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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
Minority Affairs & Madrasah Education Department
Nabanna, Howrah - 711102

No. 486-MD/O/2M-11/2016

Dated the 3rd March, 2016.

NOTIFICATION

WHEREAS clause (1) of article 30 of the Constitution of India states that all minorities, whether based on religion or language, shall have the right to establish and administer educational institutions of their choice.

AND WHEREAS in pursuance of article 30 of the Constitution this Department vide Notification No.1465-MD/07 dt.12.10.2007 declared all recognized and aided Madrasahs in the State as Minority Educational Institutions.

AND WHEREAS the Hon'ble Division Bench of the Calcutta High Court by a judgement dated 9.12.15 in appeals (MAT 473 of 2014 & AST 130 of 2014) against the judgement of the Single Judge of the Calcutta High Court in W.P. No. 20650 (W) of 2013 inter alia held that The West Bengal Madrasah Service Commission Act, 2008 (West Bengal Act XXV of 2008) to be unconstitutional.

WHEREAS the Hon'ble Division Bench of the Calcutta High Court by a judgement dated 9.12.15 inter-alia had given liberty to provide appointment to the candidates who are empanelled by the West Bengal Madrasah Service Commission awaiting such appointment.

NOW, THEREFORE, the Governor is pleased to order that since a substantial portion of the financial obligations of all non-government recognised aided Madrasahs is met from the grants of the State Government, it is essential that all the Madrasahs should follow an open, rational and transparent norms and procedures to maintain the overall quality of education in the Madrasahs strictly in the matter of recruitment of teaching and non teaching staff in their respective institution—

Procedures

1. **Short title** – These procedures may be called Recruitment Procedures for the Non-Government Recognized Aided Madrasahs (Primary, Junior High, High, Higher Secondary and Senior), 2016.
2. **Qualifications** – The appointed candidate shall fulfil the minimum academic qualifications, professional qualifications, age limit and citizenship as laid down in the Schedule.
3. **Sanctioned vacancies** – The approval of appointment will be accorded against the sanctioned vacancy of the

Madrasah for which sanction memorandum has been issued by the competent authority from time to time.

4. **Publication of Employment Notifications (1)** – The appointment of teaching and non-teaching staff including the post of Head Master/Head Mistress/Superintendent shall take place after selection from the eligible candidates obtained through open advertisement as per **Annexure-I** in at least two State-level dailies, of which one will be in Bengali, in order to satisfy the provision of equality of opportunity as enshrined in Article 16 of the Constitution of India.
 - (2) The Madrasah Managing Committee shall submit a prayer to the concerned District Inspector of School for approval of service of the candidate appointed through open advertisement for filling up the vacant post of teaching and non-teaching staff including the post of Head Master/Head Mistress/Superintendent as per **Annexure II**.
5. **Selection Committee** – The appointment shall be made by the Madrasah Managing Committee which will frame the norms and selection procedure, at least three months before the Written Test and Interview of the appointment in question and the same is to be communicated to the office of the District Inspector of Schools (PE)/(SE)/ Additional District Inspector of Schools (PE)/(SE) concerned and the Director of Madrasah Education, West Bengal. The Madrasah Managing Committee shall also constitute a selection committee for this purpose and intimate the same to the concerned Inspector of Schools.
6. **Gender** – No male teacher shall be appointed in a Girls' Madrasah whereas female teacher can be appointed in all Madrasahs.
7. **Appointment of Headmaster/Headmistress/ Superintendent/ Assistant Teachers/Non-Teaching staff including Librarian** – The appointment of Headmaster/Headmistress/Superintendent/Assistant Teacher /Non-Teaching staff including Librarian shall be made against a sanctioned vacant post.
8. **Appointment in Die-in-Harness cases** – One ward (spouse/son/daughter) of the deceased teacher or non-teaching staff who dies while in service may be appointed against a clear sanctioned vacancy of the non-teaching post in the same Madrasah provided the ward shall fulfil the minimum qualification to the post in question as laid down in the Schedule and shall apply to the Madrasah Authority within a period of two years of the death of the teacher or non-teaching staff.
9. **Appointment** – (1) The Headmaster/Headmistress/ Assistant Headmaster/ Assistant Headmistress/ Superintendent/ Assistant Superintendent/Assistant Teacher/Non-teaching Staff shall be appointed by the Madrasah Managing Committee.
 - (2) The sanctioned vacant post of the Assistant Headmaster/ Assistant Headmistress/ Assistant Superintendent of the Madrasah in question, may be filled up from amongst the sanctioned strength of Teaching Staff provided the minimum enrolment of the Madrasah is not less than 500 in case of a Madrasah running classes upto Class X and the minimum enrolment of the Madrasah is not less than 750 in case of a Madrasah running classes upto Class XII and provided the incumbent fulfils the minimum qualification for the post of Assistant Headmaster/ Assistant Headmistress/ Assistant Superintendent as laid down in the Schedule.
10. **Prior Permission** – No prior permission shall be required for issuance of advertisement and starting the process to fill up any vacant post duly sanctioned by the State Government or the Director of Madrasah Education, West Bengal provided the terms and conditions as stated in these Procedures are fulfilled.
11. **Roster of vacancies** – 100-point roster in respect of reservation rules for SC/ST/OBC is not applicable for appointment to the teaching and non-teaching posts in the Non-Government Recognized Aided Madrasahs as they are minority educational institutions.
12. **Transfer** – (1) There may be mutual transfer of any approved and confirmed Headmaster/ Headmistress/ Assistant Headmaster/ Assistant Headmistress/ Superintendent/ Assistant Superintendent/ Assistant Teacher appointed against the same category of vacancy and teaching the same subject in any other Madrasah provided the Managing Committee of both Madrasahs agree and give a “No Objection” for the same.
 - (2) There may be mutual transfer of any approved and confirmed Non-Teaching Staff holding the same category of post in any other Madrasah provided the Managing Committee of both Madrasahs agree and give a “No Objection” for the same.

