

THE WEST BENGAL COLLEGE SERVICE COMMISSION
NOTICE FOR REQUISITION AGAINST VACANCY
FOR THE POST OF PRINCIPAL

The Authorities of all the Government-aided Colleges in West Bengal are hereby requested to submit the **Requisition** (in triplicate) in the **prescribed format** along with all the **necessary documents** (see note below) by **31st August, 2015** against the **vacancy** for the post of **Principal** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government on or before **1st August, 2015**.

➤ **Vacancy Cut-off Date : 1st August, 2015**

➤ **Requisition Cut-off Date : 31st August, 2015**

Note :

- **Requisite Annexures :(i) Relevant G.B. resolution and (ii) Copy of the G.O., if the post is newly created .**
- **Requisition (using Proforma 2015) alongwith annexures must be submitted in three sets.**
- **Requisition sent earlier, if any, before this notification will not be considered .
Fresh Proposal must be sent in three sets.**

Dated :15th July , 2015

**By order
Secretary**

Please see next page for REQUISITION FORM

PROFORMA 2015

THE WEST BENGAL COLLEGE SERVICE COMMISSION

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCY FOR THE POST OF PRINCIPAL

1. a) Name of the College :
- b) Address with PIN CODE and Contact No. :
2. Name of the TIC with contact No. :
3. Affiliating University :
4. Name of the Post : **PRINCIPAL**
(attach a separate sheet stating the subjects taught in the College at the Honours or General Level)
5. Reason for creation of vacancy (Retirement/Resignation/Death/Dismissal/New Post) :
6. a) If new post, G.O. No. of creation of new post :
b) Otherwise, name of the previous incumbent
7. Date from which vacancy occurred :
8. Is the vacancy for Teachers' Training College (Yes/No) :

**Signature of the Teacher-in-charge/ President of the Governing Body/Administrator
with date and seal**

- Enclosures**
- 1. Copy of relevant G.B. resolution**
 - 2. Copy of G.O. , if needed [See 6 (a)]**
 - 3. List of subjects taught in the College (see 4)**