

THE WEST BENGAL COLLEGE SERVICE COMMISSION
PURTA BHAVAN, DT BLOCK, 3rd FLOOR, SALT LAKE CITY, KOLKATA- 700091

No. 530/FAW/19/20/16

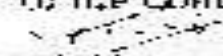
Date 19/12/16

ORDER

It is hereby ordered that Dr. Ram Pada Bera, Controller of Examinations of the Commission will discharge the following duties in the College Service Commission:

1. Arrangement and supervision of the process of conducting SET Examination
2. Arrangement for interview in the posts of Principa / Asstt. Prof./ Librarian
3. Looking after the preparation of the tables for interview and safe custody of score sheet of individual experts before they are submitted to Chairperson
4. Supervision over the entry of individual marks of candidates and assisting the Chairperson in preparation of Merit Parus
5. Safe custody of confidential papers and records relating to selection process, and production of such documents in Courts as and when ordered by the Court
6. Acting as First Appellate Officer in respect of Right to Information Act, 2005
7. Acting as Appellate Officer in respect of West Bengal Right to Public Services Act, 2013
8. Operation of the Bank accounts of the Commission and maintenance/authenticity of the cash books of the Commission
9. Any other duty as may be assigned from time to time.

The Secretary of the Commission will provide necessary support staff to the Controller of Examinations for due discharge of his duties


Dr. K. Kar,
Chairperson

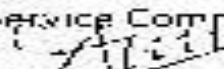
West Bengal College Service Commission

Memo No. --- 530/1(3)/FAW/20/16

Dated --- 19/12/16

Copy forwarded for information and necessary action to:

1. Dr. Ram Pada Bera, Controller of Examinations, West Bengal College Service Commission.
2. Sri S.K. Adhikari, Secretary West Bengal College Service Commission.
3. Sri S. Biswas, Assistant Secretary West Bengal College Service Commission.


Chairperson

West Bengal College Service Commission