- (3) Any teaching and non-teaching staff on his written prayer may be transferred to a vacant post equal in all respects in any other Madrasah provided the Managing Committee of both Madrasahs agree and give a "No Objection" for the same.
 - (4) The option of mutual transfer / transfer on prayer can be exercised only once in their/ his service period.
 - (5) Any mutual transfer or a transfer on prayer proposed by the respective Madrasah Management Committee shall subsequently be approved by the District Inspector of Schools (PE)/(SE) concerned if it is within his territorial jurisdiction and by the Director, Madrasah Education in all other cases, provided that the proposal has abided by the terms and conditions given in these Procedures. The Madrasah Management Committee shall submit a proposal for approval by way of mutual transfer / transfer on prayer for filling up the vacant posts of teaching and non-teaching staff including the post of Head Master/Head Mistress/ Assistant Headmaster/ Assistant Headmistress/ Superintendent/ Assistant Superintendent/ Assistant teachers/ Non-teaching staff as per **Annexure-III**.
13. **Approval of appointment or transfer** – The District Inspector of Schools (PE)/ (SE) / Director, Madrasah Education as the case may be, shall communicate his decision in respect of approval of appointment/approval of transfer strictly following the above guidelines within 45 working days from the date of receipt of the application complete in all respects. If the District Inspector of Schools (PE)/(SE) is unable to approve the appointment, he shall communicate his views stating the reasons of his inability for not according approval of the same with a copy to the Director of Madrasah Education, West Bengal. In case no communication of approval/non-approval is received from the District Inspector of Schools (PE)/ (SE) within a period of 60 days from the date of receipt of the application from concerned Madrasah, the Madrasah Managing Committee will move to the Director of Madrasah Education with a copy to the Minority Affairs and Madrasah Education Department, Government of West Bengal and on receipt of such communication, the Director of Madrasah Education shall take appropriate action within a period of 45 days subject to terms and conditions as specified in these Procedures with a copy to the Minority Affairs and Madrasah Education Department, Government of West Bengal.
 14. **Appellate Authority** – The Principal Secretary/ Secretary of Minority Affairs & Madrasah Education Department shall be the final appellate Authority in respect of any dispute regarding selection, appointment and transfer of teaching and non-teaching staff under these Procedures.
 15. **Short-Term Vacancy** – The approval of appointment may be accorded against a short term vacancy (Leave/ Deputation etc.) as defined in the West Bengal Schools (Recruitment of Teacher on Vacancy caused by Leave or Deputation) Rules 2006. The selection of candidates having qualifications as stated in the Schedule, must be made through open advertisement (as per **Annexure-IV**) of the vacancy in at least two State-level dailies, one in Bengali, in order to meet the requirement of equality of opportunity as enshrined in the Article 16 of the Constitution of India. The Madrasah authority shall submit the prayer for approval of service for a short-term vacancy as per **Annexure II**.
 16. **Madrasah** – A Madrasah means a Non-Government Aided Recognized Madrasah notified as a minority educational institution vide Notification No.1465-MD/07 dated 12.10.17 or by any notification made from time to time by the State Government.
 17. **Statutory obligation** – (1)The State Government in the Minority Affairs & Madrasah Education Department or the Director of Madrasah Education or the District Inspector of Schools (PE)/ (SE) concerned shall not take any financial responsibility for any appointment, if made in violation of these Procedures.
(2) Recruitment procedure initiated before this notification, shall be completed as per provisions of the Order No 93-SE/S/10R-14/2013 dated 9.2.15 of the School Education Department.
 18. **Alternative Recruitment Procedure** – Notwithstanding anything prescribed in these Procedures a Madrasah Managing Committee may appoint a teaching staff against a clear vacancy from amongst the candidates already empanelled by the West Bengal Madrasah Service Commission.
 19. **Interpretation** – The power to interpret these Procedures rests with the State Government in the Minority Affairs & Madrasah Education Department. If any question relating to the interpretation of these Procedures arises, it shall be referred to the State Government in the Minority Affairs & Madrasah Education Department whose decision thereon shall be final.

