

Government of West Bengal
Higher Education Department
C. S. Branch
Bikash Bhaban, Salt Lake, Kolkata-91.

Dated Kolkata, the 19th Nov., 2007.

No. 915-Edn(C.S.)/5 P-77/99

From : Shri J.N. Bhattacharya,
Officer On Special Duty & Ex-Officio
Joint Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal,
Bikash Bhaban, Salt Lake, Kolkata-91.

Sub : Recruitment rules for the post of Head Clerk/Accountant/
Cashier in non-Government Colleges in the State.

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In cancellation of this Department's order No.222-Edn(C.S.),
dated 22.2.2001, the undersigned is directed by order of the Governor
to say that after careful consideration, the Governor has been pleased
to prescribe the following rules for recruitment to the post of Head
Clerk/Accountant/Cashier in non-Government Colleges in the State :-

- i) Whenever a vacancy arises in the post of Head Clerk, the
post is to be filled up by promotion of an employee of the
status of Upper Division Clerk such as Accountant, Cashier etc.
- ii) Whenever a vacancy arises in the post of Accountant/Cashier,
the post is to be filled up by promotion of an employee
belonging to the category of Lower Division Clerk, such as
Clerk, Typist, etc.

In either case, attendance, experience, efficiency, seniority
and character roll shall have to be taken into consideration.

But if no suitable candidate is available by way of promotion,
the post of Accountant/Cashier may be filled up by direct recruitment
for which the minimum educational qualification should be graduate of
any stream.

This order will have immediate effect.

This issues with the concurrence of Finance Department under
U.O. No.2167 Group 'P'(Pay), dated 15.10.2007.

Sd/- J.N. Bhattacharya,
O.S.D. & Ex-officio Jt. Secretary.

Dated Kolkata, the 06th December, 2007.

No. 1352(450)-G

Copy forwarded to the Principal / Teacher-in-Charge,

for information and necessary action.

for Director of Public Instruction,
West Bengal.