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PART I - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
School Education Department
Secondary Branch

ORDER

Sub : Recruitment procedure in the institutions exempted from recruitment from West Bengal School Service Commission under Section 15(a).

No. 93 - SE/S/10R-14/2013-09th February, 2015 — WHEREAS in terms of Notification No. 641-Edn(S) dt. 23.05.1974 (as amended so far) Special Rules have been granted to several schools and whereas a number of schools have obtained religious/linguistic minority certificate from the National Commission for Minority Educational Institutions or from Minorities Affairs and Madrasah Education Department, West Bengal and are eligible to be exempted under Section 15(a) of the West Bengal School Service Commission Act, 1997 from recruitment through the West Bengal School Service Commission established under the said Act.

Now, therefore, the Governor has been pleased to order that all school authorities shall strictly observe the following in the matter of recruitment of teaching and non-teaching staff.

1. (A) The school authority shall submit along with proof of existence of vacancy for the post applied for in respect of Assistant Teachers and non-teaching staff along with following documents at least 3 (three) months earlier before the date of occurrence of vacancy in respect of an existing post :
 - a) A non-litigation certificate against the sanctioned vacant post(s);
 - b) The recruitment should be justified, considering class-wise pupil-teacher ratio;
 - c) Existing staff pattern of the school showing the category – Pass Graduate or Honours/ PG category with post sanctioning memo;
 - d) Subject approval from the Council for H.S. section in case of HS schools;
 - e) Resolution of the Managing Committee;
 - f) Proof of the minority status of the school;
 - g) Recognition of the schools from the WBBSE and WBCHSE;
 - h) Cause of occurrence of vacancy;

Upon receipt of the prayer the District Inspector of Schools (SE) will examine the issues and on being satisfied shall accord approval of appointment of Assistant Teacher and Non-Teaching Staff including Librarian of high schools against vacancy of posts sanctioned by the Competent Authority.

- (B) The Founder Body/Governing Body will be the appointing authority in respect of Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress and the School Management Committee will be the appointing authority in respect of other teaching and non-teaching staff. The post of Assistant Headmaster/Assistant Headmistress will be filled up against the sanctioned vacant post provided the student enrolment upto Class-X should not be less than 750 in average of last 3 (three) years. The Founder Body/Governing Body shall submit documents as follows:

- I. A non-litigation certificate against the sanctioned vacant post(s);
- II. In respect of recruitment of Assistant Headmaster/Assistant Headmistress average student number should be furnished.
- III. Resolution of the Founder Body/Governing Body;
- IV. Proof of the minority status of the school.
- V. Recognition of the schools from the WBBSE and WBCHSE
- VI. Cause of occurrence of vacancy

Upon receipt of the prayer the District Inspector of Schools (SE) will examine the issues and on being satisfied shall accord approval of appointment of Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress of high schools against vacancy of posts sanctioned by the Competent Authority

- (C) In the event if the concerned District Inspector of Schools (SE)/Additional Inspector of Schools (SE) finds that the information supplied by the school is incomplete and/or incorrect it shall forthwith informed the school authority to meet up the deficiencies.
- (D) For the recruitment in a vacant post due to leave/deputation the school authority will intimate within 1 (one) month from the date of vacancy occurred due to leave/deputation. In this case entire processing of appointment will have to be completed within 03 (three) months. Documents as required in 1(A) will have to be submitted for receiving approval for appointment.
2. The candidates for recruitment of teaching/non-teaching staff including the post of Headmaster/Headmistress/ Assistant Headmaster/Assistant Headmistress shall fulfill the minimum academic qualifications, professional qualifications, age limit and citizenship as laid down in Annexure-II.
 3. The required qualification and desirable qualifications for the non-teaching staff should not be below the level fixed by the Government.
 4. The appointment shall be made against a clear vacancy in permanent/additional post duly sanctioned by the competent authority.
 5. The appointment shall be given after selection from eligible candidates through open advertisement of the vacancy in at least two State-level dailies, one of them should be in English, in order to satisfy the provision of equality of opportunity as enshrined in Art. 16 of the Constitution of India.
 6. Not more than 10% of the total sanctioned posts including the post of the Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress of the concerned school may be kept reserved and to be filled up from the members of the minority organization to which the educational institution belongs. No separate advertisement will be required. But the minimum academic qualification, professional qualifications, teaching experience, age limit and citizenship as specified for recruitment for the post shall not be relaxed under any circumstance.

