

Extraordinary

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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

### NOTIFICATION

No. 1228-SE(S)/1S/20/2007. -21<sup>st</sup> September 2007 - In exercise of the power conferred by clause (d) of sub-Section (2), read with sub-section (1) of section 17 of the West Bengal School Service Commission Act, 1997(West Ben. Act IV of 1997), and in supersession of the West Bengal School Service Commission (Selection of Persons for Appointment to the Post of Teachers) Rules, 2006, the Governor is pleased hereby to make the following rules regulating the manner and scope of selection of persons for appointment to the post of Teachers, namely:-

### Rules

- 1. Short title and commencement. (1) These rules may be called the West Bengal School Service Commission (Selection of Persons for Appointment to the Post of Teachers) Rules, 2007.
  - (2) They shall come into force on the date of their publication in the Official Gazette.
  - 2. Definitions. (1) In these rules, unless the context otherwise requires.
    - (a) "Act" means the West Bengal School Service Commission Ac 997(West Pea, A 1V of 1997);
    - (b) "Central Commission" means the West Be Serv : Constituted under clause (a) of sub-section (1) (1) (1) (1)
    - (c) "concerned subject", in relation to a post, means a subject against which a vacancy has been reported for the purpose of selection of a person to the post:

Provided that the Central Commission may determine equivalence of any subject vis a vis the concerned subject, and may, by order, declare that subject as equivalent of concerned subject;

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(d) "degree or diploma" means-

- (i) Bachelor's or Master's degree, or any diploma, obtained through regular course as a regular or private or external candidate from a University recognised by the University Grants Commission,
- (ii) Bachelor's or Master's degree, or any diploma, obtained through distance education system or correspondence course from a University recognised by the University Grants Commission;
- (e) "Honours/Post Graduate vacancy" means a vacancy for the post of a teacher in a School or Madrasah against which only the person holding a Bachelor degree in the Honours level or a Post graduate degree can be appointed;
- (f) "panel" means a list published by the Commission for Schools and for Madrasahs separately containing the names of candidates equal to number of vacancies declared for a Regional Level Selection Test found fit for appointment strictly in order of merit;
- (g) "pass vacancy" means a vacancy for the post of a teacher in a School or Madrasah against which a person holding a Bachelor degree minimum in the pass course level can be appointed;
- (h) "post" means a whole-time sanctioned post of -
  - (i) Assistant Teacher against pass vacancy in School and Madrasah,
  - (ii) Assistant Teacher against Honours! Postgraduate vacancy in School and Madrasah,
  - (iii) Headmaster/ Headmistress in Jr. High School and Jr. High Madrasah,
  - (iv) Headmaster/ Headmistress in High/ Higher Secondary School and High Madrasah or Superintendent in Senior Madrasah;
- (i) "Regional Commission" means the West Bengal Regional School Service Commission constituted under clause (b) of sub-section (1) of section 3 of the Act;
- (j) "Schedule" means Schedules appended to these rules;
- (k) "State" means the State of West Bengal;
- (l) "State Government" means the Government of West Bengal in the School Education Department;
- (m) "sub-rule" means sub-rule of a rule in which the word or expression occurs;
- (n) "vacancy" means a vacancy in the post of a teacher caused by-
  - (i) creation of a new post,
  - (ii) superannuation of a teacher,

(iii) danth of a toochor

- (iv) acceptance by the appointing authority of the resignation tendered by a teacher.
- (v) removal or dismissal of a teacher, or
- (vi) any other reason, as the State Government may, by order, determine;
- (o) "waiting list" means -
  - (i) in relation to Assistant Teachers, a list of candidates named in order of merit containing names of candidates equal to 0.10 times the number of vacancies declared for a Regional Level Selection Test category wise, subjectwise and mediumwise, and
  - (ii) in relation to Headmaster/Headmistress/Superintendent, a list of candidates named in order of merit containing names of candidates equal to 0.25 times the number of vacancies declared for a Regional Level Selection Test.
- (2) Words and expressions used and not defined in these rules but defined in the Act shall have the same meanings as respectively assigned to them in the Act.
- 3. Method of recruitment. The appointment of persons to the post mentioned in column (2) of Schedule I shall be made by selection (direct recruitment) through the Regional Commission in the manner as specified in rule 7.
- 4. Names of post, qualification and age. (1) The name of the post, and its qualification shall, subject to rule 5, be such as specified respectively in columns (2) and (3) of Schedule I:

Provided that a person having the desirable qualification mentioned in column (2) against the posts mentioned in Sl. nos. 4,5 and 6 of column (1) of Schedule I shall, if qualified in written examination, get preferance over the candidate, who has qulified in written examination but has no desirable qualification.

(2) The age-limit for the post referred to in column (2) shall be such as specified in column (4) of Schedule I:

Provided that the person who is already in service on the approved post of Teacher or non-teaching staff of any School or Madrasah may apply for the post of Assistant Teacher with maximum age of 55 years as on 1. January of the year of advertisement.

- 5. Additional essential qualification of candidate. A candidate willing to be selected as a Teacher in any School or Madrasah, having Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu as the medium of instruction, must have Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu, as the case may be, as first or second or third language at any of the Secondary or Higher Secondary or Graduation level—
  - (a) at Secondary level of the Board or Board of Madrasah or equivalent: or
  - (b) at Higher Secondary level of the Council or equivalent; or
  - (c) at any subsequent higher level of education in that language paper.
- 6. Disqualification (1) No person shall be eligible for selection for appointment to the post of Teacher in any School within its territorial jurisdiction unless he is a citizen of India.
- (2) No person shall be eligible for selection for appointment to the post of Teacher in any School or Madrasah if he has accepted or offered dowry in any form at the time of his marriage or his son's or daughter's marriage.

