

Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake, Kolkata-700091

Memo No: 417-PTT

Date: 28/09/2011

To

The Principal/Teacher-in-Charge

From:

Director of Public Instruction

Education Directorate

Government of West Bengal

Bikash Bhavan, Salt Lake

Kolkata-700091

Sub: Submission of papers for approval of Part-Time Teachers for the academic session 2011-12 as per G.O. No.751 Edn(CS) dated 21/09/2010 to this directorate on or before 30/11/2011.

The undersigned is directed to circulate the information that the college authority have to submit the **papers for approval of Part-Time Teachers for the academic session 2011-12 as per G.O. No.751 Edn(CS) dated 21/09/2010 to this directorate on or before 30/11/2011 positively** in the prescribed format enclosed herewith.

Sd/-

For Director of Public Instruction

Enclosure

Sub.: **Approval of Part-time teachers(PTTs) for Govt. aided colleges in the State for the Academic Session 2011-12 .**

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 be 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 receipt of fixation memo(s) from the Education Directorate the college authority will submit the actual claim to the Directorate.**

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-III) (in **Excel 2003 format only**). All the documents should be submitted to this Directorate (**One Set at Receiving Section and one set at the Room No. 824**) within **30/11/2011(Strictly)**.
- Photo copy of the G.O. of approval of the PTTs for the academic session 2010-11 attested by the Principal/Teacher-in-charge of the concerned college.
- In case of any rectification in the G.O. previously issued for the academic session 2010-11, the college authority may apply herewith with proper supporting documents.

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:

Email:

Ph. No.:

Fax No.:

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

Subject Taught	Gen./ Hons. /PG	Whether Self-Financed or not	Admissible whole-time teaching posts following *4/5/6/7 norms.	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.	No.s of Resigned PTTs(**)
1	2	3	4	5	6	7	8	(5-7)	9	10	11
Total											

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.

****Enclose Supporting Documents**

Format-III
(For approval of PTTs)
DECLARATION FROM PART-TIME TEACHER

1. I,....., hereby declare that I am not engaged in any other assignment including Contractual Whole Time/ Para teacher etc. elsewhere and at present I have been serving at college as a part time teacher from

The declaration made above by me is true. If my declaration is found to be false my engagement as a part time teacher may be cancelled by the college authority.

Date:

Place: Signature of Part-Time Teacher

Signature & Seal

Principal/Teacher-in-charge

(the college from which proposal forwarded)