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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT**

**Secondary Branch**

*NOTIFICATION*

No. 165-SE(S)/1S-26/2010 (Part-II) dated the 3rd March, 2015 : In exercise of the power conferred by clause (d) of sub-Section (2), read with sub-section (1) of section 17 of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997), and in supersession of the West Bengal School Service Commission (Selection of Persons for Appointment to the Posts of Teachers) Rules, 2007, issued with this Department Notification No.1228-SE(S)/1S-20/2007 dated the 21st September, 2007, published in *Kolkata Gazette, Extraordinary*, Part – I, dated the 26th September, 2007, the Governor is pleased hereby to make the following rules regulating the manner and scope of selection of persons for appointment to the posts of Teachers, namely:—

*Rules*

**1. Short title and commencement.**—(1) These rules may be called the West Bengal School Service Commission (State Level Selection Test for Appointment to the posts of Teachers) Rules, 2015.

(2) They shall come into force on the date of their publication in the *Official Gazette*.

**2. Definitions.**—(1) In these rules, unless the context otherwise requires,—

- (a) “Act” means the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997);
- (b) “Central Commission” means the West Bengal Central School Service Commission constituted under clause (a) of sub-section (1) of section 3 of the Act;
- (c) “Category” means reservation category, gender category, medium of instruction category, subject category, post category.
- (d) “Concerned subject”, in relation to a post, means a subject against which a vacancy has been reported for the purpose of selection of a person to the post:

Provided that the Central Commission may determine equivalence of any subject *vis-a-vis* the concerned subject, and may, by order, declare that subject as equivalent of concerned subject;

- (e) “Degree or Diploma” means,—

- (i) Bachelor with Honours or Master's degree, or any diploma, obtained through regular course as a regular or private or external candidate from a University, recognised by the University Grants Commission,
  - (ii) Bachelor with Honours or Master's degree, or any diploma, obtained, through distance education system or correspondence course from a University recognised by the University Grants Commission,
  - (iii) For Physical Education and Work Education degree, or any diploma, obtained, through distance education system or correspondence course from a University recognised by the University Grants Commission;
- (f) "Honours / Post Graduate vacancy" means a vacancy for the post of a teacher in a School against which only the person holding a Bachelor degree with Honours or a Post graduate degree can be appointed;
- (g) "Panel" means a list published by the Commission for Schools containing the names of candidates equal to number of vacancies in respect of each category declared for a Selection Test found fit for appointment strictly in order of merit;
- (h) "Physical Education/Work Education vacancy" means vacancy for the post of a teacher in a school for the purpose of pertaining teaching in Physical Education/Work Education.
- (i) "Post" means a whole-time sanctioned post of -
- (i) Assistant Teacher against Honours/ Postgraduate vacancy in School
  - (ii) Assistant Teacher against Work Education/ Physical Education
  - (iii) Headmaster/ Headmistress in Jr. High School
  - (iv) Headmaster/ Headmistress in High/Higher Secondary School;
- (j) "Reallocation of post" means the service of a teacher withdrawn from a school with or without post and the service reallocated to any other school.
- (k) "Regional Commission" means the West Bengal Regional School Service Commission constituted under clause (b) of sub-section (1) of Section 3 of the Act;
- (l) "Reserved Category" means category of reservation in respect of Schedule Caste, Scheduled Tribe, Other Backward Classes, Physically Handicapped candidates;
- (m) "Schedule" means Schedules appended to these rules;
- (n) "State" means the State of West Bengal;
- (o) "State Government" means the Government of West Bengal in the School Education Department;

- (p) "State Level Selection Test" means the test to be conducted by the School Service Commission for recruitment of teachers of the categories stated in this rules within its jurisdiction of the State without excluding or excluding any area or school/schools;
- (q) "sub-rule" means sub-rule of a rule in which the word or expression occurs;
- (r) "Teacher" means Assistant Teacher in Honours / Post Graduate category, Assistant Teacher in Work Education and Physical Education includes Headmaster, Headmistress of Junior High/High/Higher Secondary schools;
- (s) "vacancy" means a vacancy in the post of a teacher caused by
- (i) creation of a new post,
  - (ii) superannuation of a teacher,
  - (iii) death of a teacher.
  - (iv) resignation tendered by a teacher,
  - (v) transfer or reallocation of service of a teacher,
  - (vi) removal or dismissal of a teacher, or
  - (vii) any other reason, as the State Government may, by order, determine;
- (t) "waiting list" means
- (i) category-wise list of rest of the candidates qualified after personality test but not included in the panel.

