

**THE WEST BENGAL COLLEGE SERVICE COMMISSION**  
**NOTICE FOR REQUISITION AGAINST VACANCIES**  
**FOR THE SUBSTANTIVE POST OF**  
**ASSISTANT PROFESSORS AND LIBRARIANS**

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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 **31<sup>st</sup> July, 2015** against **all the vacancies** for the substantive post of **Assistant Professors and Librarians** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government on or before **30<sup>th</sup> June, 2015**.

➤ **Vacancy Cut-off Date : 30<sup>th</sup> June, 2015**

➤ **Requisition Cut-off Date : 31<sup>st</sup> July, 2015**

**Note :**

- **Requisite Annexures : i) Photocopy of ROA duly authenticated by the BCW and/Social Welfare Department, as required, ii) Copy of the G.O., if the post is newly created and iii) Relevant G.B. resolution.**
- **Requisition (using Proforma 2015) alongwith annexures & vacancy statement 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 : 10<sup>th</sup> June, 2015**

**By order**  
**Secretary**

**Please see next two pages for**

- 1. REQUISITION FORM**
  - 2. STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S)**
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**THE WEST BENGAL COLLEGE SERVICE COMMISSION**

**REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POSTS OF  
ASSISTANT PROFESSOR/LIBRARIAN**

**(To be submitted separately for each vacancy)**

1. a) Name of the College :
  
- b) Address with PIN CODE and Contact No. :
  
- c) Name of the Principal/TIC with contact No. :
- d) Affiliating University :
2. a) Name of the Post (Assistant Professor/ Librarian) :
  
- b) Name of the subject, If the post is for Assistant Professor :
  
- c) Teaching being imparted in the subject at  
General/Honours/PG level :
  
- d) Whether the Post is for B.Ed. course (Yes/No) :
3. a) Total Number of Sanctioned substantive Posts of the Subject/Librarian :
  
- b) No. of Existing Teacher(s)/Librarian(s) in the substantive Post :
  
- c) No. of admissible substantive vacant Post(s) :
4. a) Roster Position of Vacancy :
  
- b) Category (Gen/SC/ST/OBC A/OBC B/PH) :
5. a) Reason for creation of vacancy (Retirement/Resignation/  
Death/Dismissal/New Post) :
  
- b) Date from which vacancy occurred :
  
- c) If new post, G.O. No. of creation of new post :
  
- c) Otherwise, name of the previous incumbent :

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

**Enclosures : 1. Copy of ROA duly authenticated by B.C.W. and/Social Welfare Department, as required  
2. Copy of relevant G.B. resolution for admissible vacant posts  
3. Copy of G.O. , if needed (See 5 C)**

