



THE WEST BENGAL MADRASAH SERVICE COMMISSION

Bikash Bhavan, (2nd floor) East Block, Salt Lake, Kolkata – 700091

Tel: 033-23213615 # email: wbmisc18@yahoo.com # website: www.wbmisc.com

Procedure for E-Counselling of General Transfer

1. The candidate has to visit the official website of the West Bengal Madrasah Service Commission: www.wbmisc.com and click on the link "**E-Counselling for General Transfer**".
2. Login through 'Application ID' & 'Date of Birth' to enter into the E-Counselling portal for General Transfer.
3. OTP will be generated and sent to the registered Mobile Number and the registered e-mail of the candidate.
4. Put the OTP in "**Enter OTP**" box to go to the main page of E-Counselling.
5. Candidates will have to select of their Pay level form the dropdown list and click on Next to get the choice of vacancies
6. Candidates will have to 'Add Vacancy' from the list of vacancies in a Grid, according to the Post/Subject/Medium of the concerned candidate.
7. Candidates may select up to ten (10) Madrasahs as per their preference from the drop-down list.
8. They can also see the choices submitted by other candidates in the concerned Posts/Subjects/Medium.
9. After selecting the upto ten (10) preferred Madrasahs, the candidates have to click on "**Submit**" button.
10. The preference/selection of Madrasah can be modified upto last date of E-counselling.
11. After submission, the candidate should take printout of his/her choice by pressing "Print" button for future reference.

IMPORTANT NOTE

- A. Any candidate, who has been transferred earlier in the same category of post on General Transfer, will not be eligible for current General Transfer. If it is found at any stage that, any candidate has been transferred on General Transfer in the same category of post, then, his/her candidature will be cancelled.
- B. If there is no vacancy in concerned posts/subjects/medium then, the candidature of concerned candidates will be carried forward to next counselling for General Transfer.
- C. If any candidate does not select any Madrasah due to non-availability of suitable vacancy, then his/her candidature will be carried forward to next counselling for General Transfer.
- D. If any Madrasah is not allotted to a candidate out of selected Madrasahs, then his/her candidature will be carried forward to next counselling for General Transfer.
- E. If any candidate is allotted a Madrasah out of selected Madrasahs & he/she does not join the said Madrasah, then his/her candidature will not be considered for next General Transfer and he/she will not be eligible to apply for next General Transfer.

Sd/-

Secretary

West Bengal Madrasah Service Commission