(2) Words and expressions used and not defined in these rules but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

**3. Method of recruitment.** - The appointment of persons to the post mentioned in column (2) of Schedule I shall be made by selection (direct recruitment) through the West Bengal School Service Commission in the manner as specified in Rule 7.

**4. Names of post, qualification and age.** - (1) The name of the post, and its qualification shall, subject to rule 5, be such as specified respectively in columns (2) and (3) of Schedule I :

(2) The age-limit for the post referred to in column (2) shall be such as specified in column (4) of Schedule I:

(3) The State Government, may, by notification earmark upto 10% of the total posts with a view to provide adequate representation of the candidates of various categories without disturbing the 100 point roster as notified by the State Government from time to time.

Provided that the person who is already in service save and except disqualifications as stated in sub-rule (4) of Rule 6 on the approved post of Teacher or non-teaching staff of any School may apply for the post of Assistant Teacher with maximum age of 55 years as on 1<sup>st</sup> January of the year of advertisement.

**5. Additional essential qualification of candidate.** - A candidate willing to be selected as a Teacher in any School having Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu as the medium of instruction, shall have Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu, as the case may be, as first or second or third language at any of the Secondary or Higher Secondary or Graduation level -

- (a) at Secondary level of the Board or equivalent; or
- (b) at Higher Secondary level of the Council or equivalent; or
- (c) at any subsequent higher level of education in that language paper.

**6. Disqualification** - (1) No person shall be eligible for selection for appointment to the post of Teacher in any School within its territorial jurisdiction unless he is a citizen of India.

(2) No person shall be eligible for selection for appointment to the post of Teacher in any School if he has accepted or offered dowry in any form at the time of his marriage or his son's or daughter's marriage.

(3) Any person who is under suspension from any institution or removed from service from any institution shall not be eligible for selection for appointment in the post of teacher. A declaration to that effect is to be submitted by the candidate during verification of academic certificates.

(4) Any in-service honours or postgraduate teacher shall not be eligible for selection for appointment to the post of a honours or postgraduate teacher in any School under these Rules.

**7. Manner of selection of Teacher.** - (1) Selection to the post of the Teacher shall be made on the basis of the results of the State Level Selection Test comprising written examination conducted by the Central Commission, evaluation of academic qualifications and personality tests of the candidates in the manner as specified in Schedule II.

(2) The Central Commission may, in its discretion, fix qualifying marks, to be scored by the candidates, in written examination or in aggregate or in both and/or relax the qualifying marks on reasonable grounds for reasons to be recorded in writing.

**8. Information regarding vacancies.** - (1) The District Inspectors of Schools (Secondary Education) shall prepare a report regarding the number of vacancies in approved posts, subject wise, medium wise, gender wise and reservation category wise for the post of Assistant Teacher and medium wise and post wise for the post of Headmaster/Headmistress, which exists or is expected to occur within the 1<sup>st</sup> day of January of the year specified for advertisement and shall furnish the same to the Directorate of School Education.

(2) On receipt of report under sub-rule (1), Directorate of School Education with due approval of the Government shall send the subject wise, medium wise, gender wise and reservation category wise compiled vacancy report for the post of Assistant Teacher to the Central Commission and medium wise and post wise for the post of Headmaster/Headmistress to the Central Commission.

(3) The report as mentioned in sub-rule (2), shall be sent to the Central Commission in the following manner:-

- a) Firstly, thirty days before the date of publication of the advertisement inviting application; and
- b) Secondly fifteen days before the date of publication of the result of the written examination.

*Explanation.--* For removal of doubt, it is hereby declared that only the vacancy reported within the time specified in sub-rule (2) shall be considered for recommendation by the Central Commission for the particular State Level Selection Test and any vacancy reported thereafter shall be taken into account in the next State Level Selection Test.

