

**Government of West Bengal  
Education Directorate  
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

Memo No: ED- 712/2015  
0M-43L/2015

Dated: Kolkata, the 9<sup>th</sup> June, 2015.

From:

The Director of Public Instruction,  
West Bengal

To:

The Principal /TIC of all Govt. Aided and erstwhile Sponsored Colleges of West Bengal.

**Sub.: Sending vacancy report to the West Bengal College Service Commission (WBCSC) for appointment and Authentication, Regularization of appointments incorporated in Register of Appointment (RoA) as per provisions of WBSC&ST (Reservation in Services and Posts) Act 1976 and WBBC (other than SC&ST) (Reservation in Services and Posts) Act 2012 for the vacancies of substantive posts of Assistant Professors and Librarians in the Government aided colleges-thereof.**

He/she is requested to send the requisition in the prescribed format of the West Bengal College Service Commission by **31.07.2015** for the vacancies against all the substantive posts of Assistant Professors and Librarians occurred / created on or before **30.06.2015**. The requisition must accompany the authenticated photocopy of Register of Appointment (RoA) as required mentioning the post(s) reserved for SC, ST, OBC(A), OBC(B) and 'Persons With Disabilities' (PWD). The college authorities are further requested to contact the Office of the Commissioner for Reservation or office of the District Commissioner for Reservation & District Magistrate, as required for authentication/regularization of RoA as per the following schedule:

- **For colleges situated in Kolkata:** Office of the Commissioner for Reservation, Backward Classes Welfare Department, Govt. of West Bengal, Administrative Building, DJ-4, Sector-II, Salt Lake, Kolkata-700 091 within **31.07.2015**.
- **For other colleges situated in different districts:** Office of the District Commissioner for Reservation & District Magistrate /Project Officer cum District Welfare Officer of the concerned district within **31.07.2015**.
- **In all cases of regularization of appointments of RoA:** The concerned colleges of West Bengal will have to contact the **Office of the Commissioner for Reservation, Backward Classes Welfare Department, Govt. of West Bengal, Administrative Building, DJ-4, Sector-II, Salt Lake, Kolkata-700 091**.
- **For vetting of RoA for Persons With Disabilities (PWD):** The colleges will have to contact the Commissioner for Persons With Disabilities at the office of **Commission for the Persons With Disabilities, 45, Ganesh Chandra Avenue Kolkata -700 013 (Near CSTC Building, 3<sup>rd</sup> Floor, Opposite Chandni Metro Railway Station, Near Hind Cinema, Office Phone No. 033-2237 4731)**.

**Authentication of RoA:**

The following documents are needed during the time of authentication of RoA by Commissioner for Reservation/District Commissioner for Reservation for the above-mentioned vacancies:

1. Photocopy of the RoA duly authenticated.\*\*
2. Govt. Order(s) for posts created since 27.03.1990.
3. Verdict of Hon'ble Court, if any, regarding appointment in teaching posts.
4. Governing Body Resolution regarding post creation/date of occurrence and cause of vacancy (photocopy from minutes book duly authenticated by the Principal /TIC).
5. Non-availability certificate issued by the WBCSC, if any.
6. Justification as to why posts of Reserved category are not filled up in case there are old vacancies in the reserved posts.
7. Details of G.B. resolution, if any, for candidate(s) who has/have left the college within the probationary period of service i.e. within one year of appointment which is considered as probationary

period (photocopy from minutes book duly authenticated by the Principal /TIC). In that case, no fresh vacancy will be created in terms of relevant Acts and Rules.

\*\* Final Copy of the RoA should be presented, after incorporating the corrections and changes as suggested, if any, for authentication, once the examination of RoA is completed.

**Regularization for violation of RoA:**

1. Photocopy of Register of Appointment particularly mentioning the cause of violation in relevant column\*\*.
2. Govt. Order(s) for posts created since 27.03.1990.
3. Verdict of Hon'ble Court, if any, regarding appointment in teaching posts.
4. Governing Body Resolution regarding post creation/date of occurrence and cause of vacancy (photocopy from minute's book duly authenticated by the Principal /TIC).
5. Non-availability certificate issued by the WBCSC, if any.
6. Justification as to why posts of Reserved category are not filled up in case there are old vacancies in the reserved posts.
7. Details of G.B. Resolution, if any, for candidate(s) who has/have left the college within the probationary period of service i.e. within one year of appointment which is considered as probationary period (photocopy from minutes book duly authenticated by the Principal /TIC). In that case, no fresh vacancy will be created in terms of relevant Acts and Rules.
8. G.B. Resolution (photocopy from minute's book) mentioning the causes of violation.
9. An undertaking duly signed by the President/Administrator of the G.B and the Secretary of the G.B. mentioning that such kind(s) of violation will not happen in future and that they are aware of the penal provisions of the Act in case of repeat violation.
10. Annual statement in format (enclosed Appendix) indicating the percentage of reserved candidates in employment in the said Institution.

\*\* Final Copy of the RoA should be presented, after incorporating the corrections and changes as suggested, if any for authentication, once the examination of RoA is completed.

  
The Director of Public Instruction,  
West Bengal

**\* APPENDIX I**

**Register of Appointment**

**DIRECT RECRUITMENT/PROMOTION**

Name of the Department :  
 Group of Service :  
 Scale of Pay :

Name of office :  
 Name of the Post :  
 Total No. of Sanctioned Posts :  
 Percentage of Reservation  
 (a) Scheduled Castes :  
 (b) Scheduled Tribes :

Date of occurrence of the vacancy	Point of roster	Whether reserved for Scheduled Castes or Scheduled Tribes.	Name of the candidate appointed indicating Scheduled Caste or Scheduled Tribe status	Date of appointment	If the candidate of the right community is not appointed to the reserved vacancy, reasons for not doing so	Remarks	Signature of the appointing authority.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**\*APPENDIX II**

**Annual Statement of the total number of employees and members of Scheduled Castes/ Scheduled Tribes amongst them as stood on the 1st January of the year 19....**

Name of the Department :  
 Name and address of the Office :

Group of Service	Name of Post	Total number of employees in the posts	Number of Scheduled Castes amongst them	Percentage of Scheduled Castes to the total employees in the post	Number of Scheduled Tribes amongst them	Percentage of Scheduled Tribes to the total employees in the post

\* Vide Notification No. 1177-TW/EC/MR-70/92, dated 01.12.1995.

