:		
2	Father's / Husband's Name	:		
3	Date of Birth	:		
4	Postal Address (with PIN Code)	:		
5	Name of the serving Madrasah with full address.	:		
6	a. Post held by him / her at present w.e.f.	:		
	b. Subject, if any	:		
	c. Category of the post (teaching/non-teaching (Under/Pass/Hon Or Post Graduate in case of teacher)	:		
	d. Approval no. & date of present service/appointment	:		
	e. Present Scale of Pay drawn	:		
	f. Whether confirmed in his /her present service (Yes/ No)	:		
	g. Confirmation Memo of D.I/S (SE) (in case of Addl. Post) M.C.Resolution (in case of Permanent Post in normal Section).	:		

7	Qualification	:		
	a. At the time of entry in service	:		
	b. Subsequent improvement, if any	:		
	c. Permission No. & Date of the competent authority in case of subsequent improvement / enhancement of qualification.	:		
	d. Approval No. & date of D.I/s(SE) for drawing high scale of pay due to subsequent improvement/ enhancement of qualification	:		
8	Whether the applicants enjoyed this benefit of transfer/ mutual transfer earlier (Yes/No)If yes, give particulars.	:		
9	Other particular, if any.	:		
10	i) Draft No.	:		
	ii) Drawee Bank	:		

**Notes:-** i) Candidates may submit their demand draft in favour of The West Bengal Madrasah Service Commission and address to the Secretary, The West Bengal Madrasah Service Commission, Bikash Bhavan, East Block, 2<sup>nd</sup> floor, Salt Lake, Kolkata-91.

ii) On the reverse side of the draft, please mention the following details (compulsory): i) Name, ii) Subject., iii) Address, iv) Contact Number.

We solemnly declare that all the statements made by me in this application form and additional particulars are true, complete and correct to the best of my knowledge and belief.

Date : .....

Place : .....

(Signature of the 1<sup>st</sup> Candidate)  
With date

(Signature of the 2<sup>nd</sup> Candidate)  
With date

Enclo: Attested copies of (both the candidates):

- i. Recommendation by WBSSC/WBMSC, if applicable;
- ii. Approval of appointment;
- iii. Confirmation;
- iv. Certificate of Continuous Service;
- v. Age Proof document;

**For forwarding authority (Madrasah Concerned)**

The 1<sup>st</sup> applicant, ..... has been working in this institution as an approved confirmed A.T. in present post since ..... and is still in service. We have no objection to his/her Mutual Transfer with ..... (2<sup>nd</sup> Candidate).

Forwarded to the District Inspector of Schools (SE) .....for necessary action.

Signature of the Secretary/Administrator/H.M./Superintendent

**For forwarding authority (Madrasah Concerned)**

The 2<sup>nd</sup> applicant, ..... has been working in this institution as an approved confirmed A.T. in present post since ..... and is still in service. We have no objection to his/her Mutual Transfer with ..... (1<sup>st</sup> Candidate).

Forwarded to the District Inspector of Schools (SE) .....for necessary action.

**For use of District Office [D.I/S (SE)]**

All particulars are Checked & Verified  
and found to be correct .

The Applicant prima facie appears to be eligible  
for Mutual Transfer as prayed for

(Signature of A.I./S(SE), in-Charge of Madrasah)

(District Inspector of Schools (SE))

Memo No.:

Date:

Forwarded to the Secretary, West Bengal Madrasah Service Commission/ Director of Madrasah Education, W.B., (in case of inter-district Mutual Transfer only) for necessary action.

(District Inspector of Schools (SE))

**For use of the Office of the Director of Madrasah Education , W.B.**

( in case of inter district transfer only)

Memo No.:

Date:

The applicant prima facie appears to be eligible for transfer. The case may be considered. Forwarded to the Secretary, West Bengal Madrasah Service Commission.

Director of Madrasah Education, W.B.