

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

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 **31st 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 **30th June, 2015**.

➤ **Vacancy Cut-off Date : 30th June, 2015**

➤ **Requisition Cut-off Date : 31st 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 : 10th June, 2015

By order
Secretary

Please see next two pages for

1. REQUISITION FORM

2. STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S)

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 :
- d) Otherwise, name of the previous incumbent :

**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)**

STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S) OF ASSISTANT PROFESSOR/LIBRARIAN

COLLEGE :

AFFILIATING UNIVERSITY :

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

DECLARATION

1. Data/information furnished above are 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**