- 7. Manner of selection of Teacher. (1) Selection to the post of the Teacher shall be made on the basis of the results of the Regional Level Selection Test comprising written examination conducted by the Central Commission, evaluation of qualifications and personality tests of the candidates in the manner as specified in Schedule II.
- (2) The Central Commission may, in its discretion, fix qualifying marks, to be scored by the candidates, in written examination or in aggregate or in both and relax the qualifying marks on reasonable grounds for reasons to be recorded in writing.
- 8. Information regarding vacancies. (1) The District Inspectors of Schools (Secondary Education) shall prepare a report regarding the number of vacancies in approved posts, which exists or is expected to occur within the 1st day of January next ensuing, and shall furnish the same to the concerned Regional Commission.
- (2) On receipt of report under sub-rule (1) with respect to the post of Assistant Teachers, every Regional Commission shall send the compiled vacancy report subjectwise, mediumwise, categorywise and genderwise to the Central Commission in two stages: -
  - (a) first within the last date of the month immediately preceding the date of publication of the advertisement inviting application; and
  - (b) finally within the 1<sup>st</sup> day of January next ensuing or within the last date of the month immediately preceding the month in which the result of the written examination would be published, whichever is earlier;
- Note. The Central Commission shall intimate in writing to each Regional Commission the date of publication of advertisement inviting application and also the date of publication of result of written examination at least before seven days of such publication and a similar intimation shall also be made through public notice.
- (3) On receipt of report under sub-rule (1) with respect to the post of Headmaster/ Headmistress/
  Superintendent in a School or Madrasah, every Regional Commission shall send the compiled vacancy report
  mediumwise, and postwise as referred to in sub-clause (iii) and (iv) of clause (h) of rule 2, to the Central
  Commission within the last date of the month immediately preceding the date of publication of the advertisement
  inviting application.
- (4) For removal of doubt, it is hereby declared that only the vacancy reported within the time specified in sub-rule (2) or sub-rule (3), as the case may be, shall be included in the final vacancy statement to be published by the Central Commission and any vacancy reported subsequently after that time shall be taken into account in the next Regional Level Selection Test.
- 9. Advertisement. (1) The Central Commission shall, on receipt of the report of vacancies under rule 8, issue an advertisement through newspapers in the State in English, Bengali or in any other languages, if necessary, and also through the website of the Commission.
- (2) Such advertisement shall be issued specifying the vacancies, qualifications, age as on the 1st day of January of the year of advertisement, and other necessary information relating to such posts, details of which may be obtained through the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.
  - (3) While specifying the vacancies in the advertisement, the Central Commission shall.

- (a) in case of the post of Assistant Teacher, publish a provisional vacancy list at the time of inviting application for Regional Level Selection Test by declaring the tentative vacancies that have been reported under clause (a) of sub-rule (2) of rule 8 and a final vacancy list at the time of publication of the result of the written examination declaring the actual vacancies that have been reported under clause (b) of sub rule (2) of rule 8;
- (b) in case of the post of Headmaster/ Headmistress/ Superintendent, publish the vacancy list at the time of inviting application for Regional Level Selection Test by declaring the vacancies that have been reported under sub-rule (3) of rule 8.
- 10. Form of application. (1) The form of application for Regional Level Selection Test for appointment to the post shall be such as may be determined by the Central Commission from time to time and may be saleable.
- (2) The form of application may be published in the Newspapers or the Commission's Website as may be determined by the Central Commission.
  - (3) The price of the form of application shall be such as may be fixed by the Central Commission.
- 11. Submission of applications. The applications shall be submitted within such time and in such manner as may be specified by the Central Commission in the advertisement.
- 12. Selection of candidates and preparation of panel for the posts of Assistant Teacher (1) The Secretary of every Regional Commission shall arrange for proper custody of all form of applications which may be received by it against the vacancies within its territorial jurisdiction.
- (2) All Regional Commissions shall prepare a list of eligible candidates and shall forward a copy cach of the application forms received by them within their territorial jurisdiction to the Central Commission for the purpose of preparation of a computer generated database of all the candidates of the State and issuance of admit cards for written examination.
- (3) The Regional Commission shall arrange written examination under the supervision and control of the Central Commission.
- (4) The Central Commission shall determine number of papers for written examinations, contents of each paper, duration of examination and other matters relating to the Regional Level Selection 1est.
- (5) The Central Commission shall decide the procedure and the manner of conducting the Regional Level Selection Test by the respective Regional Commissions, and shall issue detailed instructions in this regard in accordance with the provisions of the Act and the rules made thereunder:

Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.

After the evaluation of the answer sheet of the written examination, each Regional Commission shall prepare a subjectwise, mediumwise, categorywise and genderwise list of the candidate, who shall be qualified for personality test on the basis of the marks obtained by him in the written examination and evaluation of academic qualification (to be calculated on the basis of statement made in regard to academic qualification by a candidate at the time of submission of the application form) taken together:

Provided that the number of qualified candidate to be called for the personality test shall to, exceed 1.5 times the number of actual vacancies published at the time of declaration of the result of written examination.

Provided further that if the marks at the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the personality test.

(7) After preparation of the list of qualified candidate, each Regional Commission shall call the candidates for personality test through registered post or speed post mentioning the date, time and venue of personality test:

Provided that the candidate can also obtain such information through the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.

- (8) Each Regional Commission shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualification as stated in sub-rule (6) and marks obtained in the personality test, all added together, and on the basis of the guidelines issued by the Central Commission prepare
  - (a) a panel of candidates found fit for appointment to the posts of Assistant Teacher, strictly in order of merit and each such panel shall include names equal to the number of vacancies referred to in sub-rule (1) of rule 8, and
  - (b) a waiting list:

Provided that there may be separate mediumwise, subjectwise, categorywise or genderwise sets of panel or waiting list, as may be necessary, for Pass or Honours/Post-Graduate category of vacancies, as may be decided by the Central Commission from time to time.

- (9) If more than one candidate obtain the same aggregate (total marks) the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred and if the aggregate and date of birth shall also be same, the candidates obtaining higher academic score shall be preferred and if the aggregate, date of birth and academic score shall be same, the candidates obtaining higher marks in written examination shall be preferred.
- (10) The Central Commission shall publish such panel and waiting list of candidates in the website of the Commission, the Offices of the concerned Regional Commissions as well as the Offices of the respective District Magistrates.
- 13. Selection of candidates and preparation of panel for the post of Headmaster/ Headmistress/
  Superintendent (1) The Central School Service Commission shall, on receipt of the information about vacancies of posts of Head Master, or Head Mistress, or Superintendent of Senior Madrasah, as the case may be, advertise for each of such vacancies, regionwise, with qualification, age and other requirements as per Schedule I and no candidate shall be permitted to apply in more than one region in a Regional Level Selection Test for Headmaster/Head Mistress/Superintendent etc. within the territorial jurisdiction of the concerned Regional Commission.
- (2) All Regional Commissions shall prepare a list of eligible candidates for the post of Headmaster-Headmistress/ Superintendent and shall forward a copy each of the application forms received by them within their territorial jurisdiction to the Central Commission for the purpose of preparation of a computer generated database of all the candidates of the State and issuance of admit cards for written examination.
- (3) The Regional Commission shall arrange written examination under the supervision and control of the Central Commission.
- (4) The Central Commission shall determine number of papers for written examinations, contents of each paper, duration of examination and other matters relating to the Regional Level Selection Test.

