

APPLICATION FORM FOR DERESERVATION

To
The Principal Secretary,
Backward Classes Welfare Department,
Government of West Bengal,
Writers' Buildings,
Kolkata – 700 001

Through : The District Magistrate and
District Reservation Commissioner,

.....

(in case of Establishments situated in the Districts)

Sir/Madam,

I hereby apply for dereservation of the vacancy, particulars of which are furnished below for your consideration and issue of necessary orders

Yours faithfully,

(Appointing Authority)

1. Name of the Office/Institution :
2. Name and designation of the
Appointing authority :
3. Name of the post against which
vacancy has occurred :
4. Scale of pay for the post :
5. Date of occurrence of vacancy :
6. Exact Roster points of the vacancy and
the community for which it is reserved
(SC/ST/OBC) :
**(Enclose authenticated copy of
the Register of Appointment in
Appendix I)**
7. Manner of selection (i. e. whether
through Service Commissions/
Employment Exchange/Open market etc.) :
8. In cases of appointment through
Employment Exchange —
(i) Whether reserved vacancies notified
to the Employment Exchange of the

- districts and Special Cell of
Employment Exchange, Salt Lake :
- (ii) Date of Notification to
Employment Exchange :
- (iii) No. of candidates forwarded
by Employment Exchange :
9. In case of open market recruitment
through advertisement in daily
news papers—
**(Enclose authenticated copies of
paper cuttings)**
- (i) Names of news papers to
which advertisements
have been released :
- (ii) Dates on which the
Advertisements have
appeared in such news papers :
- (iii) Last date of receiving application :
- (iv) No. of applications from
SC/ST/OBC candidates
received in response to the
advertisement.
**(category-wise, where more
than one category is involved)**
10. In cases of selection of candidates
by appointing authorities through
selection test and interview —
- (i) No. of SC/ST/OBC candidates called
For interview :
- (ii) No. of SC/ST/OBC candidates
attending the interview :
- (iii) Name and designation of Officer
representing this Department in the
Board of Interview (in terms of this
Department's Memo No.
126(55)-TW/EC dated 02-03-1993) :
11. In cases of appointments on the
recommendations of Service
Commissions, whether reserved
vacancies are notified to such
Commissions:
If so, date and particulars of notifying :

12. Particulars of non-availability certificate from Employment Exchange/PSC/CSC/MSR/RSC/SSC :
(Enclose authenticated copies)
13. Total number of existing employees in the same cadre (also, number of existing teachers in the same subject, in case of educational institutions) :
14. Why dereservation is required:
15. Total No. of sanctioned strength in the cadre and percentage of SC/ST among the existing staff strength :
16. (i) Has any vacancy been dereserved previously ? :
(ii) If so, Order No. and roster point of such dereserved vacancy :
17. List of supporting documents furnished

I do hereby declare that particulars furnished hereinbefore are true to the best of my knowledge and belief.

Signature of Appointing Authority

18. *(i) Remarks/Recommendation of Head of Administrative Department (in case of Calcutta) :
- (ii) Remarks/Recommendation of District Reservation Commissioner (in case of Districts) :

* Director of Public Instructions authorised to act as an authority for assessment of the necessity of dereservation of teaching posts in colleges all over the State in addition to the District Magistrates vide Backward Classes Welfare Deptt's Memo No. 794-BCW dt 16th Feb, 2001 with prescribed form for certification as follows:

"It has been found on assessment of necessity of the college in regard to the teaching posts that vacancy Number (Roster position of vacancy).....in (subject of teaching)..... is required to be filled up immediately in the academic interest. As this is a vacancy reserved for (SC/ST/OBC).....and such candidate is not available, it is recommended for dereservation."

Government of West Bengal
Backward Classes Welfare Department
Writers' Buildings, Calcutta—700001

No. 794-BCW/MRD—156/99

Dated, the 16th February, 2001

MEMORANDUM

The undersigned is directed to refer to this Department's No. 98(91)-BCW dt. 07-01-2000 wherein a set of guidelines for initiation of proposals for de-reservation of reserved vacancies in the public interest and the format of application for dereservation of reserved vacancies in public interest and the format of application for dereservation were prescribed. According to the said guidelines, all proposals for dereservation in respect of establishments situated in the Districts were to be routed through the concerned District Magistrates.

2. The question of routing the de-reservation proposals through the concerned District Magistrate has since been reviewed in respect of teaching posts of the colleges. It has been represented to the Government from various quarters that the academic interest is being adversely affected because of a large number of reserved vacancies in different colleges remaining unfilled due to non-availability of suitable candidates from the prescribed communities. To expedite the process of de-reservation in the above context, it is considered necessary to declare Director of Public Instructions, West Bengal also as a recommending authority in respect of dereservation proposals for teaching posts in colleges.

3. After careful consideration of all these aspects, the Governor is now pleased to order in partial modification of memo no. 98(91)-BCW dt 07-01-2000 that henceforth the Director of Public Instructions, West Bengal, shall act as an authority for assessment of the necessity of dereservation of teaching posts in colleges all over the State in addition to the District Magistrates who have been so authorised earlier. Director of Public Instructions, West Bengal, shall accordingly record the recommendation on individual application for dereservation in respect of teaching posts in the colleges in the following format :--

"It has been found on assessment of necessity of the college in regard to the teaching post that vacancy no.*in**is required to be filled up immediately in the academic interest. As this is a vacancy reserved for***and such candidate is not available, it is recommended for dereservation."

4. This recommendation will be recorded against Column 18(i) of the prescribed application form for dereservation.

Sd/ A. K. Das

Joint Commissioner for reservation &
ex-officio Joint Secretary to the Govt. of West Bengal

* Roster position of the vacancy to be indicated

** Subject of teaching to be mentioned

*** Scheduled Caste/ Scheduled Tribe/ Other Backward Classes as applicable to be mentioned.