7. The school authority will constitute a Selection Committee for recruitment of a candidate, against an approved post maintaining pupil-teacher ratio, at least 3 months before the scheduled date of Interview/ Written Test and the same is to be communicated to the office of the District Inspector of Schools (SE) concerned and the Director of School Education, West Bengal with post sanctioning memo, cause of occurrence of the vacancy, no litigation certificate in respect of the vacancy and the validity of the Managing Committee.
8. The appointment shall be made gender-wise as per Government norms. No male teacher shall be appointed to a girls' school, however, female teacher can be appointed in all schools.
9. One ward of a deceased teacher/employee who has died while in approved service can be appointed against a clear sanctioned vacancy of any school of the same organization provided that the appointee shall fulfil the minimum qualification for the post as laid down in the applicable recruitment Rules for recruitment of non-teaching staff through the West Bengal School Service Commission as stated above and provided further that the concerned family is financial distressed as defined in the aforesaid recruitment rules and the incumbent shall have to fulfil the criteria as laid down under notifications issued in this regard from time to time by the School Education Department as applicable to teaching and non-teaching employees of schools, *mutadis mutandis*.
10. 100-point roster in respect of reservation rules for SC/ST/OBC is not applicable for appointment to the teaching and non-teaching posts.
11. Any sanctioned vacant post may be filled up by way of transfer of any approved and confirmed Assistant Teachers/Headmaster/Assistant Headmaster/Headmistress/Assistant Headmistress/ Non-teaching staff appointed against the same category of vacancy holding the same category of post and teaching the same subject run by the same Trust or Society. Any such transfer approved by the school authorities and the founder bodies in case of a teacher appointed from the concerned minority organization against a sanctioned post shall subsequently be approved by the District Inspector of Schools of the district provided that the same is done according to terms and conditions mentioned herein above.
12. The District Inspector of Schools (SE)/Additional District Inspector of Schools (SE) shall communicate to the school authority/organization/society/trust his decision in respect of approval of appointment/ approval of transfer strictly following the above guidelines within 30 working days from the date of receipt of the application complete in all respects. If the District Inspector of Schools is unable to approve the appointment, he should communicate his views to the school authority/organization/society/trust stating the reasons of his inability for not according approval of the same with a copy to the Director of School Education, West Bengal within 30 working days from the date of receipt of the application. However, on expiry of 30 days from the date of submission of papers to the concerned District Inspector of Schools (SE), the concerned school authority may inform the matter of delay to the Director of School Education, West Bengal for necessary action.
13. The application for filling up vacant posts of teaching and non-teaching staff through open advertisement shall be made as per Annexure – (IV) of this Order. Further the application for filling up such vacant posts by transfer shall have to be made as per format enclosed Annexure – (V) of this order.
14. The Head of the Institution and/or the Secretary of the School Managing Committee shall be personally/ jointly liable if any appointment is made on the basis of panel prepared by the school authority by way of illegal and irregular procedure or panel prepared against any unauthorized vacancy not duly approved by the competent authority. Government shall not bear any financial liability of such illegal or irregular appointment and the District Inspector of Schools (SE) concerned shall not be bound to accord approval or give any cognizance to such illegal appointment.
15. In all cases of appointments – permanent or temporary, the school committee shall issue letters of appointment specifying the terms and conditions governing such appointment. When a permanent

appointment is made the candidate shall be on probation for a specified period, ordinarily not exceeding one year, after which he/she may be confirmed as determined by the school committee provided if the school authority does not agree to confirm a teacher after specified period the ground for delay to be informed in writing to the concerned employee. However, after satisfaction of the school authority the employee will be confirmed without delay.