(5) The Central Commission shall decide the procedure and the manner of conducting the Regional Level Selection Test by the respective Regional Commissions, and shall issue detailed instructions in this regard in accordance with the provisions of the Act and the rules made thereunder:

Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.

(6) After the evaluation of the answer sheet of the written examination, each Regional Commission shall prepare a mediumwise list of the candidates, who shall be qualified for personality test on the basis of the marks obtained by him in the written examination, evaluation of academic and professional qualification, and teaching experience (to be calculated on the basis of statement made in these regard by a candidate at the time of submission of the application form) taken together:

Provided that the number of qualified candidates to be called for the personality test shall not exceed two times the number of actual vacancies published at the time of declaration of the result of written examination:

Provided further that if the marks of the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates obtaining same marks at that position shall be called for the personality test.

(7) After preparation of the list of qualified candidates, each Regional Commission shall call the candidates for personality test through registered post or speed post mentioning the date, time and venue of Personality Test:

Provided that the candidate can also obtain such information through the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.

- (8) Each Regional Commission shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualification and teaching experience, as stated in sub-rule (6), and marks obtained in the personality test, all added together, and on the basis of the guidelines issued by the Central Commission, prepare strictly in order of merit,—
  - (a) a panel of candidates found fit for recommendation, and each such panel shall include names equal to the number of vacancies referred to in sub-rule (1) of rule 8, and
  - (b) a waiting list.
- (9) If more than one candidate obtain the same aggregate (total marks), the ment position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred, and if the aggregate and also the date of birth shall be the same, the candidates obtaining higher academic score shall be preferred; and if the aggregate, date of birth and also the academic score shall be the same, the candidates obtaining higher marks in written examination shall be preferred.
- (10) The Central Commission shall publish such panel and waiting list of candidates in the Commission Website and the notice board of the respective Regional Commission as well as the Offices of the respective District Magistrates.
- 14. Duties of the Central Commission in regard to selection of persons to the posts of Teachers. Save as otherwise provided under these rules, the Central Commission shall, in the process of the written
  examinations and personality tests to select persons for appointment to the posts of Teachers, determine the

scheme and syllabus of the examination, prepare question papers and distribute it to the examination venues through the custodian appointed by the concerned Regional Commissions and for the purpose, it shall-

- (i) appoint paper-setters, moderators and observers:
- (ii) approve the lists of regionwise examiners and experts on the basis of the recommendations of Regional Commissions or otherwise;
- (iii) fix the rates of remuneration for paper-setters, moderators, experts, en-ordinators and all other persons concerned with the conduct of examinations;
- (iv) determine the format of application along with brochurg and mode of distribution thereof.
- (v) render necessary assistance to Regional Commissions in the evaluation of written examination and academic qualifications including professional qualifications;
- (vi) render assistance in the preparation of final lists for personality test as and when found necessary;
- (vii) determine the language or languages in which the candidates shall write answers in any written examination;
- (viii) do such other act as may be necessary for proper conduct of written examination.
- 15. Duties of the Regional Commission in regard to selection of persons to the posts of Teachers.

  Save as otherwise provided in other provisions of these rules, each Regional Commission shall, in the process of selection of Persons for appointment to the post of Teachers, perform the following functions:—
  - (i) to select the examination centres;
  - (ii) to appoint Officer-in-Charge for examination centres, custodians of confidential papers supervisors, venue-in-charge, invigilators and examiners:
  - (iii) to make necessary arrangements for the conduct of examinations and evaluations of an evaluations are scripts as may be directed by the Central Commission,
  - (iv) to constitute Personality Test Boards consisting of the members as specified in Schedule 17
    for interviewing candidates declared qualified for personality test;
  - (v) to recommend the name of one candidate along with his details to the appointing authority for appointment against each vacancy reported on the basis of the final merit list and after selection of a School or Madrasah, as the case may be, by the sand date if rough open selection.
  - (vi) to do such other act as may be directed by the Central Commission.
- 16. Validity of panel. (1) Each such panel and waiting list, prepared by Regional Commission shall remain valid for one year from the date of acceptance of the panel or waiting list by the concerned Regional Commission.
- (2) Notwithstanding anything contained in sub-rule (1), the Central Commission may, if it thinks expedient to extend the validity of the panel or waiting list beyond the period of one year for any reasonable cause, for the reasons to be recorded in writing, extend the period of validity of such panel or waiting list for a further period of six months, beyond which the panel or waiting list shall not be extended.

- 17. Recommendation of candidates for appointment to post of Teacher. (1) The Regional Commission shall hold counselling with a view to recommending the name of the candidate from the panel for appointment against each vacancy in the manner mentioned in Schedule III.
- (2) Thereafter, the Regional Commission shall recommend the name of only one candidate against each vacancy depending on his position in the panel and availability of requisite vacancy and a copy of the letter recommending the name shall be sent through registered post or speed post with acknowledgement due to the candidate as well as to the concerned authority of the School or Madrasah, where the particular vacancy exists.
- (3) A recommendation letter shall remain valid for a period of ninety days from the date of its dispatch through post:

Provided that the Regional Commission may, if it thinks expedient to extend the validity of the recommendation beyond the period of ninety days for any reasonable cause, for the reasons to be recorded in writing, extend the period of validity of such recommendation letter for a further period not exceeding sixty days.

(4) The concerned School or Madrasah authority shall, on the basis of the recommendation of the Regional Commission, issue the letter of appointment to the candidate through registered post with acknowledgement due and upon receipt of appointment letter from the concerned school or Madrasah authority the candidate shall join the post within the stipulated period as mentioned in the appointment letter:

Provided that if the School or Madrasah authority has any doubt about the vacancy position, it shall intimate the same to the Regional Commission.

:

(5) If -

- (a) a candidate refuses to accept his allotment of post during counselling for the post of Teacher, or
- (b) the Regional Commission gets information from any school or Madrasah from the District Inspector of Schools (Secondary Education), or otherwise, that a candidate recommended for appointment has not accepted the offer of appointment within the stipulated period, or
- (c) such a candidate refuses to accept appointment, or
  - (d) on further scrutiny it appears that the candidate has misrepresented the facts,

the Regional Commission may do away with his name from the panel and recommend the name of a candidate from the waiting list strictly in order of merit within the validity period of the panel and waiting list.

