



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN, 9/2, BLOCK – DJ, SECTOR – II
SALLAKE, KOLKATA-700091

Memo No. DS(Exam)/003/2023

Date: 06/02/2023

Notification

This is to inform all the Heads of the Higher Secondary Institutions under the Council and all other related concerned that the CSWN students may apply for amanuensis(Writer, extra time or for both) to the concerned Regional Office of Council along with the following documents for the ensuing H.S. Examination, 2023.

Documents needed for getting Permission of Writer with Extra Time:

1. Application of Candidate duly countersigned by the Head of the Institution.
2. Letter of Head of the Institution stating the following information positively-
 - Name, Roll No., Registration No, Centre Name, Centre Code and Mobile No. of the Candidate.
 - Name, address and the educational qualification of Writer.
 - Mobile & Email id of the Head of the Institution.
3. Attested photocopy of Admit Card & Registration of Candidate.
4. 04 copies of passport size photograph of the Candidate & Writer each.
5. Educational qualification of the Writer should not be more than Class XI. Thus a certificate/declaration of the concerned Head of the Institution in respect of educational qualification of the Writer.
6. Attested copy of Disability Certificate issued from Government Office/Hospital.
7. No Objection Certificate of Writer duly countersigned by the Parents/Guardian.
8. Attested photocopy of Permission Letter appeared in Class-X (Secondary Examination) issued by the concerned Board, if any.

Documents needed for getting Permission for Extra Time without Writer:

1. Application of Candidate duly countersigned by the Head of the Institution.
2. Letter of Head of the Institution stating the following information positively-
 - Name, Roll No., Registration No, Centre Name, Centre Code and Mobile No. of the Candidate.
 - Mobile & Email id of the Head of the Institution.
3. Attested photocopy of Admit Card & Registration of Candidate.
4. 03 copies of passport size photograph of the Examiner.
5. Attested copy of Disability Certificate issued from Government Office/Hospital.
6. Attested photocopy of Permission Letter appeared in Class-X (Secondary Examination) issued by the concerned Board, if any.

➤ **If Head of the Institution / Representative of the Candidate contacts the Regional Office of the Council along with the above mentioned documents as the case may be, the concerned Regional Office will immediately issue the Permission Letter after verification. All the Regional Offices of the Council will remain open on Holidays also during this period.**

Utpal Kumar Biswas

(UTPAL KUMAR BISWAS)

Deputy Secretary (Examination)
W. B. Council of H. S. Education