16. The schools who have already published advertisement for filling up the vacant posts will submit documents as stated in Clause (1) for receiving post-facto approval from the District Inspector of Schools (SE) and on receiving approval the school will proceed for recruitment according to this procedure. Panel already submitted by the School authorities for approval in pursuance to the G.O. No.1092-ES(S)/10M-104/2011 dt. 06.06.2012 and G.O. No.1314(50)-SE(S)/4A-35/2002 dt. 17.09.2002 will remain valid under the purview of the instant order and those cases will be governed by earlier order.
17. This order will come into effect from the date of publication in the Kolkata Gazette. All further recruitment will be guided by this order in suppression of the G.O. No.1092-ES(S)/10M-104/2011 dt. 06.06.2012 and G.O. No.1314(50)-SE(S)/4A-35/2002 dt. 17.09.2002.

By Order of the Governor.

ARNAB ROY

Secretary to the Government of West Bengal

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Annexure (I)

Following information shall be given in the open advertisement for filling up vacant posts of Teaching (including Headmaster/Headmistress)/Non-teaching staff/Librarian.

1. Name of the school with complete postal Address along with PIN Code, Phone No. :
2. Recognition Memo No. and Date given by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/any other competent authority.
3. Whether the school is fully aided or DA getting.
4. Name of the Post : Teacher / Non -Teaching staff/Librarian.
5. Scale of Pay as per the latest ROPA attached to post in question :
6. If the vacant post is meant for Teacher, the following information is to be given :
 - (a) Category : (i) Pass vacancy or (ii) Hons/PG vacancy
 - (b) Subject :
 - (c) Group : Language/Science & Mathematics/ Social Science/ Work Education & Physical Education and Social Service/HS Section.
7. The minimum academic qualifications, professional qualifications, age limit and citizenship as laid down in Annexure (II).

Annexure (II).

Sl. No.	Name of the posts	Educational qualification including professional qualifications	Age limit
1.	Headmaster/ Headmistress of High School/Higher Secondary School	<p>Essential</p> <p>(i) Master's Degree from a UGC recognized University with at least 45% marks both at the Secondary Level and Higher Secondary Level, 40% marks in the Honours subject at the Honours Level or 45% marks at the Pass Level for a candidate without having Honours Degree and 40% marks at the Post-Graduate Level, with degree in Bachelor of Teaching/Bachelor of Education/Post Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching / Bachelor of Education / Post-Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session:</p> <p>Provided that the above criteria of marks shall not apply to a Head Master/ Head Mistress in approved service in Jr. High/High/Higher Secondary School;</p>	Upto 55 years
		<p>(ii) Ten years continuous teaching experience on the date of advertisement in approved service in a Higher Secondary School/ High School/ Junior High School recognized by the West Bengal Council of Higher Secondary Education/ West Bengal Board of Secondary Education or equivalent.</p>	
2.	Headmaster/ Headmistress of Junior High School	<p>Essential :</p> <p>(i) Master's Degree from a UGC recognized University with at least 45% marks both at the Secondary Level, and Higher Secondary Level, 40% marks in the Honours subject at the Honours Level or 45% marks at the Pass Level for a candidate without having Honours Degree and 40% marks at the Post-Graduate Level, with, Degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government of West- Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/ Post--Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session.</p> <p>Provided that the above criteria of marks shall not apply to a Head Master/Head Mistress in approved service in Jr. High/High/Higher Secondary School;</p>	Upto 55 years
		<p>(ii) Five years continuous teaching experience on the date of advertisement in approved service in a Higher Secondary School/ High School/ Junior High School recognized by the West Bengal Council of Higher Secondary Education/ West Bengal Board of Secondary Education or equivalent.</p>	