- (6) If a candidate, whose name has been recommended by the Regional Commission for appointment, cannot be appointed to the vacancy for which he was recommended for the reason that such vacancy ceased to exist, the managing committee, by whatever name it is called, or the ad-hoc committee or the administrator or the concerned District Inspector of Schools (Secondary Education), as the case may be, shall send an information in this regard to the concerned Regional Commission and such Regional Commission may, on receipt of such information, recommend his name for any other appropriate vacancy in the post of Teacher.
- (7) If the managing committee, by whatever name it is called, or ad-hoc Committee or the administrator, if any, of any School or Madrasah does not appoint the candidate on the recommendation of Regional Commission having jurisdiction, the Regional Commission shall take steps in accordance with the section 9A of the Act and the Regional Commission shall not recommend any other name to the post of any teacher in that School or Madrasah till the clearance from the State Government with respect to-that post shall be obtained.

- 18. Bar on recommendation. Notwithstanding anything contained in these rules, a Regional Commission shall not recommend the name of a person under rule 17,
  - (a) who, at the time of submission of application or after submission of application, is appointed to the post of a Teacher in a School or Madrasah on the basis of recommendation made by the West Bengal Regional School Service Commission of any region and continues his service as such Teacher, but has not completed continuous three years' approved service in the said post;
  - (b) who, while in-service, having obtained required degree for being considered for the post applied for fails to submit before the Regional Commission the requisite document of his approved study leave, or any kind of leave for the purpose of relevant higher studies, or permission from the appropriate authority for prosecuting the studies for the said degree.
- 19. Recommendation of candidates in death-in-harness categories. -- (1) Notwithstanding anything contained in these rules, the concerned District Inspector of Schools (Secondary Education) shall maintain a roster of the candidates seeking appointment in death-in-harness categories as per the procedure determined by the State Government and forward the names to the respective Regional Commission from time to time for recommendation of his name against suitable post of Assistant Teacher.
- (2) The Regional Commission shall, prepare panel subjectwise, mediumwise and categorywise from amongst those candidates strictly in order of merit in the post of Assistant Teacher on the basis of evaluation of marks of academic qualification as may be determined by the Central Commission and recommend the name of a suitable candidate from death-in-harness category to the concerned School or Madrasah, where vacancy exists and a copy of the letter recommending the name shall be sent to the candidate as well as the School or Madrasah, where the vacancy exists, through registered post or speed post with acknowledgement due.
- (3) On receipt of the recommendation under sub-rule (2), the concerned School or Madrasah authority shall issue the letter of appointment to the candidate by registered post with acknowledgement due and upor receipt of appointment letter from the concerned School or Madrasah authority, the candidate shall join the post within stipulated period as mentioned in the appointment letter.
- (4) The conditions laid down in sub rules (2), (5) and (6) of rule 17 shall be applicable mutatis mutandis in the case of recommendation of candidates in death-in-harness categories for the post of Assistant Leachers
- 20. Carry forward of vaccines. The vacancies, which are not filled up for unsuitability of candidates or for any other reasons, as the Central Commission may by order mention, shall be carried forward and included with the vacancies of next year:

Provided that if the Central Commission consider it necessary so to do, it may re-advertised those vacancy to be filled up in accordance with the provisions of these rules.

- 21. Interpretation. (1) If any question arises regarding any decision of Central Commission, a reference may be made to the State Government and the decision taken by it shall be final.
- (2) In regard to the interpretation of any provision of these rules, the decision of the State Government shall be final.
- 22. Savings. (1) Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
- . (2) Nothing in these rules shall affect any act done or cause to be done in accordance with the provisions of the earlier rules made or notifications or orders issued under the Act.

# SCHEDULE I [See rules 3 and 4]

Sl. no. Name of posts

Educational qualification including professional qualifications

Age limit

1. Headmaster /
Headmistress of
High / Higher
Secondary
School and High
Madrasah.

### Essential:

Up to 55 years

(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 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' Institution duly recognized by the National Council for Teacher Education (NCTE) / Rehabilitation Council of India (RCI) in the relevant academic session:

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/Jr. High/ High Madrasah;

(ii) Ten years' continuous teaching experience in approved service in a Higher Secondary/ High School/ High Madrasah/ Jr. High Madrasah/ Jr. High School/ Senior Madrasah recognized by the West Bengal Board of Secondary Education/ West Bengal Council of Higher Secondary Education/West Bengal Board of Madrasah Education on the date of advertisement.

### Desirable:

Knowledge of Islamic Studies and Culture for the post of Headmaster/Headmistress of High Madrasah. 2. Headmaster /
Headmistress of
Junior High
School and
Junior High
Madrasah.

### Essential:

Up to 55 years

(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 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) / Rehabilitation Council of India (RCI) in the relevant academic session:

Provided that the above criteria of marks shall not apply to a Head Master/Head Mistress in approved service in Jr. High/Higher Secondary School.' Jr. High/High Madrasah;

(ii) Five years' continuous teaching experience in approved service in a Higher Secondary School/ High School / High Madrasah/Jr. High School/Jr. High Madrasah/ Senior Madrasah recognized by the West Bengal Board of Secondary Education/ West Bengal Council of Higher Secondary Education/ West Bengal Board of Madrasah Education on the date of advertisement.

### Desirable:

Knowledge of Islamic Studies and Culture for the post of Headmaster /Headmistress of Junior High Madrasah.

3. Superintendent of Senior Madrasah.

### Essential:

Up to 55 years

(i) Mumtazul Muhaddethin/ Mumtazul Faquha/ Mumtazul Udaba from West Bengal Board of Madrasah Education and Master's Degree from any UGC recognized University with at least 45% marks both at the Alim or Secondary Level and subsequent higher Level, 45% marks at the Mumtazul Muhaddethin/ Mumtazul Faquha/ Mumtazul Udaba Level

and 40%-marks at the Post- Graduate Level. in Bachelor with degree Teaching/Bachelor Education/Postof Graduate Basic Training from 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) / Rehabilitation Council of India (RCI) in the relevant academic session:

Provided that the above criteria of marks shall not apply to a Superintendent of Senior Madrasah in approved service in a Senior Madrasah;

- (ii) Ten years' continuous teaching experience in approved services in a High School/ Higher Secondary School/ High Madrasah/ Jr. High School/ Jr. High Madrasah/ Senior Madrasah Recognized by the West Bengal Board of Secondary Education/ West Bengal Council of Higher Secondary Education / West Bengal Board of Madrasah Education on the date of advertisement.
- (iii) Knowledge of Islamic Studies and Culture.

