

Steps follows at the time of Physical Verification for the session 2026-27

S/N	Type of Information/data/Uploaded documents to be checked	Please verify the information against the following respective documents	Nature of verification recommended	Action to be taken
1	Spelling of candidate's Name	10+2 Mark Sheet	For any spelling mistake in the name please note it in the remarks cloumn.	For any kind of other error, don't approve the application and inform the Principal/ OIC/ TIC/ Nodal Officer
2	Roll No. of the candidate	10+2 Mark Sheet	If any error is found in Roll No please note it in the remark cloumn.	—
3	Year of passing	10+2 Mark Sheet	If error is found in the year of passing please note it in the remarks cloumn. No candidate to be allowed who passed 10+2 Exam earlier than 2022.	If any candidate is found to have passed 10+2 Exam in 2021 or earlier, he/she is not eligible for admission. Please do not approve the candidate even if all data/uploaded documents are correct and inform the Principal/ OIC/ TIC/ Nodal Officer.
4	Gender of the canddate	Admit Card of Madhyamik/Secondary Exam/Birth Certificate issued by Govt	If error is found in the candidate's Gender please note it in the remark cloumn.	—
5	Date of birth of the candidate	Admit Card of Madhyamik/Secondary Exam/Birth Certificate issued by Govt	If error is found in the candidate's date of birth please note it in the remark cloumn.	If the supporting document is not legible/ not uploaded in proper place, verify the application but give a note in the remark cloumn.
6	Photograph of the candidate	Uploaded document	Please check (1) whether the photograph matches with the gender of the candidate, (if possible) and (2) whether the photograph is uploaded in proper place	If the photograph is not legible/ not uploaded in proper place, please verify the application but give a note in the remark cloumn.
7	Signature of the candidate	Uploaded document	Please check whether signature is uploaded in proper place	If the signature is not legible/ not uploaded in proper place, please verify the application but give a note in the remark cloumn.

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8	Marks entered	10+2 Mark Sheet	<p>Please check</p> <p>(1) Whether Marks of all subjects entered by the candidate are the same as printed in the Mark Sheet</p> <p>(2) Whether any 'REQUIRED' subject for the subject combination taken by the candidate is described as 'Failed' OR 'NA' in the Mark Sheet</p> <p>(3) Whether Compulsory Environmental Studies/Environmental Education is included among "Best 4 Subjects"</p> <p>(4) Passed in English of a paper of 100 marks</p> <p>(5) The Scan copy of the mark sheet is uploaded in proper place</p>	<p>1. Verify the application if the entered marks is less than the obtained marks. If the entered marks is higher than the obtained marks, please do not verify the application and report to the Principal/ OIC/ TIC/ Nodal Officer.</p> <p>2. Please report if any 'REQUIRED' subject is described as 'Failed' OR 'NA'. Do not verify the application and report to the Principal/ OIC/ TIC/ Nodal Officer</p> <p>3. Please report if Compulsory Environmental Studies/Environmental Education is included among "Best 4 Subjects"</p> <p>4. Please report if the English Paper is of less than 100 marks, or if the candidate failed to secure Pass Marks in English</p> <p>5. Verify the application and give a note in the remark column.</p>
9	Reservation Status	Caste Certificate issued by Government of West Bengal	<p>(1) Please check whether the caste mentioned in the certificate is same in the application.</p> <p>(2) Please check whether the Caste Certificate is uploaded in the proper place</p>	<p>The caste certificate should be issued by the Govt. of West Bengal. If the caste certificate issued from any other State, please do not verify the application and report to the Principal/ OIC/ TIC/ Nodal Officer.</p> <p>(1) If the caste is mismatch with the original caste certificate please do not verify and report to the Principal/ OIC/ TIC/ Nodal Officer</p> <p>(2) If the caste Certificate is not clear/not uploaded in proper place , verify the application but give a note in the remark column.</p> <p>If any discrepancy is found, please do not verify the candidate and report to the Principal/ OIC/ TIC/ Nodal Officer.</p>
10	PwD Status	PwD Certificate must be issued by the Competent Authority.	<p>(1) Please check whether the percentage of disability is same as in the uploaded document.</p> <p>(2) Please check whether the PwD Certificate is uploaded in the proper place</p>	<p>If any discrepancy is found, please do not verify the candidate and report to the Principal/ OIC/ TIC/ Nodal Officer</p>
12	Uploaded Marksheet	Original Marksheet	<p>Please check whether the uploaded copy of marksheet is the scan copy of the original (offline) Marksheet. Scan copy of the downloaded online mark sheet will not be accepted.</p>	<p>If the scan copy of the downloaded online mark sheet is uploaded, verify the application but give a note in the remark column.</p>
13	EWS Candidate	Original Certificate	<p>Certificate should be issued by the competent Athourity. Please check the validity period of the certificate . The validity period should be 2026-2027.</p>	<p>If any discrepancy is found, please do not verify the candidate and report to the Principal/ OIC/ TIC/ Nodal Officer.</p>