

**Government of West Bengal  
Department of Higher Education  
(CS Branch)  
Bikash Bhavan, Salt Lake City,  
Kolkata – 700 091**

**No.786-Edn(CS)**

**Dated, Kolkata, the 8<sup>th</sup> October, 2010**

From: M. Chakravorty  
Joint Secretary (CS)  
Department of Higher Education  
West Bengal

To: The Director of Public Instruction  
Department of Higher Education , Bikash Bhavan, Salt Lake  
Government of West Bengal

Sub.: **Part-time teachers(PTTs) of the Govt. aided colleges in the State.**

In continuation of Department's G.O. No. 751-Edn(CS) dated 21.09.2010 the undersigned is directed to say that the following guidelines have to followed by the college authorities for engagement of part-time teachers(PTTs) of the State Aided Non-Government Colleges. .

- 1. The college authority will submit the particulars as per Format-I , II & III (enclosed) in the first phase to get candidate-wise approval for PTTs from the Department .**
- 2. On receiving the approval the college authority will submit a proposal as per prescribed Format-IV (enclosed) to the Education Directorate for fixation of remuneration in respect of approved PTTs.**
- 3. On receipt of fixation memo(s) from the Education Directorate the college authority will submit the actual claim to the Directorate.**
- 4. Separate proposal for claiming higher remuneration as per para 7 of G.O. No. 751 Edn(CS) dated 21/09/2010 is required to be submitted each time.**

The college authority should submit

- The required information in the form of **hard copy** (paper documents) as well as **soft copy (CD)** as per enclosed Format (I-IV) (in **Excel format only**). All the documents should be submitted to this Directorate at an early date.

(i) **PTTs engaged before 01/04/09.**

. In adherence to the conditions laid down in the G.O. as mentioned earlier( Para. I) the college authority will have to submit:

- Attested photocopy of the PG level final mark-sheet.
- Attested documents proving the date of birth. (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).

(ii) **PTTs engaged on or after 01/04/09**

- The college authority will have to submit the following documents :
  - ✓ Attested photocopy of the advertisement
  - ✓ Attested photocopy of the letter from the affiliated University nominating the subject expert for the selection committee.
  - ✓ Attested photocopy of the final merit list( Subject wise)
  - ✓ Attested photocopy of the PG level final mark-sheet showing atleast minimum of 55% marks in aggregate.
  - ✓ Attested documents proving the date of birth (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).
  - ✓ Supporting GB resolution for engagement.

(iii) **Those PTTs who have been refused renewal and their services have been discontinued by the college authority on or after 1/1/2008 till the date of issuance of the order 751 Edn(CS) dated 21/09/2010:**

In adherence to the conditions laid down in the G.O. as mentioned earlier( Para. I) the college authority will have to submit:

- Attested photocopy of the PG level final mark-sheet. (Photocopy of Madhyamik or equivalent Admit Card/ Certificate).
- Attested documents showing date of birth of the part time teachers
- Willingness of candidate in writing to the college authority for engagement afresh.
- New Appointment letter with Supporting GB resolution

Yours faithfully

Sd/-

M. Chakravarty  
Jt. Secretary  
C.S. Branch

Department of Higher Education  
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Account General (A&E), West Bengal
2. Finance Department of this Government
3. Director of Public Instruction, West Bengal
4. Registrar, Calcutta University, Senate House, College Street, Kol-700073
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713104
6. Registrar, Kalyani University, Kalyani, Nadia, Pin-741235
7. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721102
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732101
9. Registrar, West Bengal State University(Barasat, North 24 Paraganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Paraganas, Pin-743201
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734430
11. Computer Cell of this Department
12. PS to MIC, Higher Education Department
13. PA to Principal Secretary of this Department
14. Guard File