# 4. Assistant Teacher of High/ Higher Secondary School/ High Madrasah/ Senior Madrasah/ Junior High School/ Junior High Madrasah for the posts meant for Pass

vacancies.

### Essential:

Bachelor's Degree from any UGC recognized University having concernce subject as combination subject of at least 360 marks at the degree level (or 200 marks in the old degree course).

Note 1. - 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 subjects.

Note 2. - 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 subjects.

Note 3. - For the purpose of this sub clause, a Bachelor's degree as stated above shall not include a Special B.A. in any subject.

Minimum 20 years and maximum 37 years.
Upper age limit is however relaxable by 5 years for Scheduled Caste / Scheduled Tribe andidates, 3 years and Backward Class andidates and 8 years for the Physically Handicapped Candidates.

### Desirable:

- (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) / Rehabilitation Council of India (RCI) in the relevant academic session;
- (ii) Knowledge of Islamic Studies and Culture for the post of Assistant Teacher of High Madrasah/ Junior High Madrasah and Senior Madrasah.
- 5. Assistant
  Teacher of
  High/ Higher
  Secondary
  School/ High
  Madrasah /
  Senior
  Madrasah/
  Junior High
  School / Junior
  High Madrasah
  for the posts
  meant for
  Honours / PostGraduate

vacancies.

### Essential:

Bachelor's Degree with Honours or Master's Degree in the concerned subject from any UGC recognized University:

Provided that for the post of Assistant Teacher in Biological Science, a candidate must have Honours/Master's Degree in the concerned subject.

Explanation. – For the purpose of this sub-clause, "concerned subject" in relation to Biological Science means Zoology, Botany or Physiology.

Monimum 20 years an maximum 37 years. Upper age line is however releable by 5 years for scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.

### Desirable:

- (i) Degree in Bachelor of Teaching/Bachelor or Education/Post-Graduate Basic Training from any recognized University or any training recognized by the Government as equivalent to Bachelor of Teaching/Bachelor of Education/Postgraduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) / Rehabilitation Council of India (RCI) in the relevant academic session;
- (ii) Knowledge of Islamic studies and culture for the post of Assistant Teacher of High Madrasah/Junior High Madrasah and Senior Madrasah.

Assistant
Teacher for the
post of Work
Education in
School and
Madrasah.

### Essential:

- (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
- (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
- (iii) Bachelor's Degree in General Stream in Arts/ Science/ Commerce with Certificate in Tailoring and needle work (atleast 2 years course) from any Institution duly recognised by any UGC recognised University / from any UGC recognised University; or
- (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
- 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
- (vi) Bachelor's Degree in General Stream in Arts/Science/Commerce with Computer Science or Computer Application as a subject of atleast 300 marks at the degree level from any UGC recognized University.

### Desirable:

(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-

Minimum 20 years and maximum 37 years.

Upper age limit is however relaxable by 5 years for Schedule Caste / Schedule Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped candidates.

Graduate Basio Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE)/Rehabilitation Council of India (RCI) in the relevant academic session:

 (ii) Knowledge of Islamic studies and culture for the post of Assistant Teacher of High Madrasah/Junior High Madrasah and Senior Madrasah.

7. Assistant Teacher for the post of Physical Education in School and Madrasah.

### 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.

Minimum 20 years and maximum 37 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.

8. Assistant Teacher for the post of Advance Arabic in High/Jr. High Madrasah and Theology in Senior Madrasah.

### Essential:

Mumtazul Muhaddethin / Mumtazul Fuquha / Mumtazul Udaba from the West Bengal Board of Madrasah Education.

Minimum 20 years and maximum 37 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.

9. Assistant Teacher for the post of Arabic (Madrasah) in Madrasah.

### Essential:

Mumtazul Muhaddethin / Mumtazul Fuquha / Mumtazul Udaba from the West Bengal Board of Madrasah Education.

Minimum 20 years and maximum 37 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.

# SCHEDULE II [See rule 7]

### PART A

Selection to the post of Headmaster or Headmistress of High School, or Higher Secondary School, or High Madrasah, or to the post of Superintendent of Senior Madrasah, shall be made on the basis of written examination, evaluation of qualifications and experience of the candidates in teaching, personality tests to be determined by the Commission in the following manner:

(a)	Wr	ritten Examination				55 marks
(b)	Ac	ademic qualifications including				
		fessional qualifications				25 marks
(c)	Hi	gher qualifications (marks to be	allotted	1		
		per the break-up detailed below)				3 marks
	(i)	M. Phil.	:	2 marks		
	(ii)	Ph.D. (candidate having Ph.D shall not get any extra credit for having M. Phil.)		3 marks		
(d)	Exp	erience in teaching (marks to be				
		tted as per the break-up detailed		:		7 marks
		Experience		Marks.		
	(i)	ten years		Nil		
	(ii)	above ten years but upto Fifteen years	1	3 marks		
	·(iii)	above fifteen years but upto				
		twenty years		5 marks		
	(iv)	above twenty years.		7 marks		
	(e)	Personality Test -		10 marks.		
		(Appearance before the Person	nality Test	Board is co	mpulsory)	

Note 1. – The academic qualifications including professional qualification for selection to the post of Headmaster or Headmistress of High School, or Higher Secondary School, or High Madrasah shall be evaluated in accordance with Table 1 of Part D of this Schedule.

Note 2. – The academic qualifications including professional qualification for selection to the post of Superintendent of Senior Madrasah shall be evaluated in accordance with Table 2 of Part D of this Schedule.

### PART B

Selection to the post of Headmaster or Headmistress of Junior High School or Junior High Madrasah shall be made on the basis of written examination, evaluation of qualifications and experience of the candidates, personality tests to be determined by the Commission in the following manner: —

Written Examination 55 marks (b) Academic qualifications including professional qualifications 25 marks (c) Higher qualifications (marks to be allotted as per the break-up detailed below): 3 marks M. Phil. 2 marks Ph.D. (candidate having Ph.D. 3 marks shall not get any Extra credit for having M. Phil.) (d) Experience in teaching (marks to be allotted as per The break-up detailed below): ... 7 marks Experience Marks. five years Nil above five years but upto 3 marks Fifteen years (iii) above fifteen years but upto 5 marks twenty years (iv) above twenty years. 7 marks (e) Personality Test -10 marks.

