

Proforma – I

School Letter-Head (To be put by HM concerned)

To Whom It May Concern

This is to certify that Shri/ Smt. _____ is

an Assistant Teacher of this Institution of

_____ subject in

_____ Vacancy (Pass/Hons. and

GEN/SC/ST/OBC-A/OBC-B/PH-VH/PH-OH/PH-HI).

As per West Bengal School Service Commission (General Transfer) Rules, 2013, he/she

is eligible to apply for General Transfer, for being within the purview of senior

most(length of service) 25% interested Assistant Teacher and having 5(five) years of

length of Service in this particular Institution.

Date :

Headmaster

_____ School

[Official Seal]