

Wanting Documents for Approval of Appointment of A.T.

(New Appointment)

1. Forwarding Letter of HOI.(having Memo No. & Date)
 2. Approval format duly filled up & signed (in Triplicate)
 3. Photo copy of Recommendation letter duly attested. (School's Copy)
 4. Photo copy of Recommendation letter duly attested (Candidate's Copy)
 5. Photo copy of Prior Permission issued by D.I./S(SE) Bankura.
 6. Certificate on verification of documents of the candidate.
 7. Copy of Appointment letter issued by competent authority duly attested by HOI.
 8. M.C. Resolution duly attested by HOI for acceptance of Joining of new employee.
 9. Joining report of new employee duly accepted.
 10. Academic & professional qualification marksheets & Certificates of new employee.
 11. Copy of P.P.O. /Approval Memo of the teacher in whose place/ Post sanctioning Memo against which the teacher joined.
 12. M.C. Validity Certificate.
 13. No litigation Certificate.
 14. Caste Certificate/PH certificate(if applicable)
 15. Current Staff Pattern.
 16. Photo copy of 100 point Roster.
 17. Proof of Identity & address of the employee.
 18. Photo copy of AD.(as a proof of receipt of Appointment Letter by the recommended candidate)
-