(Appearance before the Personality Test Board is compulsory)

Note. - The academic qualifications including professional qualification for selection to the post of Headmaster or Headmistress of Junior High School or Junior High Madrasah shall be evaluated in accordance with Table 1 of Part D of this Schedule.

### PART C

Selection to the Post of Assistant Teacher in School and Madrasah shall be made on the basis of written examination, evaluation of qualifications of the candidates and personality tests to be determined by the Commission in the following manner:

(a) Written Examination ... 70 marks

(b) Academic qualifications including
professional qualifications ... 25 marks

(c) Personality Test ... 05 marks

(Appearance before the Personality Test Board is compulsory)

Note 1. - The academic qualifications including professional qualification for selection to the Assistant Teacher for the post meant for Honours /Post Graduate vacancy in School and Madrasah shall be evaluated in accordance with Table 3 of Part D of this Schedule.

Note 2. – The academic qualifications including professional qualification for selection to the post of Assistant Teacher for the post meant for pass vacancy in School and Madrasah, except for Work Education, Physical Education shall be evaluated in accordance with Table 4 of Part D of this Schedule.

Note 3. – The academic qualifications including professional qualification for selection to the post of Assistant Teacher in Work Education in School and Madrasah shall be evaluated in accordance with Table 5 of Part D of this Schedule.

Note 4. – The academic qualifications including professional qualification for selection to the post of Assistant Teacher in Physical Education in School and Madrasah shall be evaluated in accordance with Table 6 of Part D of this Schedule.

Note 5. - The academic qualifications including professional qualification for selection to the post of Assistant Teacher in Arabic (Madrasah), Advance Arabic /Theology in Madrasah shall be evaluated in accordance with Table 7 of Part D of this Schedule.

### PARTD

# PROVISION RELATING TO EVALUATION OF ACADEMIC QUALIFICATIONS INCLUDING PROFESSIONAL QUALIFICATION FOR SELECTION TO THE POST OF TEACHERS

### Table 1

Manner of evaluation of academic qualifications including professional qualification for the selection of Headmaster/Headmistress in School and Junior High '/High Madrasah

Sl. no.	Examinations passed	Full marks 25		Award of Ma	rks	Remarks
1	School Final/Madhyamik equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
2	H.S.(+2 stage)/Pre University /Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
3	Old H.S. [In lieu of School Final/ Madhyamik or its equivalent and H.S.(+2 stage)/ Pre University/Intermediate/ University Entrance or its	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]	
	equivalent]					
4	(a) Bachelor's degree in Honours as regular / external/ private candidate or through distance mode of education/ correspondence course  or  (b) Bachelor's degree in Pass- course  or	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class] 4 marks (fixed)	4 [For Other Div/Class]	Holders of Degree with Spl. Hons./ Condensed Hons./ Approv. a Proficiency courses shannot be allotted any additional
	(c) Degree with Spl. Hons./ Condensed Hons./ Approved Proficiency courses			5 marks (fixed)		marks for their pass course degree.
5.	Post Graduate degree as regular/ external/ private candidate or through distance mode of education/ correspondence course	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]	
6.	Degree or diploma in Teachers Training (B.T./B. Ed./ P.G.B.T/ P.G.T. or its equivalent) in regular course or through distance mode of education/correspondence course from a Teachers' Training Institution duly recognized by the NCTE/ RCI in the relevant academic session	3	3 [For 1st Div/Class]	2 [For 2nd Div/Class]	l [For Other Div/Class]	

Table 2

Manner of evaluation of academic qualifications including professional qualification for the selection of Superintendent in Senior Madrasah

Sl.	Examinations passed	Full marks 25	. А	ward of mar	ks
1.	School Final/Madhyamik/Alim or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
2	H.S.(+2 stage)/ Pre University /Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
3.	Fazil [In lieu of H.S.(+2 stage)/ Pre University / Intermediate/ University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
4.	Old H.S. [In lieu of School Final / Madhyamik/Alim or its equivalent and H.S.(+2 stage) / Pre University / Intermediate/ University Entrance or its equivalent and in lieu if Fazil]	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]
5.	Mumtazul Muhaddethin/ Mumtazul Fuquha / Mumtazul Udaba (old course)	6	6 [ 70% or above]	5 [50% but below70%]	4 [Below 50%]
6.	Post Graduate degree as regular/ external/ private candidate or through distance mode of education/correspondence course	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]
7.	Degree or diploma in Teachers Trg.(B.T./B. Ed./P.G.B.T/P.G.T. or its equivalent) in regular course or through distance mode of education/correspondence course from a Teachers' Training Institution duly recognized by the NCTE/RCI in the relevant academic session	3	3 [For 1st Div/Class]	2 [For 2nd Div/Class]	l [For Other Div/Class]

academic session

Table 3

Manner of evaluation of academic qualifications including professional qualification for the selection of Assistant Teacher for the post meant for Honours /Post Graduate vacancy in School and Madrasah

	Examinations	Full Marks 25	. А	ward of Ma	rks	Remarks
1	School Final/Madhyamik or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
2	H.S.(+2 stage)/Pre University/ Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
3.	Old H.S.[In lieu of School Final /Madhyamik or its equivalent and H.S.(+2 stage) / Pre University/intermediate/ University Entrance or its equivalent]	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]	
4	(a) Bachelor's degree in Honours as regular / external / private candidate or through distance mode of education / correspondence course		6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]	Holders of Degree with Spl. Hons./ Condensed Hons./ Approved
	(b) Bachelor's degree in Pass- course or in non-concerned subject	6		4 marks (fixed)		Proficiency courses shal not be allotte any additiona marks for
	(c) Degree with Spl. Hons./ Condensed Hons./Approved Proficiency courses			5 marks (fixed)		their pass course degre
5	Post Graduate degree as regular/ external/ private candidate or through distance mode of education/correspondence course	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]	
6	Degree or diploma in Teachers Trg. (B.T./B.Ed./P.G.B.T/P.G.T. or its equivalent) in regular course or through distance mode of education correspondence course from a Teacher Training Institution duly recognized by the NCTE/ RCI in the relevant		3 [For 1st Div/Class]	2 [For 2nd Div/Class]	[For Other Div/Class]	

### Table 4

Manner of evaluation of academic qualifications including professional qualification for the selection of Assistant Teacher for the Post meant for Pass vacancy in School and Madrasah, except for Work Education, Physical Education

