THE WEST BENGAL COLLEGE SERVICE COMMISSION
NOTICE FOR REQUISITION AGAINST VACANCIES
FOR THE 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 the **prescribed format** along with all the **necessary documents** (see note below) by **30th April, 2015** against the vacancies for the 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 **31st March, 2015**.

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Vacancy Cut-off Date : 31st March, 2015
Requisition Cut-off Date : 30th April, 2015

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Note : Requisite Annexure : i) Photocopy of authenticated ROA duly authenticated by the BCW Department, ii) Copy of the G.O., if the post is newly created, iii) Net vacancy list authenticated by the DPI and iv) Relevant G.B. resolution.

Please see next two pages for

1. **REQUISITION FORM &**
2. **STATEMENT FOR FILLING UP VACANT POST(S) VIS-À-VIS CATEGORY/NATURE OF POSTS(S) IN UPDATED ROA**

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THE WEST BENGAL COLLEGE SERVICE COMMISSION

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POSTS OF
PRINCIPAL/ASSISTANT PROFESSOR/LIBRARIAN
(To be submitted separately for each vacancy)

1. a)Name of the College   :

   b) Address with PIN CODE and Contact No.   :

2. Name of the Principal/TIC with contact No.   :

3. Affiliating University   :

4. Name of the Post (Principal/Assistant Professor/ Librarian)   :

5. If the post is for Assistant Professor, mention Subject   :
   (if the post is for Principal, attach a separate sheet
   stating the subjects taught in the College at the
   Honours or General Levels)

6. Reason for creation of vacancy (Retirement/Resignation/
   Death/Dismissal/New Post)   :

7. a) If new post, G.O. No. of creation of new post   :

   b) Otherwise, name of the previous incumbent   :

8. Date from which vacancy occurred   :

9. Is the Vacancy for B.Ed. Course (Yes/No)   :

10. Roster Position of Vacancy   :

11. Category (Gen/SC/ST/OBC A/ OBC B/PH)   :

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Signature of the Principal/Teacher-in-charge/
President of the Governing Body/Administrator
with date and seal

Enclosed :

1. Copy of ROA duly authenticated by B.C.W. Dept.
2. Copy of relevant G.B. resolution
3. Copy of G.O. , if needed (See 7(a))
4. Net Vacancy list authenticated by DPI
5. List of subjects taught in the College, if needed (see 5)

STATEMENT FOR FILLING UP VACANT POST(S) VIS-À-VIS CATEGORY/NATURE OF POSTS(S) IN UPDATED ROA

COLLEGE :

AFFILIATING UNIVERSITY :

SI. No. (A)	SUBJECT (G/H/PG) (B)	TOTAL NO. OF SANCTIONED POSTS (C)	NO. OF EXISTING FULL TIME TEACHER VIDE COLUMN NO. C (D)	NO. OF EXISTING APPROVED CWTTs (E)	NO. OF EXISTING APPROVED PTTs (F)	NET VACANCY ADMISSIBLE (G)	POSITION OF POST AS PER ROA (H)	CATEGORY/ NATURE OF ADMISSIBLE POST AS PER ROA (I)	REMARKS (J)

DECLARATION OF PRINCIPAL/TIC OF THE CONCERNED COLLEGE

1. Data/information furnished above are correct and true to the college records.
2. The college authority has decided to fill up the admissible vacant posts through WBCSC after authentication by DPI, Govt. of West Bengal and BCW Department, Govt. of West Bengal.
3. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentaiton of information.

Signature of the Principal/TIC/President of the G.B./Administrator with date and seal