



## THE WEST BENGAL MADRASAH SERVICE COMMISSION

*Bikash Bhavan (2<sup>nd</sup> floor) East Block,  
Salt Lake, Kolkata – 700091  
Tele - Fax No. – 033-2321-3615*

Memo No. MSC/58/11

Date – 24.02.2011

From : The Secretary,  
The West Bengal Madrasah Service Commission  
Bikash Bhavan, (2<sup>nd</sup> Floor),  
Salt Lake, Kolkata – 91

To : The District Inspector of School (SE)  
.....  
.....

### **Sub : Procedure for submission of application for transfer/mutual transfer of teachers of all Madrasahs**

Sir,

It is to inform that advertisement seeking application from the approved confirmed Teachers of all Madrasahs of West Bengal has been published in the daily News Papers as well as in the Website of the Commission.

The following procedure to be followed for submission of the application form :\_

1. The application to be made in the prescribed format to the D.I. of School (SE) in case of transfer within the District or to the D.M.E. in case of transfer from one district to another through proper channel (Madrasah authority) with necessary documents along with a photo copy of the draft and the number of the draft to be noted in the application.
2. The Madrasah authority shall forward the application to the concerned D.I. of Schools (SE)( in case of transfer within the district)/ D.M.E. (in case of inter transfer) within 15 days from the date of submission of the application .
3. A draft of Rs. 2500/- in favour of the West Bengal Madrasah Service Commission to be submitted in case of single transfer and Rs. 5000/- (Rs. 2500/- + Rs. 2500/- each candidate) in case of mutual transfer. The name of the applicant, name of Madrasah, subject and category of the post to be noted on the reverse of the bank draft . In case of mutual transfer, the particulars of both the candidates to be noted. The original draft to be sent to the Secretary, West Bengal Madrasah Service Commission by the candidate by registered post and photo copy /copies to be enclosed with the application(s).
4. An advance copy of the application may be submitted to the next higher authority (D.I of Schools (SE)/ D.M.E.) in case of inordinate delay by the Madrasah authority along with a photo copy of the draft .

5. The vacancies of the relevant year will be considered for the applications received during the year.
6. The name of the Madrasah or the area of a district to be noted in the application(s) for consideration.
7. In case of mutual transfer, both the applicants shall sign the application in duplicate and shall submit one copy each to his/her Madrasah authority for consideration for transfer.

Yours faithfully,

Secretary  
The West Bengal Madrasah Service Commission

Memo No. MSC/58/1(1)/11

Date – 24.02.2011

Copy forwarded for kind information and necessary action to :-

- 1 . The Director of Madrasah Education, Bikash Bhavan, Kolkata – 91

Secretary  
The West Bengal Madrasah Service Commission