(PART I)

Sl. No.	Name of the posts	Educational qualification including professional qualifications	Age limit
3.	Assistant Teacher of Junior High/ High School/ Higher Secondary School for the posts meant for Pass vacancies.	<p>Essential:</p> <p>B.A./B.Sc. and 2-year Diploma in Elementary Education (by whatever name known)</p> <p style="text-align: center;">OR</p> <p>B.A./B.Sc. with at least 50% marks and 1-year Bachelor in Education (B.Ed.)</p> <p style="text-align: center;">OR</p> <p>B.A./B.Sc. with at least 45% marks and 1-year Bachelor in Education (B.Ed.), in accordance with the NCTE (Recognition Norms and Procedure) Regulations issued from time to time in this regard</p> <p style="text-align: center;">OR</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor in Elementary Education (B.El.Ed.)</p> <p style="text-align: center;">OR</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and 4-year BA/B.Sc. Ed or B.A. Ed./B.Sc. Ed.</p> <p style="text-align: center;">OR</p> <p>B.A./B.Sc. with at least 50% marks and 1-year B.Ed. (Special Education)</p> <p><i>Note 1.</i> – For the purpose of this notification, a diploma/degree course in teacher education recognized by the National Council for Teacher Education (NCTE) only shall be considered. However, in case of Diploma in Education (Special Education) and B.Ed. (Special Education), a course recognized by the Rehabilitation Council of India (RCI) only shall be considered.</p> <p><i>Note 2.</i> – The reservation quota for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and for physically handicapped candidates shall be maintained as per the existing reservation rules as framed by the competent authority, with relaxation of the upper age limit as admissible under Government order.</p> <p><i>Note 3.</i> – Relaxation of 5% marks in academic qualification shall be allowed in respect of candidates belonging to the reserved categories, such as SC/ST/OBC/PH.</p>	<p>“Minimum 20 years and maximum 40 years so long as the West Bengal Services (Raising of Age-limit) Rules, 1981, is in force. Upper age limit is however relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and for the Physically Handicapped Candidates, as per existing Government norms.”</p>
4.	Assistant Teacher of High School/ Higher Secondary School/Junior High School for the posts meant for Honours / Post-Graduate vacancies.	<p>Essential :</p> <p>Bachelor’s Degree with Honours or Master’s Degree in the concerned subject from any UGC recognized University:</p> <p>Provided that for the post of Assistant Teacher in Biological Science, a candidate must have Honours/Master’s Degree in the concerned subject.</p> <p><i>Explanation.</i> - For the purpose of this sub-clause, “concerned subject” in relation to Biological Science means Zoology, Botany or Physiology.</p>	<p>“Minimum 20 years and maximum 40 years so long as the West Bengal Services (Raising of Age-limit) Rules, 1981, is in force. Upper age limit is however</p>

Sl. No.	Name of the posts	Educational qualification including professional qualifications	Age limit
		<p>Desirable:</p> <p>(i) Degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching/Bachelor of Education/Post-graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session;</p>	<p>relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and for the Physically Handicapped Candidates, as per existing Government norms."</p>
5.	Assistant Teacher for the post of Work Education in School	<p>Essential:</p> <p>(i) Bachelor's Degree in General Stream in Arts/ Science/ Commerce from a UGC recognized University with Post Graduate Basic Training or Work Education as a subject in Bachelor of Education in regular course from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session; or</p> <p>(ii) Bachelor's Degree in General-Stream in Arts/ Science/ Commerce with Degree or Diploma in Art and Craft from any UGC recognised University/ any UGC recognised educational Institution affiliated to any University; or</p> <p>(iii) Bachelor's Degree in General Stream in Arts/ Science/ Commerce with Degree or Diploma in Tailoring and needle work from any Institution duly recognised by any UGC recognised University / from any UGC recognised University; or</p> <p>(iv) Bachelor's Degree in General Stream in Arts/Science/ Commerce with at least two years Degree or Diploma in the Work Education curriculum awarded by any University or any Department of the State Government; or</p> <p>v) Bachelor's Degree in Home Science or Agriculture or Bachelor of Science in Computer Science or Information Technology or Software systems from any UGC recognized University; or</p> <p>(vi) Bachelor's Degree in General Stream in Arts/Science/ Commerce with Computer Science or Computer Application as a subject of at least 300 marks at the degree level from any UGC recognized University.</p> <p>(vii) Bachelor degree in Visual Arts or Performing Arts from any UGC recognized University; or</p>	<p>"Minimum 20 years and maximum 40 years so long as the West Bengal Services (Raising of Age-limit) Rules, 1981, is in force. Upper age limit is however relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and for the Physically Handicapped Candidates, as per existing Government norms."</p>

