



The West Bengal College Service Commission
6, Bhawani Dutta Lane, 4th Floor, Kolkata – 700 073
Phone : Secretary - (033)2241-6675/Office – 2241-2920
Fax : (033) 2257-2800

Ref. No. 334/Estt/CSC/11

Dated : 17th January, 2011

To
The Principal/Teacher-in-charge
All Non-Government Degree Colleges Affiliated to different Universities in
West Bengal

Sir/Madam,

I am directed to inform you that the Commission is going to invite application for the post of Assistant Professors and Librarians.

You are requested to submit requisition for such posts lying vacant including anticipated vacancy upto 31/12/11.

Each vacancy be intimated in Annexure – I with necessary G.B. resolution(s)/proceedings, copy of the G.O.s /copy of post creation G.O.s and G.O. regularising any violation of roster, copy of the authenticated R.O.A. and other relevant documents and an Abstract in prescribed format. All these papers along with your forwarding letter **in triplicate** and a **CD of the entire documents** be sent to the undersigned so that it reaches this office on or before **14th February 2011 (upto 2:30 p.m.)**.

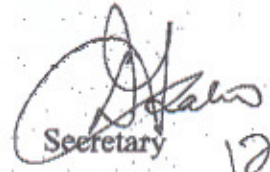
You are requested to treat the matter urgent.

Soliciting your whole hearted co-operation.

Yours faithfully,
Sd/-
Secretary

P.S. Please note the "ABSTRACT" and "ANNEXURE-I" formats will be available from the Commission's website <http://www.wbcsc.ac.in> and no format will be available from the office of the Commission under any circumstances.

Fresh requisitions to be submitted and under any circumstances no earlier requisition can be entertained.


Secretary 17/1/11

ANNEXURE - I

(To be submitted seperately for every vacancy)

1	Serial No. in the Abstract				
2	a) Name of the Institution				
	b) Name of the Affiliating University				
3	a) Name of the Post				
	b) Nature of Vacancy (Substantive)				
	c) Cause of Vacancy (Retirement / Resignation / Death / Dismissal / Newly Sanctioned)				
	d) G.O No. and Date for Newly Sanctioned Post				
	e) Date of occurance of Vacany				
4	a) Subject				
	b) Teaching to be imparted in P G / HONS PASS / B Ed. Classes				
	c) Number of Posts in the Subject Approved in G.O Nos. 974-Edn (CS) dt.27-06-2007 and 355-Edn(CS) dt 02-06-2006				
	d) Number of Students in Each Class, year-wise *	Class	1st yr	2nd yr	3rd yr
		UG Pass			
		UG Hons			
		PG			
		B Ed			
	e) Names of Existing Teachers in the Subject With Their respective Special Papers				
	Name	Special Paper			
1. Dr./ Prof.					
2. Dr./ Prof.					
3. Dr./ Prof.					
4. Dr./ Prof.					
5. Dr./ Prof.					
6. Dr./ Prof.					
7. Dr./ Prof.					
5	a) Roster Position of Vacancy				
	b) Category of Vacancy- UR/SC/ST/OBC/EC/PH				

* Relevent Part of the Audited A/C be Submitted

Signature with Seal and date of the
Principal
Teacher- in- Charge
Secretary, G B of the Institution

6	Name/s of Part Time Teacher/s whose service has been extended upto the age of 60 years as per G.O. No. 786-Edn(CS) dt. 8/10/10	
	Name	Special Paper
	1. Dr./ Prof.	
	2. Dr./ Prof.	
	3. Dr./ Prof.	
	4. Dr./ Prof.	
	5. Dr./ Prof.	
	6. Dr./ Prof.	
7	Name/s of Whole Time Contractual Teacher/s whose whose service has been extended upto the age of 60 years as per G. O. No. 952-Edn(CS)/10M-31/10 dt. 9/12/10	
	Name	Special Paper
	1. Dr./ Prof.	
	2. Dr./ Prof.	
	3. Dr./ Prof.	
	4. Dr./ Prof.	
	5. Dr./ Prof.	
	6. Dr./ Prof.	
8	Name/s of Superannuated Contractual Whole Time / Part Time Teachers working presently. as per G.O. No. 969-Edn(CS)/10M-31/10 dt. 15/12/10	
	Name	Special Paper
	1. Dr./ Prof.	
	2. Dr./ Prof.	
	3. Dr./ Prof.	
	4. Dr./ Prof.	
	5. Dr./ Prof.	
	6. Dr./ Prof.	
7. Dr./ Prof.		

G. B. Resolution	
Date of the Meeting :	No. of Resolutions :
Date of the Meeting :	No. of Resolutions :
Date of the Meeting :	No. of Resolutions :
Date of the Meeting :	No. of Resolutions :
Date of the Meeting :	No. of Resolutions :

Signature with Seal and date of the
Principal
Teacher- in- Charge
Secretary, G B of the Institution

Abstract of vacancies intimated / requisitioned in reply to Chairman's (WBCSC) letter No. under this Office Memo No.

Dated

Dated

Name of the College in Block Letters

Name of the University Affiliating the College (in Block Letter)

Sl No	Subject in Block Letters	Category-wise Vacancy viz: UR/ SC / ST/ OBC/ EC/ PH	Roster Point (Chronologically) on Verification of R O A)	Number of sanctioned Post / s with respective G. O	Number of existing Full Time Teacher/s against sanctioned post/s	Number of existing Part Time Teacher/s whose service has been extended upto 60 yrs of age as per G.O. No. 786-Edn (CS) dt. 08.10.10	Number of existing Contractual Whole Time Teacher/s whose service has been extended upto 60 yrs of age as per G.O. No. 952-Edn (CS)/ 10M-31/10 dt. 09.12.10	Number of existing Superannuated Teacher/s presently working as Whole Time Contractual/ Part Time Teacher/s as per G.O. No. 969-Edn (CS)/ 10M-31/10 dt. 15.12.10	No. of students in each Class, year-wise separately in Pass, Hons and P G (Audited A/C be submitted)	Date of occurrence of this vacancy	Cause of occurrence of this Vacancy e.g. Retirement, Resignation, Death Dismissal, New Post	Name of Previous Incumbent (vice)	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature of the Principal / Teacher-in-Charge

Office Seal

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Signature of the Principal / Teacher-in-Charge

Office Seal

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