

**Government of West Bengal
Labour Department
Employment Cell
N.S. Buildings, 12th Floor
1, K.S. Roy Road, Kolkata-01**

No. I/669428(4)/Emp/2025

Date: 23-07-2025

From- The Deputy Secretary to the
Government of West Bengal

To- Name of the candidates *Puja Bhat, Soumya Dey, Unmesh Mitra, Kamalika Das.*
Address:

Roll Number:

Serial Number:

**Subject: Offer of Appointment in West Bengal Employment Service –
Submission of Willingness and Document Verification.**

Sir/Madam,

I am directed to inform you that you have been recommended by the Public Service Commission, West Bengal, vide letter No. A-49-P.S.C.(A) dated 05.06.2025, for appointment in the West Bengal Employment Service under this Department, on the basis of the results of the West Bengal Civil Service (Exe.) etc. Examination, 2022 – Group 'A' Services, subject to satisfactory reports of both Police Verification and Medical Examination, in addition to fulfillment of other conditions as prescribed in the West Bengal Service Rules.

I am, therefore, directed to request you to comply with the following:

1. Report in person on **29.07.2025 (Tuesday) at 12:00 PM** before the undersigned at the Labour Department, Government of West Bengal.
2. Submit a letter of acceptance/willingness for the appointment and Produce the following original documents for verification:

- Proof of date of birth
- Educational qualification certificates
- Caste certificate (where applicable)
- Disability certificate (where applicable)
- Updated Non-Creamy Layer (NCL) certificate (where applicable)
- Admit Card(s) issued by PSC, WB for the said examination

3. Submit one set of self-attested photocopies of all the above-mentioned documents.

4. Download the Police Verification Roll (PVR) form from the 'Notification' section of the Labour Department's website:
www.wblabour.gov.in.

5. Submit two copies of duly filled-in PVR forms in original by hand at the time of document verification.

If you are already serving in a State or Central Government department and your PVR & MER have already been completed, you are required to inform this Department in writing, and clearly specify the office/address from which the completed PVR & MER are to be collected (A declaration format to this effect is enclosed with this Offer of Appointment Letter for your convenience).

Failure to report on the scheduled date and time or failure to submit the required documents will be construed as your unwillingness to accept the appointment. In such case, the offer of appointment will stand cancelled automatically without any further correspondence.

You are advised to regularly check the official website of this Department www.wblabour.gov.in for any future updates or communication.

Yours faithfully,



Deputy Secretary to the
Government of West Bengal

No.I/ ~~6694284~~ 1(4)/Emp/2025

Date: 23-07-2025

Copy forwarded for information and necessary action to:

1. Secretary to the PSC, WB, 161-A, S.P. Mukherjee Road, Kol-26. -This has reference to his letter No. A-49-P.S.C.(A) dated 05.06.2025.
2. Sr. P.A. to the Additional Secretary (NND), Labour Department, West Bengal
3. Section Officer/Head assistant(EMP) – for sending a copy of this Notification by email to IT Cell for uploading the same in the Departmental Website.
4. Guard File.



Deputy Secretary to the
Government of West Bengal

Verification Roll

Recent
Passport
Size
Photograph

1.	Name in Full (In block capitals) with aliases, if any. (Please indicate if you have added or dropped, at any stage, any part of your name or surname).	Surname	Name
2.	The name of the post and service applied for		
3.	Present address in full (i.e. village, or house number, lane/street and road, Police Station and district, Pin Code)		
4.	(a) Home address in full (i.e. village, or house number, lane/street and road, Police Station and district, PIN, Contact Number)		
	(b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union.		

5. Particulars of places where you have resided for more than one year during the preceding five years

From	To	Residential address in full (i.e. village or house number, lane/street and road, Police Station and district, PIN)

- 6.
- | | |
|---|--------|
| (a) Father's name in full with aliases, if any | ...(a) |
| (b) Present Postal address (if dead, give the last address) | ...(b) |
| (c) Permanent home address | ...(c) |
| (d) Profession | ...(d) |
| (e) If in service, give designation and official address | ...(e) |

[Continued to next page]

7. (i) Nationality of---
- (a) Father ... (a)
- (b) Mother ... (b)
- (c) Husband ... (c)
- (d) Wife ... (d)
8. (a) Exact date of birth [To be supported by Birth Registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognized Board] ... (a)
- (b) Present age ... (b)
- (c) Age of Matriculation/School Final ... (c)
9. (a) Place of birth, Police Station, district and State in which is situated ... (a)
- (b) District and State to which you belong ... (b)
10. (a) State your religion ... (a)
- (b) Are you member of scheduled caste/ Scheduled tribe/ OBC. Answer "Yes" or "No" and if the answer is "Yes" state the name thereof. [Copy of certificate to be attached] ... (b)

11. Education qualifications showing place of education with year in school colleges:

Name of school/colleges with full address with Police Station, Pin Code, District & State:	Date of Entry:	Date of leaving :	Examination passed:

12. If you have at any time been employed give details

Designation of the post held or description of work	Period		Full address of the office, firm or institution and reasons for leaving previous service

13. Have you ever been convicted by a Court of any offence or charge-sheeted by the police in connection with any criminal proceeding? If so, the full particular of the case should be given.

14. Name of two responsible persons of your locality or two referees to whom you are known (1)

(2)

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of my circumstances, which might impair my fairness for employment under the Government. I understand that submission of false information will make me ineligible for employment.

Date

.....

(Signature of the candidate)

Place

(Certificate to be signed by a gazetted officer)

Certified that I have known Shri/Shrimati.....

Son/daughter of Shri..... for the last..... yearsmonths and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place.....

Date.....

Signature.....

Designation status and address

.....

Signature and designation of the Issuing Officer and the name of the office with full address and date.