**9. Advertisement.** - (1) The Central Commission shall, on receipt of the report of vacancies under rule 8, issue an advertisement through newspapers in the State in English, Bengali or in any other languages, if necessary, and also through the website of the Commission.

(2) Such advertisement shall be issued specifying the vacancies, qualifications, age as on the 1<sup>st</sup> day of January of the year of advertisement, and other necessary information relating to such posts, details of which may be obtained through the website of the Commission and from the Offices of Central Commission and Regional Commissions.

(3) While specifying the vacancies in the advertisement, the Central Commission shall for the post of Assistant Teacher or Headmaster/Headmistress, as the case may be, publish a tentative number of vacancy at the time of inviting application for State Level Selection Test by declaring the tentative vacancies that have been reported under clause (a) of sub-rule (2) of rule 8 and a second vacancy list at the time of publication of the result of the written examination declaring the actual vacancies that have been reported under clause (b) of sub-rule (2) of rule 8.

**10. Form of application.** - (1) The form of application for State Level Selection Test for appointment of the post shall be such, as may be determined by the Central Commission from time to time and may be saleable.

(2) The form of application may be published in the Newspapers or the Commission's Website as may be determined by the Central Commission.

(3) The price of the form of application shall be such as may be fixed by the Central Commission.

**11. Submission of applications.** - The applications shall be submitted within such time and in such manner as may be specified by the Central Commission in the advertisement.

**12. Selection of candidates and preparation of panel for the posts of Assistant Teachers.** - (1) The Secretary of Central Commission shall arrange for proper custody of all forms of applications which may be received by it against the vacancies.

(2) (a) The Central Commission after receiving application forms shall prepare the list of eligible candidates for the purpose of preparation of a computer generated database of all the candidates.

(b) The admit cards for written examination shall be issued by the Central Commission by Speed post or in such other mode as may be determined by the Central Commission from time to time and a candidate can also download admit card from the website of the Commission.

(3) The Central Commission shall arrange written examination.

(4) The Central Commission shall determine number of papers for written examinations, contents of each paper, duration of examination and other matters relating to the State Level Selection Test.

(5) The Central Commission shall decide the procedure and the manner of conducting the State Level Selection Test.

(6) After the evaluation of the answer sheet of the written examination, the Central Commission shall prepare a subject-wise, medium-wise, category-wise and gender-wise list of the candidates, who shall be qualified for personality test on the basis of the marks obtained by him in the written examination and evaluation of academic qualification (to be calculated on the basis of statement made in regard to academic qualification by a candidate at the time of submission of the application form) taken together:

Provided that the number of qualified candidate to be called for the personality test shall not exceed 1.1 times the number of actual vacancies published at the time of declaration of the result of written examination under clause (b) of sub-rule (3) of rule 8:

Provided further that if the marks at the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the personality test.

(7) After preparation of the list of qualified candidate, the Central Commission shall call the candidates for personality test through registered post or speed post mentioning the date, time and venue of personality test:

Provided that the candidate can also obtain such information through the website of the Commission and from the Offices of Central Commission and the Regional Commissions.

(8) The Central Commission shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualification as stated in sub-rule (6) and marks obtained in the personality test, all added together, prepare

- (a) a panel of candidates found fit for appointment to the posts of Assistant Teacher, strictly in order of merit under a specific category and each such panel shall include names equal to the number of vacancies referred to in sub-rule (1) of rule 8, and
- (b) a waiting list containing names of rest of the candidates appeared in the personality test and not disqualified and subsequent vacancies, if any, reported under clause (b) of sub-rule (3) of rule 8 may be filled up from the suitable candidates available in the waiting list till the panel remains valid:

Provided that there may be separate medium-wise, subject-wise, category-wise or gender-wise sets sub-panel or waiting list, as may be necessary, for Honours/Post graduate category and Physical Education, Work Education vacancies, as may be decided by the Central Commission from time to time.

(9) If more than one candidate obtain the same aggregate (total marks) the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred and if the aggregate and date of birth shall also be same, the candidates obtaining higher academic score shall be preferred and if the aggregate, date of birth and academic score shall be same, the candidates obtaining higher marks in written examination shall be preferred.

