

THE WEST BENGAL COLLEGE SERVICE COMMISSION

NOTICE FOR REQUISITION AGAINST VACANCIES

FOR THE SUBSTANTIVE POST OF

ASSISTANT PROFESSOR AND LIBRARIAN

The Authorities of all the Government-aided Colleges in West Bengal are hereby requested to submit the **Requisition** (in duplicate) in the **prescribed format** along with all the **necessary documents** (see note below) by **30th April 2018** against **all the vacancies** for the substantive post of **Assistant Professors (General Degree Colleges) and Librarians (General Degree Colleges and Teachers' Training Colleges)** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government .

Note:

- **Requisite Annexure :** i) Photocopy of ROA duly authenticated by the BCW and/Social Welfare Department, as required,
ii) Copy of the G.O. against all vacant posts including all newly created posts and
iii) Relevant G.B. resolution.
- **Requisition (using Proforma 2018 along with annexure & vacancy statement must be submitted in duplicate).**
- **Requisition sent earlier, if any, before this notification will not be considered. Fresh proposal must be sent in duplicate.**

Dated: 20.03.2018

By order
Controller of Examinations

Please see next three pages for

1. REQUISITION FORMS
2. STATEMENT FOR FILLING UP VACANT SUSTANTIVE POST(S)

THE WEST BENGAL COLLEGE SERVICE COMMISSION

**REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF
ASSISTANT PROFESSOR (General Degree Colleges)
(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
	b)	Name of the subject	
	c)	Teaching being imparted in the subject at General/Honors/PG level	
3.	a)	Total Number of Sanctioned substantive Posts in the Subject	
	b)	No. of Existing Teacher(s) in the substantive Post	
	c)	No. of admissible substantive vacant Post(s)	
	d)	No. of Government approved PTT/CWTT in the subject	i) PTT
			ii) CWTT
	e)	No. of Students in the Subject	i) General Course
			ii) Honors Course
			iii) PG Course
	f)	No. of Total classes in the routine in the subject (per week)	i) General Course
			ii) Honors Course
			iii) PG Course
4.	a)	Roster Position of Vacancy	
	b)	Category (Gen/SC/ST/OBC A/ OBC B/PWD)	
5.	a)	Reason for creation of vacancy (Retirement/Resignation/Death/Dismissal/New Post)	
	b)	Date from which the vacancy occurred	
	c)	Post creation G.O. No. of the vacant post	
	d)	Name of the previous incumbent (if the post is not newly created)	

**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 post creation G.O. of the vacant post**

THE WEST BENGAL COLLEGE SERVICE COMMISSION

**REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF
LIBRARIAN (General Degree Colleges/Teachers Training Colleges)
(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	Librarian
	b)	Type of College (General Degree College/Teachers Training College)	
3.	a)	Total Number of Sanctioned substantive Posts of Librarian	
	b)	No. of Existing Librarian(s) in the substantive Post	
	c)	No. of Government approved	i) Contractual whole time Librarian
			ii) Contractual part time Librarian
	d)	Total No. of Students in the College	
	e)	Total No. of Books in the College Library	
4.	a)	Roster Position of Vacancy	
	b)	Category (Gen/SC/ST/OBC A/ OBC B/PWD)	
5.	a)	Reason for creation of vacancy (Retirement/Resignation/Death/Dismissal/New Post)	
	b)	Date from which the vacancy occurred	
	c)	Post creation G.O. No. of the vacant post	
	d)	Name of the previous incumbent (if the post is not newly created)	

**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 post creation G.O. of the vacant post**

**STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S) OF ASSISTANT PROFESSOR/LIBRARIAN
(Please use single page for all vacant posts)**

COLLEGE:

AFFILIATING UNIVERSITY:

Sl. No.	SUBJECT (Gen/Hons/PG)	TOTAL NO. OF SANCTIONED SUBSTANTIVE POST(S)	NO. OF EXISTING TEACHER(S)/ LIBRARIAN IN THE SUBSTANTIVE POSTS (D)	NO. OF ADMISSIBLE VACANT SUBSTANTIVE POST(S)	POSITION OF VACANT POST AS PER ROA	CATEGORY/ NATURE OF VACANT POST AS PER ROA	REMARKS
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Librarian						

DECLARATION

1. Data/information furnished above is correct and true to the college records.
2. The college authority has decided to fill up the vacant posts through WBCSC after authentication by the BCW and /Social Welfare Department, as required.
3. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentation of information.

**Signature of the Principal/TIC/President of the Governing Body /Administrator
with date and seal**