Schedule
(See Procedure 2)

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
1	Headmaster/ Headmistress of High Madrasah /Higher Secondary Madrasah	<p>Essential:</p> <p>(i) Master's Degree from a UGC recognized University with at least 50% 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)/ Rehabilitations Council of India (RCI) in the relevant academic session:</p> <p style="text-align: center;">Provided that the above criteria of marks shall not apply to a Headmaster/Headmistress/ Superintendent already appointed in Jr. High/High/ Higher Secondary School or Madrasah /Senior Madrasah prior to publication of these regulation;</p> <p style="text-align: center;">AND</p> <p>(ii) Ten years continuous teaching experience on the last date of submission of application in approved service in a Jr. High/High/Higher Secondary School or Madrasah /Senior Madrasah or more than one, recognized by the West Bengal Board of Madrasah Education/West Bengal Council of Higher Secondary Education/West Bengal Board of Secondary Education.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	Upto 55 years
2	Superintendent of Senior Madrasah	<p>Essential:</p> <p>(i) Mumtazul Muhaddethin/Mumtazul Fuquha/Mumtazul Udaba with Kamil/Kamil (General)/Kamil (Hons.) with 50% marks from the West Bengal Board of Madrasah Education/Aliah University having at least 45% marks in average at the Alim and Fazil taken together.</p> <p style="text-align: center;">OR</p> <p>Mumtazul Muhaddethin/Mumtazul Fuquha/Mumtazul Udaba with Kamil/Kamil (General)/Kamil (Hons.) but with Graduate/ Postgraduate with 50% having at least 45% marks in average at the Alim and Fazil taken together.</p> <p>Note</p> <p>a) In case of fraction the nearest digits shall be taken into consideration for computation of percentage. If the same is .5, the next digit shall be taken into account/consideration in such computation.</p>	Upto 55 years

