



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

No. L/PR/480/2024

Date: 31/12/2024

NOTIFICATION

Attention: All the Head of the Institutions under the purview of the Council

This is to inform all the Head of the Institutions affiliated to the Council and other related concerned that the Child With Special Need (CWSN) candidates may apply for amanuensis (Writer/extra time or for both) to the concerned Regional Office of the Council along with the following documents for ensuing H.S. Examination, 2025.

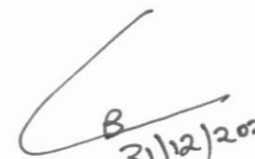
Documents needed for permission of Writer with Extra Time:

1. Application of the Candidate duly countersigned and forwarded by the Head of the Institution.
2. Letter of the Head of the Institution stating the following information positively-
 - Name, Roll No., Registration No, Centre Name, Centre Code and Mobile Number of the Candidate.
 - Name, address and the educational qualification of the Writer.
 - Mobile & Email Id of the Head of the Institution.
3. Attested photocopy of Admit Card & Registration of the 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 photocopy of Disability Certificate issued from the Government Office/Hospital.
7. No Objection Certificate of the Writer duly countersigned by the Parents/Guardian.
8. Attested photocopy of Permission Letter, obtained for appearing in Class-X (Secondary) Examination, issued by the concerned Board, if any.

Documents needed for permission of Extra Time without Writer:

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

- ❖ If the Head of the Institution/Representative of the Candidate contacts the Regional Office of the Council along with the documents mentioned above as the case may be, the concerned Regional Office will immediately issue the Permission Letter after verification.


31/12/2024
Prof. (Dr.) Chiranjib Bhattacharjee
President
W.B. Council of H.S. Education