	Examinations	Full Marks 25		Awa	ard of Marks
1.	School Final/Madhyamik or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
2.	H.S.(+2 stage) / Pre-University/ Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
3.	Old H.S. [In lieu of School Final/ Madhyamik or its equivalent and H.S.(+2 stage) / Pre University/ University Entrance or its equivalent]	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]
4.	Bachelor's degree in Pass-course as regular/external/ private candidate or through distance mode of education correspondence course	12	12 [70% or above]	10 [50% but below 70%]	8 [Below 50%]
5.	Degree or diploma in Teachers Training (B.T./ B. Ed./ P.G.B.T./ P.G.T. or its equivalent) in regular course or through distance mode of education / correspondence course from a Teachers' Training Institution duly recognized by the National Council of Teachers Education (NCTE)/ RCI in the relevant academic session	3	3 [For 1st Div/Class]	2 [For 2nd Div/Class]	1 [For Other Div/Class]

Table 5

Manner of evaluation of academic qualifications including professional qualification for the selection of Assistant Teacher in Work Education in School and Madrasah

	Examinations	Full Marks 25			Award of Marks
1.	School Final/Madhyamik or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
2.	H.S.(+2 stage)/ Pre-University/ Intermediate/University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]

12

- 3. Old H.S. [In lieu of School Final/ Madhyamik or its equivalent and H.S.(+2 stage) / Pre University/ Intermediate/University Entrance or its equivalent]
- 10 8 6
  10 [For1st [For 2nd For other Div/Class] Div/Class] Div/Class
- 4. Bachelor's degree in General Stream in Arts/Science/ Commerce as regular/ external/ private candidate or through distance mode of education/correspondence course with P.G.B.T. or Work Education as a subject in B. Ed. in regular course from a Teachers' Training Institution duly recognized by the NCTE in the relevant academic session Or,

Bachelor's degree in General Stream in Arts/Science/Commerce as regular/external/private candidate or through distance mode of education/correspondence course with degree/diploma in Art & Craft from any UGC recognised University/ any UGC recognised educational Institution affiliated to any University or,

Bachelor's degree in General Stream in Arts/Science/Commerce as regular/external/private candidate or through distance mode of education/correspondence course with Certificate in Tailoring and needle work (atleast 2-year course) from any Institution duly recognised by any UGC recognised University/from any UGC recognised University or,

Bachelor's degree in General
Stream in Arts/Science/Commerce
as regular/external/ private candidate or
through distance mode of education/
correspondence course with degree/diploma
in Work Education curriculum awarded by any
University or any Department of the State Govt. or.

Bachelor's Degree in Home Science or Agriculture or Computer Science/Information Technology/ Software Systems from any UGC recognised University Or,

Bachelor's Degree in Arts/ Science/ Commerce with Computer Science/ Computer Application as a subject of atleast 300 marks from any UGC recognised University

5. Degree or diploma in Teachers Trg.

(B.T./B.Ed./P.G.B.T/P.G.T. or its equivalent) in regular course or through distance mode of education / correspondence course from a Teachers' Training Institution duly recognized by the NCTE/RCI in the relevant academic session

3 2 1
[For1st [For 2nd For other Div/Class] Div/Class] Div/Class

12 10 [70% or [50% but | above below 70%]

5://-

### Table 6

Manner of evaluation of academic qualifications including professional qualification for the selection of Assistant Teacher in Physical Education in School and Madrasah

	Examinations	Full Marks 25			Award of Mark
1.	School Final/Madhyamik or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
2.	H.S.(+2 stage)/ Pre University/ Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]
3.	Old H.S. [In lieu of School Final/ Madhyamik or its equivalent and H.S.(+2 stage) / Pre University/ Intermediate/ University Entrance or its equivalent]	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]
4.	Bachelor's degree in General Stream in Arts/Science/Commerce as regular, external/ private candidate or through distance mode of education/ correspondence course	1	12 [70% or above]	10 [50% but below 70%]	8 [Below 50%]
5.	Degree or diploma in Physical Education from a Teachers' Training Institution duly recognized by the NCTE in the relevant academic session	3	3 [For 1st Div/Class]	2 [For 2nd Div/Class]	1 [For Other Div/Class]

Table 7

Manner of evaluation of academic qualifications including professional qualification for the selection of Assistant Teacher in Arabic (Madrasah), Advance Arabic /Theology in Madrasah

	Examinations	Full Marks 25	Award of Marks			
1.	Alim	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
2.	Fazil	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
3.	Mumtazul Muhaddethin/ Mumtazul Fuquha/Mumtazul Udaba (old course)	15	15 [70% or above]	12 [50% but below 70%]	9 [Below 50%]	

# SCHEDULE III

# PROVISIONS RELATING TO CONSTITUTION OF PERSONALITY TEST BOARD

- 1. For the purpose of holding personality test in the Regional Level Selection Test for the post of Headmaster/ Headmistress/ Superintendent, the Personality Test Board, to be constituted by the concerned Regional Commission, shall comprise the following members:
  - (a) one member of the Regional Commission, presiding. For any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
  - (b) an expert having administrative experience, either as Principal of any recognised College or as an Officer not below the rank of Deputy Registrar of a recognised University of West Bengal, to be appointed by the Regional Commission;
  - (c) a nominee of the Central Commission, having experience as Principal of a recognised College and in case of a Madrasah having knowledge in Islamic Studies and Culture also.
- 2. For the purpose of holding personality test in the Regional Level Selection Test for the post of Assistant Teacher, the Personality Test Board, to be constituted by the concerned Regional Commission, shall comprise the following members:
  - (a) one member of the Regional Commission, presiding. For any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
  - (b) an expert of concerned subject having a minimum of 10 years teaching experience in a recognised College/ University to be appointed by the Regional Commission;
  - (c) a nominee of the Central Commission not below the rank of Principal/Reader/Selection Grade Lecturer with adequate knowledge in the concerned subject.

### SCHEDULE IV [See rule 17(1)]

### PART A

# Provision relating to counselling for recommendation of name to the post of Headmaster or Headmistress or Superintendent

- 1. For the post of Headmaster/ Headmistress/ Superintendent there shall be Regional Level Counselling for the purpose of recommendation of a person to the post within the territorial jurisdiction of the concerned Regional Commission after publication of the panel and waiting list for a particular Regional Level Selection Test, on the basis of the combined rank position of the empanelled candidate in respect of relevant posts mentioned in sub-clause (iii) and (iv) of clause (b) of rule 2, mediumwise in the Schools or Madrasahs, as the case may be.
- 2. It is the duty of the Regional Commission to send the list of Schools and Madrasahs to the Central Commission, showing details of each vacancy category of postwise and mediumwise in Schools and Madrasahs separately declared for a particular Regional Level Selection Test, on the basis of which the panel has been published and the Central Commission shall publish such list of vacancies in the Commission Website category of post—wise and mediumwise for Schools and Madrasahs separately. Such relevant list shall be displayed in the counselling venue on the respective counselling date by the concerned Regional Commission during counselling for exercising option for selection of School or Madrasah, as the case may be, by the candidates at the material point of time as per his choice.