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
		<p>b) Provided that the above criteria of marks shall not apply to an approved Headmaster/Headmistress already appointed in Jr. High/High/Higher Secondary School or Madrasah and Superintendent in case of Senior Madrasah (having essential eligibility) prior to publication of these regulation;</p> <p>(ii) 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)/Rehabilitations Council of India (RCI) in the relevant academic session.</p> <p>(iii) Ten years continuous teaching experience on the last date of submission of application in approved service in a Jr. High/High/Higher Secondary School or Madrasah /Senior Madrasah or more than one, recognized by the West Bengal Board of Madrasah Education/West Bengal Council of Higher Secondary Education/West Bengal Board of Secondary Education.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	
3	Headmaster/ Headmistress of Junior High Madrasah	<p>Essential:</p> <p>(i) Master's Degree from a UGC recognized University with at least 50% 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).</p> <p>(ii) Five years continuous teaching experience on the last date of submission of application in approved service in a Higher Secondary School/High School/ Junior High Madrasah recognized by the West Bengal Council of Higher Secondary Education/ West Bengal Board of Secondary Education.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	Upto 55 years
4	Assistance teacher for the post of Graduate Teacher (for classes IX and X) of High Madrasah/Senior Madrasah/Jr. High Madrasah	<p>Essential:</p> <p>(a) Graduate/ Post Graduate from Recognised University with at least 50% marks in either Graduation or Post Graduation (or its equivalent) and Bachelor of Education (B.Ed) from National</p>	Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
		<p>Council for Teacher Education recognised institution; or</p> <p>(b) Graduate/ Post Graduate from Recognised University with at least 45% marks in either Graduation or Post Graduation (or its equivalent) and Bachelor of Education (B.Ed) from National Council for Teacher Education recognised institution {in accordance with the National Council for Teacher Education(form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of Teacher Education Programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002 and the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007} or</p> <p>(c) 4-Years degree of B.A. B.Ed/ B.Sc B.Ed from any National Council for Teacher Education recognised institutions.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	<p>Scheduled Caste/ Scheduled Tribe candidates, 3years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>
5	Assistance Teacher for the post of Graduate Teacher (for classes V to VIII) of High Madrasah/Jr. High Madrasah	<p>Essential:</p> <p>(a) Graduate from Recognised University with at least 50% marks (or its equivalent) having concerned subject as combination subject of at least 300 marks at the degree level (or 200 marks in the old degree courses) and Bachelor of Education (B.Ed) from National Council for Teacher Education recognised institution;</p> <p>Note :</p> <p>(i) For the post of Assistant Teacher in Pure Science Group, a candidate should have at least any two of the following subjects namely Chemistry, Physics and Mathematics as combination of subject.</p> <p>(ii) For the post of Assistant Teacher in Bio Science a candidate should have at least any two of the following subjects namely Zoology, Botany and Physiology as combination of subject.</p> <p>For the purpose of this sub-clause, a Bachelor's Degree as stated above shall not include a Special B.A. in any subject.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	<p>Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>
6	Assistance Teacher for Senior secondary/Intermediate (for classes XI and XII)	<p>Essential :</p> <p>(a) Post Graduate with at least 50% marks (or its equivalent) from Recognised University and Bachelor of Education (B.Ed) from National Council for Teacher Education recognised institution; or</p>	<p>Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Sched-</p>

