



**Government of West Bengal**  
**Department of Information & Cultural Affairs**  
**Block-V, 3<sup>rd</sup> Floor,**  
**Writers' Buildings, Kolkata-700001**

**Memo No.1605– ICA(W)/IC/O/RC-93/16**

**Date: 18.07.2022**

**NOTICE**

Each of the hitherto qualified 48 candidates, whose names have been recommended by the Public Service Commission, West Bengal, for appointment to the post of Lower Division Clerk through Clerkship Examination, 2019, in the Information Directorate under Department of Information & Cultural Affairs(list available in the website of Public Service Commission, West Bengal i.e., <https://wbpsc.gov.in>), is hereby informed that a blank 'Verification Roll' Form has been uploaded in our official website, i.e., [www.egiyebangla.gov.in](http://www.egiyebangla.gov.in). He/She is requested to download the same and submit two (2) sets of duly filled in 'Verification Roll' Forms (in original) affixing a recent passport size photograph of him/her duly self-attested along with all the corroborating documents (self-attested photocopies) in a sealed envelope to this Department at the above-mentioned address from 25<sup>th</sup> of July, 2022 to 10<sup>th</sup> August, 2022, either by post or in the drop-box at Block-V, 3<sup>rd</sup> Floor, I.&C.A. Department, Writers' Buildings (11 A.M. to 3 P.M. on working days only).

Candidates belonging to SC/ST/OBC-A/OBC-B/MSP (Meritorious Sports person) and P.D. (Physically Disabled in different respect) category are requested to submit two self-attested photocopies of those certificate(s) along with the filled in V.R. Form.

Candidates already in Government service are requested to inform this Department as well as his/her present employer for obtaining/forwarding PVR/MER already done.

If any of the candidate fails to comply with the above instructions, it will be construed that he/she is not interested in accepting the offer of appointment to the post of Lower Division Clerk in the Information Directorate under Department of Information and Cultural Affairs.

*Encl: 1. Blank Verification Roll Form.*

Director of Information & e.o. Special Secretary to the  
Government of West Bengal

# Verification Roll

Passport  
size  
photograph

1.	Name in Full (In block capitals) with aliases, if any. (Please indicate if you have added or dropped, at any stage, any part of your name or surname).	<b>Surname</b>	<b>Name</b>
2.	The name of the post and service applied for		
3.	Present address in full (i.e. village, thana and district or house number, lane/street and road, PIN)		
4.	(a) Home address in full (i.e. village, thana and district or house number, lane/street and road, PIN)  (b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union.		

5. Particulars of places where you have resided for more than one year during the preceding five years

From	To	Residential address in full (i.e. village, thana and district or house number, lane/street and road, PIN)

6. (a) Father's name in full with aliases, if any ... (a)
- (b) Present Postal address (if dead, give the last address) ... (b)
- (c) Permanent home address ... (c)
- (d) Profession ... (d)
- (e) If in service, give designation and official address ... (e)
7. (i) Nationality of—
- (a) Father ... (a)
- (b) Mother ... (b)
- (c) Husband ... (c)
- (d) Wife ... (d)



8. (a) Exact date of birth ... (a)  
 [To be supported by Birth Registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognized Board]
- (b) Present age ... (b)
- (c) Age of Matriculation/School Final ... (c)
9. (a) Place of birth, district and State in which is situated ... (a)
- (b) District and State to which you belong ... (b)
10. (a) State your religion
- (b) Are you member of scheduled caste/ Scheduled tribe/ OBC. Answer "Yes" or "No" and if the answer is "Yes" state the name thereof. [Copy of certificate to be attached]

11. Education qualifications showing place of education with year in school colleges:

Name of school/colleges with full address	Date of entering	Date of leaving	Examination passed

12. If you have at any time been employed give details

Designation of the post held or description of work	Period	Full address of the office, firm or institution and reasons for leaving previous service

13. Have you ever been convicted by a Court of any offence or charge-sheeted by the police in connection with any criminal proceeding? If so, the full particular of the case should be given.

14. Name of two responsible persons of your locality (1) .....
- or two referees to whom you are known (2) .....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of my circumstances, which might impair my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date..... Signature of the candidate.....  
Place.....

(Certificate to be signed by a gazetted officer)

Certified that I have known Shri/Shrimati.....  
son/daughter of Shri..... for the last.....  
years .....months and that to the best of my knowledge and belief the particulars furnished by  
him/her are correct.

Place..... Signature.....  
Date..... Designation status and address.....  
.....

Signature and designation of the Issuing Officer and  
the name of the office with full address and date.