

**Application Format for Transfer of staff in recognized Non-Government aided Madrasah**

To

The District Inspector of Schools (SE), .....

P.O. .... District .....

Sub : Application for transfer from .....to  
.....Under Rule 33 of the  
Madrasah Service Commission Recruitment Rules, 2010.

Sir,

With reference to above, I apply for transfer from .....

to .....Particulars are given below:

1. Name of the Applicant (Block Letter) :
2. Father's / Husband's Name :
3. Date of Birth :
4. Postal Address (with PIN Code) :
  
5. Name of the serving Madrasah with full address. :
  
6.
  - a. Post held by him / her at present w.e.f. :
  - b. Subject, in case of teaching post. :
  - c. Category of the post (teaching/  
non-teaching (Under/Pass/Hons.  
Or Post Graduate in case of teacher) :
  - d. Approval no. & date of present service/  
appointment :
  - e. Present Scale of Pay drawn :
  - f. Whether confirmed in his /her present  
service (Yes/ No) :
  - g. Confirmation Memo of D.I/S (SE) (in  
case of Addl. Post) / M.C.Resolution  
(in case of Permanent Post in normal  
Section). :

7. Qualification :
  - a. At the time of entry in service :
  - b. Subsequent improvement, if any :
  - c. Permission No. & Date of the competent authority in case of subsequent improvement / enhancement of qualification. :
  - d. Approval No. & date of D.I/s(SE) for drawing high scale of pay due to subsequent improvement/enhancement of qualification :
8. Area to which to transfer sought for- Mentioning P.O, P.S, Sub Div.& Dist. :
9. Vacancy due to retirement/resignation/death /physical incapacitation/ termination/ creation of additional post etc., for which transfer sought for. :
10. Whether the application enjoyed this benefit of transfer/ mutual transfer earlier (Yes/No) If yes, give particulars. :
11. Other particular, if any. :
12. i) Draft No. :
- ii) Drawee Bank :

**Notes:-** i) Candidates may submit their demand draft in favour of The West Bengal Madrasah Service Commission and address to the Secretary, The West Bengal Madrasah Service Commission, Bikash Bhavan, East Block, 2<sup>nd</sup> floor, Salt Lake, Kolkata-91.

ii) On the reverse side of the draft please mention the following details (compulsory): i) Name, ii) Subject., iii) Address, iv) Contact Number.

I solemnly declare that all the statements made by me in this application form and additional particulars are true, complete and correct to the best of my knowledge and belief.

Date : .....

Place : .....

Encl.: Attested copies of

Signature of the Applicant

- i. Recommendation by WBSSC/WBMSC, if applicable;
- ii. Approval of appointment;
- iii. Confirmation;
- iv. Certificate of Continuous Service;
- v. Age Proof document;

**For forwarding authority (Madrasah)**

The applicant has been working in this institution as an approved confirmed A.T. in present post since ..... and is still in service. We have no objection to his/her candidature being considered for transfer.

Forwarded to the District Inspector of Schools (SE) .....for necessary action.

Signature of the Secretary/Administrator/H.M./Superintendent

**For use of District Office [D.I/S (SE)]**

All particulars are Checked & Verified  
and found to be correct .

The Applicant prima facie appears to be eligible  
for Transfer as prayed for

(Signature of A.I./S(SE), in-Charge of Madrasah)

(District Inspector of Schools (SE))

Memo No.:

Date:

Forwarded to the Secretary, West Bengal Madrasah Service Commission/ Director of Madrasah Education, W.B., (in case of inter-district transfer only) for necessary action.

(District Inspector of Schools (SE))

**For use of the Office of the Director of Madrasah Education , W.B.**  
**( in case of inter district transfer only)**

Memo No.:

Date:

The applicant prima facie appears to be eligible for transfer. The case may be considered. Forwarded to the Secretary, West Bengal Madrasah Service Commission.

Director of Madrasah Education, W.B.