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
		<p>(b) Post Graduate with at least 45% marks (or its equivalent) from Recognised University and Bachelor of Education (B.Ed) from National Council for Teacher Education recognised institution {in accordance with the National Council for Teacher Education(form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of Teacher Education Programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002 and the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007} or</p> <p>(c) Post Graduate with at least 50% marks (or its equivalent) from Recognised University and B.Ed from any National Council for Teacher Education recognised institutions.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	<p>uled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>
7	Assistant Teacher of Senior Madrasah/High Madrasah/Jr. High Madrasah for the post of Arabic in Language Group in the Hons./Post Graduate Category	<p>Essential :</p> <p>(i) Kamil (Hons.) or Mumtazul Muhaddethin/Mumtazul Fuquha/Mumtazul Udaba with Kamil/Kamil (General)/Kamil (Hons.) with 50% marks from the West Bengal Board of Madrasah Education/Aliah University or any other recognized University.</p> <p>(ii) 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)/Rehabilitations Council of India (RCI) in the relevant academic session:</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	<p>Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>
8	Assistant Teacher of Senior Madrasah/High Madrasah/Jr. High Madrasah for the post of Advance Arabic (Islam Parichoy)/ Theology (Group) equivalent to Hons./Post Graduate Category	<p>Essential :</p> <p>(i) Kamil (Hons.) or Mumtazul Muhaddethin/Mumtazul Fuquha/Mumtazul Udaba with Kamil/Kamil (General)/Kamil (Hons.) with 50% marks from the West Bengal Board of Madrasah Education/Aliah University or any other recognized University.</p> <p>(ii) 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</p>	<p>Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
		<p>duly recognized by the National Council for Teacher Education (NCTE)/Rehabilitations Council of India (RCI) in the relevant academic session:</p> <p>Desirable :</p> <p>Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	
9	Assistant Teacher for the post of Work Education in School	<p>Essential:</p> <p>(i) Graduate from a UGC recognised university with Post Graduate Basic Training or Work Education as a subject in Bachelor of Education in regular course from a Teacher's Training Institution duly recognised by the National Council for Teacher Education (NCTE);</p> <p style="text-align: center;">Or</p> <p>(ii) Graduate with Degree or Diploma in Art and Craft from any UGC recognised University/ any UGC recognised educational Institution affiliated to any University;</p> <p style="text-align: center;">Or</p> <p>(iii) Graduate with Degree or Diploma in Tailoring and needle work from any Institution duly recognised by any UGC recognised University/ from any UGC recognised University;</p> <p style="text-align: center;">Or</p> <p>(iv) Graduate from UGC recognised University with at least two years Degree or Diploma in the Work Education curriculum awarded by any UGC recognised University;</p> <p style="text-align: center;">Or</p> <p>(v) Graduate Degree in Home Science or Agriculture or Graduate in Computer Science or Information Technology or Software systems from any UGC recognised University;</p> <p style="text-align: center;">Or</p> <p>(vi) Graduate 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 recognised University;</p> <p style="text-align: center;">Or</p> <p>(vii) Graduate Degree in Home Science or Agriculture or Graduate in Computer Science or Information Technology or Software systems from any UGC recognised University;</p> <p style="text-align: center;">Or</p> <p>(viii) Graduate 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 recognised University;</p>	<p>Minimum 20 years and maximum 40 years. Upper age limit is however relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
10	Assistant Teacher for the post of Physical Education in School	<p>Essential:-</p> <p>(i) Bachelor's Degree with Physical Education as an elective subject with 50% marks;</p> <p style="text-align: center;">Or</p> <p>Bachelor's Degree with Physical Education as an elective subject with 45% marks and participation in National or State or Inter University competitions in sports or games or athletics recognized by Association of Indian University or Indian Olympic Association;</p> <p style="text-align: center;">Or</p> <p>Bachelor's degree with 45% marks and having participated in National or State or Inter-University sports or games or athletics;</p> <p style="text-align: center;">Or</p> <p>For deputed in-service candidates (i.e. Trained Physical Education Teachers/ Coaches), Graduation with 45% marks and at least 3 years of teaching experience as per National Council for Teachers Education (Recognition Norms and Procedures) Regulations, 2009;</p> <p style="text-align: center;">Or</p> <p>Graduate in Physical Education with 40% marks;</p> <p style="text-align: center;">Or</p> <p>Graduate with Physical Education as an elective subject with 40% marks.