Sl. No.	Name of the posts	Educational qualification including professional qualifications	Age limit
		(viii) Degree in Bachelor of Teaching/Bachelor of Education/ Post Graduate Basic Training from any recognized University or any training recognized by the State Govt. as equivalent to Bachelor of Teaching/ Bachelor of Education/ Post Graduate Basic Training from a Teachers Training Institute duly recognized by the NCTE/the RCI in the relevant academic session/correspondence Course with degree/diploma in Arts & Craft from any UGC recognized University/ any UGC recognized education Institution affiliated to any University/ correspondence Course with Certificate in Tailoring and needle work (at least 2-year course) from any Institution duly recognized by any UGC recognized University/ from any UGC recognized University/ correspondence Course with degree/ diploma in Work Education curriculum awarded by any University or any Department of the State Govt.	
6.	Assistant Teacher for the post of Work Education in School	<p>Essential : Bachelor's Degree in General Stream of Arts/ Science/ Commerce with degree/diploma in Physical Education from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session.</p>	<p>"Minimum 20 years and maximum 40 years so long as the West Bengal Services (Raising of Age-limit) Rules, 1981, is in force. Upper age limit is however relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and for the Physically Handicapped Candidates, as per existing Government norms."</p>

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Annexure (III)

Prayer for approval of service appointed through open advertisement for filling up vacant posts of Teacher (including Headmaster/Headmistress)/Non-teaching staff/Librarian.

Following details to be given by the school authority :

1. Name of the school with complete postal Address along with PIN Code, Phone No. :
2. Recognition Memo No. and Date and Extension of Recognition given by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/any other competent authority. [Duly attested copy to be submitted by the Head of the Institution]
3. Whether the school is fully aided or DA getting.
4. Validity of the Managing Committee of concerned school : [A certificate to be submitted by the Head of the Institution]
5. Name of the Post : Headmaster/Headmistress/Teacher/Non-Teaching staff/Librarian/Teacher for Primary School.
6. Scale of Pay as per the latest ROPA attached to post advertised :
7. Cause of vacancy : New creation of post duly sanctioned by the competent authority/Retirement/Resignation/Death-in-harness/Dismissal duly approval of the competent authority/transfer. [Supporting papers duly attested to be submitted]
8. Post creation memo and date :
9. Name of the authority which sanctioned the post to be filled up :
10. Date of occurrence of the vacancy :
11. Whether the post is free from litigation : [A certificate to be submitted by the Head of the Institution]
12. If the vacant post is meant for Non-Teaching, the following information is to be given:-
 - (a) Whether the vacancy is determined as per provision of G.O. No. 333-SE (Apptt.)/10M-32/01 (pt) dated 8th June, 2007 : [Details of the existing non-teaching staff in position to be submitted]
 - (b) The vacancy is meant for Category of vacancy : Gr.D/Clerk/Librarian
13. If the vacant post is meant for Teacher, the following information is to be given :
 - (a) Category : (i) Pass vacancy or (ii) Hons/PG vacancy
 - (b) Subject :
 - (c) Group : Language/Science & Mathematics/ Social Science/ Work Education & Physical Education and Social Service/HS Section.
 - (d) Nature of Posts : Normal Vacancy/Addition 1 vacancy for Normal section/Additional vacancy for HS section.
 - (e) Whether the vacancy is determined maintaining the existing school staff pattern as per provision of G.O. No. 670-SE (S) dated 04.09.1998. [Existing staff pattern and teaching staff in position to be submitted]
14. Class-wise student number for secondary level, subject-wise student number for Higher Secondary level.
15. Name of the appointee to the post : [Duly filled approval form to be submitted]

