

**Government of West Bengal
Finance (Audit) Department
Group-T, WBA&AS Cell
Writers' Buildings, Kolkata - 700 001**

No.1535-F(Y)/WB

Date: 20.04.2017

A list of 58 (Fifty eight) candidates as enclosed in Annexure "A" have been recommended by the Public Service Commission, West Bengal vide Memo No. A – 44-P.S.C. (A) Dated 19.04.2017 for appointment to the West Bengal Audit & Accounts Service on the basis of results of **West Bengal Audit & Accounts Service Examination, 2015.**

In order to streamline the appointment process, the following instructions are hereby issued to list of candidates (**As per Annexure "A"**) selected for appointment to West Bengal Audit & Accounts Service for information and necessary compliance thereafter:


1. All candidates are requested to contact the following office for collection of Personal Verification Roll (PVR) or alternatively the same can also be downloaded from www.wbaasprofile.gov.in along with this notification [ignore if already collected] and submit the duly filled in PVR in duplicate personally to the address mentioned below on or before **5th May, 2017** :

**Deputy Secretary,
Finance Department, Audit Branch,
Group T, WBA&AS Cell,
Writers' Buildings, Block-IV, Ground Floor,
Kolkata - 700 001.
Phone No. (033) 2214-2099**

2. Duly fill up your "Personal Verification Roll" or PVR in your own handwriting. Make sure that information as sought against each and every item (From 1 to 14) of the PVR is legible, discreet and correct in every respect.
3. Do not overwrite or use white ink against any item of the PVR. In case of any mistake, please strike through and write a fresh and put your signatures.
4. If any particular item is not applicable to you then write "Not Applicable" against that item. Do not leave any item blank.
5. Give complete postal address including Police Station, District, Sub Division, Village and Pin Code etc.
6. Provide complete address of the educational institutions along with the name and course of study pursued.

7. If answer to the item no. 13 is affirmative then complete details in this respect including Case No., Police Station, details of conviction etc. should be provided.
8. Attach certificate of the competent authority testifying the credentials provided.
9. Do remember that PVR is an important document to verify the antecedent of the candidates intended to be employed in the Govt. Service. Any false /wrong /misleading information provided there under would result in cancellation of the candidature in respect of employment in govt. service at any time.
10. Candidates **who are currently employed** under GoWB/GoI are requested to intimate this department the details of the current employment. The PVR of their current service will be requisitioned by the department accordingly.
11. Submit your duly filled up PVR to the Finance Department, Group T, WBA&AS Cell, Block IV, Ground Floor, Writers' Buildings, Kolkata 700 001 by **5th May, 2017** positively.
12. Please bring in all original documents / testimonials in support of your educational qualifications, eligibility criteria, identity and address proof (Aadhar Card, EPIC, and PAN Card) & Intimation / Admit Card issued by the Public Service Commission, West Bengal at the time of submission of PVR.
13. You will be called shortly for Medical Examination.
14. Check your email accounts and Finance Department, GoWB website on www.wbaasprofile.gov.in for further updates in this regard.
15. If you need any further information / clarification do call us on (033) 2214-2099 or email us at srmscell.fin-wb@gov.in.
16. It is expected that joining/training of the newly recruited officers will commence from **12th June, 2017**.

Enclo: As stated.


**Assistant Secretary to the
Govt. 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).	Surname	Name
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.....
yearsmonths 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.