</p> <p style="text-align: center;">Or</p> <p>Graduate who participated school, Inter-Collegiate in sports/games or passed NCC 'C' Certificate in accordance with the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007;</p> <p style="text-align: center;">Or</p> <p>Graduate in Physical Education i.e. B.P.Ed. course (or its equivalent) of 3 years duration;</p> <p style="text-align: center;">Or</p> <p>Graduate having represented State/University in sports/games/athletics;</p> <p style="text-align: center;">Or</p> <p>Graduate who has secured 1st, 2nd or 3rd position in Inter-Collegiate sports/games/tournaments/ possessing NCC 'C' Certificate or passed basic course in Adventure Sports;</p> <p style="text-align: center;">Or</p> <p>Graduate with one year training programme in Sports Scheme, Sports Management, Sports Coaching, Yoga, Olympic Education, Sports Journalism etc. (in accordance with the National Council for Teacher Education (Forms of application for recognition, the time limit of</p>	Minimum 20 years and maximum 40 years. Upper age limit is however relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
		<p>submission of application, determination of norms and standards for recognition of teacher education programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002;</p> <p>(ii) Bachelor of Physical Education (B.P.Ed) of at least one year duration (or its equivalent) from any National Council for Teacher Education recognised institution.”.</p>	
11	Assistant Teacher of Senior Madrasah/High Madrasah/Jr. High Madrasah for the post of Arabic in Language Group in the Pass Graduate Category	<p>Essential :</p> <p>(i) Mumtazul Muhaddethin/Mumtazul Fuquha/ Mumtazul Udaba without Kamil/Kamil (General)/ Kamil (Hons.) or Kamil/Kamil (General) with 50% marks from the West Bengal Board of Madrasah Education/Aliah University or any other recognized University.</p> <p>(ii) 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)/Rehabilitations Council of India (RCI) in the relevant academic session:</p> <p>Desirable :</p> <p>Knowledge of Madrasah Education System, Islamic Studies and Culture</p>	Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.
12	Assistant Teacher of Senior Madrasah/High Madrasah/Jr. High Madrasah for the post of Advance Arabic (Islam Parichoy)/ Theology (Group) equivalent to Pass Graduate Category	<p>Essential :</p> <p>(i) Mumtazul Muhaddethin/Mumtazul Fuquha/ Mumtazul Udaba without Kamil/Kamil (General)/ Kamil (Hons.) or Kamil/Kamil General with 50% marks from the West Bengal Board of Madrasah Education/Aliah University or any other recognized University.</p> <p>(ii) 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)/Rehabilitations Council of India (RCI) in the relevant academic session:</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture</p>	Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
13	Assistant Teacher (Under Graduate Category) for the Post of Arabic	<p>Essential :</p> <p>(i) Fazil held from 1993 onwards and M.M. prior to that of West Bengal Board of Madrasah Education with 50% marks.</p> <p>(ii) Junior Basic Training or any training recognized by the State Government as equivalent Junior Basic Training (from a Teachers' Training Institution) duly recognized by the NCTE in the relevant Academic Session.</p> <p>Desirable :</p> <p>Knowledge of Madrasah Education System, Islamic Studies and Culture</p>	Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.
14	Assistant Teacher (Under Graduate Category) for the Post of General Subjects	<p>Essential :</p> <p>(i) Higher Secondary with Urdu or Bengali as the case may be, from the West Bengal Council or Higher Secondary Education or equivalent with 50% marks.</p> <p>(ii) Junior Basic Training or any training recognized by the State Government as equivalent Junior Basic Training (from a Teachers' Training Institution) duly recognized by the NCTE in the relevant Academic Session.</p> <p>Desirable :</p> <p>Knowledge of Madrasah Education System, Islamic Studies and Culture</p>	Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.
15	Librarian	<p>Essential :</p> <p>(i) Graduate or equivalent with Diploma/Degree in Library Science of at least one year duration as regular/external/private candidate or through distant mode of education/correspondence course.</p> <p>Desirable :</p> <p>Knowledge of Madrasah Education System, Islamic Studies and Culture</p>	Minimum 20 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.
16	Clerk	<p>Essential :</p> <p>(i) Passed Madhyamik/High Madrasah/Alim Examination or its equivalent or old H.S. in lieu of Madhyamik or its equivalent.</p> <p>Desirable :</p> <p>Knowledge & skill in operating and using Computer including Typing, Madrasah Education System, Islamic Studies and Culture</p>	Minimum 18 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
17	Group D (including Lab Attendant)	<p>Essential :</p> <p>(i) Passed Class VIII from any School/Madrasah recognized by or affiliated to the West Bengal Board of Secondary Education/West Bengal Board of Madrasah Education or equivalent/any approved Madrasah or Madhyamik Shiksha Kendra under Minority Affairs and Madrasah Education Department/Madhyamik Shiksha Kendra under Panchayet and Rural Development Department.</p> <p>Desirable : Knowledge of Madrasah Education System, Islamic Studies and Culture</p>	<p>Minimum 18 years and maximum 40 years. Upper age limit is, however, relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.</p>