16. Academic qualifications Madhyamik onwards : [Attested copy to be submitted]
17. Professional qualifications : [Attested copy to be submitted]
18. Age as on the 1st January of the year of advertisement : [Attested copy of valid age proof certificate to be submitted]
19. Citizenship : [Copy of EPIC or PAN Card or Passport to be submitted]
20. Date of advertisement for filling up the post and name of the Newspaper : [Copy of advertisement to be submitted]
21. Number of applications received :
22. Number of applicants called for Written Test/Interview
23. Details of the Selection Committee and Selection Procedure : [Attested copy to be submitted]
24. Date of Written Test/Interview : [One copy of letter calling for Written Test/Interview to be submitted]
25. Individual Score Sheet of the candidates appeared in the Written Test/Interview : [Original copy to be submitted]
26. Panel : [Original copy to be submitted]
27. Whether the panel has been approved by the Selection Committee and the Managing Committee : [Resolution of the Selection Committee and Managing Committee to be submitted]
28. Date of the issuance of the appointment letter : [Copy of appointment letter to be submitted]
29. Date of joining to the post : [Copy of joining report duly authenticated by the head of the institution or Secretary to be submitted]

Annexure (IV)

Prayer for approval of service appointed as religious/linguistic minority under group or organization for filling up vacant posts of Teacher (including Headmaster/Headmistress)/Non-teaching staff/Librarian.

Following details to be given by the school authority :

1. Name of the school with complete postal Address along with PIN Code, Phone No. :
2. Recognition Memo No. and Date and Extension of Recognition given by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/any other competent authority. : [Duly attested copy to be submitted by the Head of the Institution]
3. Whether the school is fully aided or DA getting.
4. Validity of the Managing Committee of concerned school : [A certificate to be submitted by the Head of the Institution]
5. Name of the Post : Teacher/Non-Teaching staff/Librarian.
6. Scale of pay as per the latest ROPA attached to post advertised :
7. Cause of vacancy:-New creation of post duly sanctioned by the competent authority/Retirement/Resignation/Death-in-harness/Dismissal duly approval of the competent authority/transfer. : [Supporting papers duly attested to be submitted]
8. Post creation memo and date :
9. Name of the authority which sanctioned the post to be filled up :
10. Date of occurrence of the vacancy :
11. Whether the post is free from litigation : [A certificate to be submitted by the Head of the Institution]
12. If the vacant post is meant for Non-Teaching, the following information is to be given :
 - (a) Whether the vacancy is determined as per provision of G.O. No. 333-SE (Apptt.)/10M-32/01 (pt) dated 8th June, 2007 : [Details of the existing non-teaching staff in position to be submitted]
 - (b) The vacancy is meant for Category of vacancy : Gr.D/Clerk/Librarian
13. If the vacant post is meant for Teacher, the following information is to be given :
 - (a) Category : (i) Pass vacancy or (ii) Hons/PG vacancy
 - (b) Subject :
 - (c) Group : Language/Science & Mathematics/ Social Science/ Work Education & Physical Education and Social Service/HS Section.
 - (d) Nature of Posts : Normal Vacancy/Addition 1 vacancy for Normal section/Additional vacancy for HS section.
 - (e) Whether the vacancy is determined maintaining the existing school staff pattern as per provision of G.O. No. 670-SE (S) dated 04.09.1998. : [Existing staff pattern and teaching staff in position to be submitted]
14. Name of the appointee to the post : [Duly filled approval form to be submitted]
15. Academic qualifications Madhyamik onwards : [Attested copy to be submitted]
16. Professional qualifications : [Attested copy to be submitted]