- 3. The empanelled candidates for the post of Headmaster/ Headmistress/ Superintendent in a Regional Level Selection Test qualified for counselling shall be informed of their combined rank category of postwise, mediumwise through registered post or speed post by the concerned Regional Commission, mentioning the date, time and venue of counselling. Candidates can also obtain such information from the Commission Website and/ or the Newspapers and/ or Notice Board of the respective Regional Commission. In case a qualified candidate does not receive the counselling letter, the candidate must appear for counselling on the date and time specified in the counselling schedule available on the website of the Commission or the news paper and at the offices of the concerned Regional Commissions.
- 4. The candidates called for counselling are required to bring with them the original as well as attested copies of valid age-proof document, requisite testimonials, teaching experience proof as per the provision of Act and rules for final verification along with the intimation Letter for Counselling, Call Letter for Personality Test and Admit Card for the Written Examination.
- 5. During counselling the candidate shall exercise option for selection of School or Madrasah, as the case may be, in his relevant category of post and medium for being recommended to a post of Headmaster/Headmistress/Superintendent against his category of post-wise combined rank on the basis of availability of vacancies of same nature at the material point of time displayed at the counselling venue on the basis of query regarding allotment of vacancies. The Regional Commission shall arrange to display each allotment of vacancy against empanelled candidates' category of post-wise, mediumwise in the counselling venue.
- 6. If a candidate misses his turn while his name is called for counselling during the counselling session he may not get the opportunity of availing the number of Schools or Madrasahs which would have been available to him normally in the category, subject and medium against which he has been empanelled.
  - 7. The candidate shall have to sign a declaration of -
    - (a) selection and acceptance of the School or Madrasah as per his choice available at the time of his turn during the counselling session; or
    - (b) refusal to exercise his option in respect of selection and acceptance of any School or Madrasah available at the time of his turn during the counselling session.
- 8. The qualified absentee candidate shall have to exercise option for selection of School or Madrasah, as the case may be, to a post of Headmaster/ Headmistress/ Superintendent from among the residual non-allotted vacancies in his respective subject, empanelled category of post and medium on the date and time and venue to be intimated through registered or speed post and Commission Website or Newspaper or the notice board of the concerned Regional Commission. If such a candidate remains absent on the intimated specified date, time and venue, his candidature shall be treated as cancelled.
- 9. The candidates in the waiting list, if necessary, may be recommended in accordance with provisions of sub rule (5) of rule 17.

### PART B

# Provision relating to counselling for recommendation of name to the post of Assistant Teacher

1. For the post of Assistant Teacher there shall be Regional level counselling for the purpose of recommendation within the territorial jurisdiction of the concerned Regional Commission after publication of the Panel and Waiting List for a particular Regional Level Selection Test, on the basis of the combined rank position of the empanelled candidate in relation to the category of vacancy against which they have been empanelled, subjectwise and mediumwise.

- 2. It is the duty of the Regional Commission to send the list of Schools and Madrasahs to the Central Commission, showing details of each vacancy subjectwise, mediumwise and categorywise declared for a particular Regional Level Selection Test, on the basis of which the panel has been published and the Central Commission shall publish such list of vacancies in the Commission Website subjectwise, mediumwise and categorywise for Schools and Madrasahs separately. Such relevant list shall be displayed in the counselling venue on the respective counselling date by the concerned Regional Commission during counselling for exercising option for selection of School or Madrasah, as the case may be, by the candidates at the material point of time as per his choice.
- 3. The empanelled candidates for the post of Assistant Teachers in a Regional Level Selection Test qualified for counselling shall be informed of their combined rank as well as their rank in relation to the category of vacancy against which they have been empanelled, subjectwise and mediumwise through registered post or speed post by the concerned Regional Commission, mentioning the date, time and venue of counselling. Candidates can also obtain such information from the website of the Commission or the news paper and from the offices of the concerned Regional Commissions. In case a qualified candidate does not receive the counselling letter, the candidate must appear for counselling on the date and time specified in the counselling schedule available on the website of the Commission or the news paper and from the offices of the concerned Regional Commissions.
- 4. The candidates called for counselling are required to bring with them the original as well as attested copies of valid age-proof document, requisite testimonials, caste certificate (if applicable), Physically Handicapped certificate (if applicable) for final verification along with the intimation Letter for Counselling, Call Letter for Personality Test and Admit Card for the Written Examination.
- 5. During counselling the candidate shall exercise option for selection of School or Madrasah, as the case may be, in his concerned subject, empanelled category and medium for being recommended to a post of Assistant Teacher against his categorywise rank serial on the basis of availability of vacancies of same nature at the material point of time displayed at the counselling venue on the basis of query regarding allotment of vacancies. The Regional Commission shall arrange to display each allotment of vacancy against empanelled candidates subjectwise, categorywise and mediumwise in the counselling venue.
- 6. If a candidate misses his turn while his name is called for counselling during the counselling session he may not get the opportunity of availing the number of Schools or Madrasahs which would have been available to him normally in the category, subject and medium against which he has been empanelled.
  - 7. The candidate shall have to sign a declaration of -
    - (a) selection and acceptance of the School or Madrasah as per his choice available at the time of his turn during the counselling session; or
    - (b) refusal to exercise his option in respect of selection and acceptance of any School or Madrasah available at the time of his turn during the counselling session.
- 8. The qualified absentee candidate shall have to exercise option for selection of School or Madrasah, as the case may be, to a post of Assistant Teacher from among the residual non-allotted vacancies in his respective subject, empanelled category and medium on the date and time and venue to be intimated through registered or speed post and Commission Website and/or Newspaper or the notice board of the concerned Regional Commission. If such a candidate remains absent on the intimated specified date, time and venue, his candidature shall be treated as cancelled.
- 9. The candidates in the waiting list, if necessary, may be recommended in accordance with provision of sub rule (5) of rule 17.

By order of the Governor,

DR. N. CHATTERJEE
Principal Secy. to the Govt. of West Bengal