Annexure I*(See procedure 4(1))*

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

1. Name of the Madrasah with complete postal Address along with PIN Code, Phone No.:
2. Whether the Madrasah is fully aided.
3. Name of the Post: - Headmaster/ Headmistress/ Superintendent/ Teacher/ Non-Teaching staff/ Librarian.
4. Scale of Pay attached to post in question as per the latest ROPA:-
5. If the vacant post is meant for Teacher, the following information is to be given:-
 - (a) Category: - (i) Pass vacancy or (ii) Honours/PG vacancy
 - (b) Subject:
 - (c) Group:-Language/Science & Mathematics/ Social Science/ Work Education & Physical Education and Social Service/HS/Fazil Section.
6. The minimum academic qualifications, professional qualifications, age limit, teaching experience and citizenship.

Annexure II*(See procedure 4(2))*

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

Following details to be given by the Madrasah authority:

1. Copy of the approval of post (sanction memo) issued by the competent authority/ Documents for issuing an appointment letter as per time schedule.
2. Name of the Madrasah with complete postal address along with PIN Code, Phone No.:
3. Whether the Madrasah is fully aided.
4. Validity of the Managing Committee of concerned Madrasah:- [A certificate to be submitted by the Head of the Institution]
5. Name of the Post: - Headmaster/Headmistress/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. Date of occurrence of the vacancy:-
9. Whether the post is free from litigation:- [A certificate to be submitted by the Head of the Institution]
10. If the vacant post is meant for Non-Teaching, the following information is to be given:
 - (a) Whether the vacancy is determined as per existing norms.
 - (b) The vacancy is meant for Category of vacancy: - Gr.D/Clerk/Librarian
11. 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/Additional vacancy for Normal section/Additional vacancy for HS section.
 - (e) Whether the vacancy is determined maintaining the existing Madrasah staff pattern as per provision of G.O. No. 670-SE (S) dated 04.09.1998 and 619-SE(S) dt. 30-03- 2012 as amended from time to time (Existing staff pattern and teaching staff in position to be submitted)

12. Name of the appointee to the post:- [duly filled approval form to be submitted]
13. Date of the issuance of the appointment letter:- [copy of appointment letter to be submitted]
14. Date of joining to the post:-[copy of joining report duly authenticated by the head of the institution or Secretary to be submitted]

Annexure III
[See procedure 12]

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

Following details to be given by the Madrasah authority:

1. Name of the Madrasah with complete postal Address along with PIN Code, Phone No.:
2. Whether the Madrasah is fully aided.
3. Validity of the Managing Committee of concerned school:- [A certificate to be submitted by the Head of the Institution]
4. 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. Name of the authority which sanctioned the post to be filled up:
8. Date of occurrence of the vacancy/post sanctioning memo:
9. Whether the post is free from litigation:- [A certificate to be submitted by the Head of the Institution]
10. If the vacant post is meant for Non-Teaching, the following information is to be given:
 - (a) Whether the vacancy is determined as per existing norms.
 - (b) The vacancy is meant for Category of vacancy: - Gr.D/Clerk/Librarian.
11. 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 Madrasah staff pattern as per provision of G.O. No. 670-SE (5) dated 04.09.1998 and 619-SE(S) dt. 30-03- 2012 as amended from time to time. [Existing staff pattern and teaching staff in position to be submitted]
12. Name of the appointee to the post - [duly filled approval form to be submitted]
13. Academic qualifications Madhyamik onwards:-[attested copy to be submitted]
14. Professional qualifications:- [attested copy to be submitted]
15. Age as on the 1st January of the year of advertisement: - [attested copy of valid age proof certificate to be submitted]
16. Citizenship: - [copy of EPIC or PAN Card or Passport to be submitted]
17. Whether the transfer has been approved by the Madrasah authorities and the founder bodies of the concerned school:-[copy of resolution duly attested to be submitted]
18. Earlier Approval of appointment given by the concerned District Inspector of Schools confirmation issued by the competent authority:- [copy duly attested 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]

Annexure IV
(See procedure 15)

Following information shall be given in the open advertisement for filling up vacant posts of short term vacancy of Teaching and Non-teaching staff including Librarian.

1. Name of the Madrasah with complete postal Address along with PIN Code, Phone No.:
2. Whether the Madrasah is fully aided.
3. Name of the Post: - Teaching (Pass vacancy or Honours/ P.G. vacancy or Work Education / Physical Education or mention the subject in case of H.S. posts / Non - Teaching staff/Librarian.
4. Scale of Pay as per the latest ROPA attached to post in question.
5. Nature and period of vacancy.
6. Date, Time and place of interview.
7. The minimum academic qualifications, professional qualifications, age limit and citizenship.

By order of the Governor,
S. Suresh Kumar
Pr. Secy to the Govt. of West Bengal.