Sd/-

M. Chakravarty  
Jt. Secretary  
C.S. Branch  
Department of Higher Education  
Government of West Bengal

## Format-I

**Subject-wise vacancy position( to be submitted in a consolidate form) ( for approval of PTTs)**

**Name of the College:**

**Year of Estd.:**

**Address:**

**District:**

**Ph.**

**No.:**

**Fax No.:**

**Mobile No. of the Principal/ Teacher-in-charge:**

**Email:**

Subject Taught	Gen./ Hons. /PG	Whether Self-Financed or not	Total Students Strength	Admissible whole-time teaching posts following *4/5/6/7	Sanctioned whole time teaching Posts mentioning G.O./Memo No. and date.	No. of existing Whole time Teachers	No. of existing Contractual Whole time Teachers	Excess teaching posts ,if any, following 4/5/6/7 norms.	No. Of Sanctioned vacant whole time teaching posts	Total no. of serving part time Teachers	No. of superannuated Teachers, if any, reserving as part time teaching assignment.
1	2	3	4	5	6	7	8	(5-7)	9	10	11
<b>Total</b>											

**Principal/ Officer-in-charge**

\* i) **7** for Science subject at Hons. Level, ii) **6** for Commerce at Hons. Level, iii) **5** for Beng., Eng., Math., Geogr. at Hons. level , iv) **4** for other subjects at Hons. Level.

### Format-II ( For approval of PTTs)

Fax No.:

Mobile No.:

Name of the Department\*:

NO. of Enrolled Students: Hons.

Gen.

P.G.

No. of Sanctioned Teaching Posts:

Vacant:

Sl. No.	Name of the Part-time Teacher	Qualification	% of Marks in PG Any other higher qualifications ( M.Phil /Ph.D /NET/SET)	Date of Birth	Date of initial engagement in the present college**	Period of discontinuation ( in case of reinstated PTTs)	Tenure of assignment in the present College ( calculated on the basis of actual period served) as on 31/03/2010	Proposed amount of remuneration per month as per G.O. 146 Edn(CS) dt 27/02/09	Tenure of assignment in the present College ( calculated on the basis of actual period served) as on 01/10/2010)	Proposed amount of remuneration per month as per G.O. 751 Edn(CS) dt 21/09/2010
1	2	3	4	5	6	7	8	9	10	11

\* Separate Sheet should be submitted for each Department

Principal/ Officer-in-charge

\*\* Supporting Documents attested by the College Authority should be furnished as per para 4. I & II of G.O. 751 Edn(CS) dt 21/10/2010.

**Format-III**  
**(For approval of PTTs)**  
**Declaration from Part-Time Teacher**

**1.** I,....., hereby declare that I am not engaged in any full time assignment including Contractual / Para teacher etc.elsewhere and at present I have been serving the following college(s) as a part time teacher:-

Name of the College(s)	Date of Joining	Option
		FIRST-(1 <sup>st</sup> )
		SECOND-(2 <sup>nd</sup> )

I also declare that at present I am engaged in one (1)/ two (2) colleges (strike out which is not applicable) part time assignment(s) in college (s).

**2.** I,....., hereby opt for .....college as my only assignment as PTT as per G.O. No. 751 Edn(CS) dated21/09/2010 w.e.f.....

**3.** I, ....., do hereby tender my resignation from ..... college as PTT with effect from .....

Date: .....

Place: Signature of Part-Time Teacher

Signature & Seal

Signature & Seal

Principal/Teacher-in-charge  
(the college from where he/she resigned)

Principal/Teacher-in-charge  
(the college from which proposal forwarded)

**Format-IV**

**(for fixation remuneration of the PTTs as per G.O. No. 751 Edn(CS) dated 21/09/2010)**

Name of the College:

Fax No.:

Telephone No.:

Mobile No. of the Principal/ Teacher-in-charge:

Name of the Department\*:  
(Hons./Gen/P.G.)

Sl. No.	Name of the Part-time Teacher	H. E. Department's Memo No. and date for approval:	Tenure of assignment in the present College (calculated on the basis of actual period served) as on 31/03/2010	Proposed amount of remuneration per month as per G.O. 146 Edn(CS) dt 27/02/09	Tenure of assignment in the present College (calculated on the basis of actual period served) as on 01/10/2010	Proposed amount of remuneration per month as per G.O. 751 Edn(CS) dt 21/09/2010	Next Date of Enhancement of Remuneration @ 5% at an interval of 3 years as per G.O. 751 Edn(CS) dt 21/09/2010
1	2	3	4	5	6	7	8

\*Separate Sheet should be submitted for each Departmen

Principal/ Officer-in-charge