17. Age as on the 1st January of the year of advertisement : [Attested copy of valid age proof certificate to be submitted]
18. Citizenship : [Copy of EPIC or PAN Card or Passport to be submitted]
19. Date of the issuance of the appointment letter : [Copy of appointment letter to be submitted]
20. Date of joining to the post : [Copy of joining report duly authenticated by the head of the institution or Secretary to be submitted]
21. Resolution of the school authority and the founder- body in support of the appointment as religious/ linguistic minority under group or organization. : [A copy of the resolution duly attested to be submitted]

Annexure (V)

Prayer for approval of service appointed by way of transfer for filling up vacant posts of Teacher (including Headmaster/Headmistress)/ Non- Teaching staff/Librarian.

Following details to be given by the school authority:-

1. Name of the school with complete postal Address along with PIN Code, Phone No. :
2. Recognition Memo No. and Date and Extension of Recognition given by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/any other competent authority. : [duly attested copy to be submitted by the Head of the Institution]
3. Whether the school is fully aided or DA getting.
4. Validity of the Managing Committee of concerned school : [A certificate to be submitted by the Head of the Institution]
5. Name of the Post : Teacher/Non-Teaching staff/Librarian.
6. Cause of vacancy : New creation of post duly sanctioned by the competent authority Retirement/ Resignation/Death-in-harness/Dismissal duly approval of the competent authority/transfer. [Supporting papers duly attested to be submitted]
7. Post creation memo and date :
8. Name of the authority which sanctioned the post to be filled up :
9. Date of occurrence of the vacancy :
10. Whether the post is free from litigation : [A certificate to be submitted by the Head of the Institution]
11. If the vacant post is meant for Non-Teaching, the following information is to be given :
 - (a) Whether the vacancy is determined as per provision of G.O. No. 333-SE (Apptt.)/10M-32/01 (Pt) dated 8th June, 2007 : [details of the existing non-teaching staff in position to be submitted]
 - (b) The vacancy is meant for Category of vacancy : Gr.D/Clerk/Librarian
12. If the vacant post is meant for Teacher, the following information is to be given :
 - (a) Category : (i) Pass vacancy or (H) Hons/PG vacancy
 - (b) Subject :
 - (c) Group : Language/Science & Mathematics/Social Science/Work Education & Physical Education and Social Service/HS Section.
 - (d) Nature of Posts : Normal Vacancy/Additional vacancy for Normal section/Additional vacancy for HS section.
 - (e) Whether the vacancy is determined maintaining the existing school staff pattern as per provision of G.O. No. 670-SE (5) dated 04.09.1998. : [Existing staff pattern and teaching staff in position to be submitted]
13. Name of the appointee to the post : [Duly filled approval form to be submitted]
14. Academic qualifications Madhyamik onwards : [Attested copy to be submitted]
15. Professional qualifications : [Attested copy to be submitted]
16. Age as on the 1st January of the year of advertisement : [Attested copy of valid age proof certificate to be submitted]

17. Citizenship : [Copy of EPIC or PAN Card or Passport to be submitted]
18. Whether the transfer has been approved by the approved by the school authorities and the founder bodies of the concerned school : [Copy of resolution duly attested to be submitted]
19. Earlier Approval of appointment given by the concerned District Inspector of Schools confirmation issued by the competent authority : [Copy duly attested to be submitted]
20. Date of the issuance of the appointment letter : [Copy of appointment letter to be submitted] 21. Date of joining to the post : [Copy of joining report duly authenticated by the head of the institution or Secretary to be submitted]
21. Date of joining to the post : [Copy of joining report duly authenticated by the head of the institution or Secretary to be submitted.]