THE WEST BENGAL COLLEGE SERVICE COMMISSION NOTICE FOR REQUISITION AGAINST VACANCIES FOR THE SUBSTANTIVE POST OF ASSISTANT PROFESSORS AND LIBRARIANS

The Authorities of all the Government-aided Colleges in West Bengal are hereby requested to submit the **Requisition** (in triplicate) in the **prescribed format** along with all the **necessary documents** (see note below) by **31st July, 2015** against **all the vacancies** for the substantive post of **Assistant Professors and Librarians** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government on or before **30th June, 2015**.

Vacancy Cut-off Date : 30th June, 2015

Requisition Cut-off Date : 31st July, 2015

Note :

- Requisite Annexures : i) Photocopy of ROA duly authenticated by the BCW and/Social Welfare Department, as required, ii) Copy of the G.O., if the post is newly created and iii) Relevant G.B. resolution.
- Requisition (using Proforma 2015) alongwith annexures & vacancy statement must be submitted in three sets.
- Requisition sent earlier, if any, before this notification will not be considered. Fresh proposal must be sent in three sets.

Dated : 10th June, 2015

By order Secretary

Please see next two pages for

- 1. REQUISITION FORM
- 2. STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S)

PROFORMA 2015

THE WEST BENGAL COLLEGE SERVICE COMMISSION

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POSTS OF ASSISTANT PROFESSOR/LIBRARIAN

(To be submitted separately for each vacancy)

1.	a) Name of the College	:	
	b) Address with PIN CODE and Contact No.	:	
	c) Name of the Principal/TIC with contact No.	:	
	d) Affiliating University	:	
2.	a) Name of the Post (Assistant Professor/ Librarian)	:	
	b) Name of the subject, If the post is for Assistant Professor	:	
	c) Teaching being imparted in the subject at General/Honours/PG level	:	
	d) Whether the Post is for B.Ed. course (Yes/No)	:	
3.	a) Total Number of Sanctioned substantive Posts of the Subject/Lib	orarian :	
	b) No. of Existing Teacher(s)/Librarian(s) in the substantive Post	:	
	c) No. of admissible substantive vacant Post(s)	:	
4.	a) Roster Position of Vacancy	:	
	b) Category (Gen/SC/ST/OBC A/OBC B/PH)	:	
5.	a) Reason for creation of vacancy (Retirement/Resignation/ Death/Dismissal/New Post)	:	
	b) Date from which vacancy occurred	:	
	c) If new post, G.O. No. of creation of new post	:	
	c) Otherwise, name of the previous incumbent	:	

Signature of the Principal/Teacher-in-charge/ President of the Governing Body/Administrator with date and seal

Enclosures : 1. Copy of ROA duly authenticated by B.C.W. and/Social Welfare Department, as required 2. Copy of relevant G.B. resolution for admissible vacant posts 3. Copy of G.O., if needed (See 5 C)

STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S) OF ASSISTANT PROFESSOR/LIBRARIAN

COLLEGE :

AFFILIATING UNIVERSITY :

SI.	SUBJECT	TOTAL NO. OF	NO. OF EXISTING	NO. OF	POSITION OF	CATEGORY/	VACANCY	REMARKS
No.	(Genl/Hons/PG)/	SANCTIONED	TEACHER(S)/	ADMISSIBLE	VACANT POST	NATURE OF	FOR	REIVIARKS
	(,,,,,	SUBSTANTIVE	LIBRARIAN IN THE	VACANT	AS PER ROA	VACANT	GENERAL	
		POST(S)	SUBSTANTIVE	SUBSTANIVE		POST AS PER	DEGREE/	
			POSTS	POST(S)		ROA	B.Ed.	
							COURSE	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
(~)	(6)	(0)	(8)	(=)	(1)	(0)	(11)	(1)
	Librarian						NA	

DECLARATION

- 1. Data/information furnished above are correct and true to the college records.
- 2. The college authority has decided to fill up the vacant posts through WBCSC after authentication by the BCW and/Social Welfare Department, as required.
- 3. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentation of information.

Signature of the Principal/TIC/President of the Governing Body/Administrator with date and seal