(10) The Central Commission shall publish such panel and waiting list of candidates in the website of the Commission as well as the Offices of the concerned Regional Commissions. A copy of the same will be submitted to the Directorate of School Education.

### **13. Selection of candidates and preparation of panel for the post of Headmaster/Headmistress:**

(1) The Central School Service Commission shall, on receipt of the information about vacancies of posts of Headmaster/Headmistress, advertise in terms of rule 9, post wise with qualification, age and other requirements as per Schedule I.

(2) (a) The Central Commission shall, after receiving application forms, prepare a list of eligible candidates for the purpose of preparation of a computer generated database of all the candidates.

(b) The admit cards for written examination shall be issued by the Central Commission by speed post or in such other mode as may be determined by the Central Commission from time to time and a candidate may download admit card from the website of the Commission.

(3) The Central Commission shall arrange written examination.

(4) The Central Commission shall determine number of papers for written examinations, contents of each paper, duration of examination and other matters relating to the State Level Selection Test.

(5) The Central Commission shall decide the procedure and the manner of conducting the State Level Selection Test, and shall issue detailed instructions in this regard in accordance with the provisions of the Act and the rules made thereunder:

(6) After the evaluation of the answer sheet of the written examination, Central Commission shall prepare a medium-wise list of the candidates, who shall be qualified for personality test on the basis of the marks obtained by him in the written examination, evaluation of academic and professional qualification, and teaching experience (to be calculated on the basis of statement made in these regard by a candidate at the time of submission of the application form) taken together:

Provided that the number of qualified candidates to be called for the personality test shall not exceed 1.5 times the number of actual vacancies published at the time of declaration of the result of written examination under clause (b) of sub-rule (3) of rule 8:

Provided further that if the marks of the last position of the qualified list of candidates shall be same for more than one candidate all such candidates obtaining same marks at that position shall be called for the personality test.

(7) After preparation of the list of qualified candidates, the Central Commission shall call the candidates for personality test through speed post or any other manner mentioning the date, time and venue of Personality Test:

Provided that the candidate may obtain such information through the website of the Commission and from the Offices of Central Commission and the Regional Commissions.

(8) The Central Commission shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualification and teaching experience, if any, as stated in sub-rule (6), and marks obtained in the personality test, all added together, prepare strictly in order of merit-

- (a) a panel of candidates found fit for recommendation, and each such panel shall include names equal to the number of vacancies referred to in sub-rule (1) of rule 8, and
- (b) a waiting list containing names of rest of the candidates appeared in the personality test and not disqualified and vacancies which could not be filled up due to various reasons may be filled up from the suitable candidates available in the waiting list till the waiting list remains valid.

(9) If more than one candidate obtain the same aggregate (total marks), the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred and if the aggregate and also the date of birth shall be the same, the candidates obtaining higher academic score shall be preferred; and if the aggregate, date of birth and also the academic score shall be the same, the candidates obtaining higher marks in written examination shall be preferred.

(10) The Central Commission shall publish such panel and waiting list of candidates in the Commission's Website and the notice board of the Regional Commissions and a copy of the same shall be submitted to the Directorate of School Education.

**14. Duties of the Central Commission in regard to selection of persons to the posts of Teachers.**— (1) Save as otherwise provided under these rules, the Central Commission shall perform the following functions in general:-

- (i) to keep liaison with the department to resolve different issues and chalk out the programme for conducting State Level Selection Test;
- (ii) to finalize the details of the programme for recruitment of teachers in State Level Selection Test;
- (iii) to appointment the qualified paper setters;
- (iv) to issue notification for conducting State Level Selection Test;
- (v) to determine the format of application along with brochure and mode of distribution thereof;
- (vi) to appoint district observers for conduct of State Level Selection Test;
- (vii) to constitute Personality Test Board consists of members as specified in Schedule III for candidates declared qualified for Personality Test.



- (viii) to determine the procedure for preparation of Merit List;
- (ix) to fix up the mode of publication of notice, merit list, vacancies, etc.;
- (x) to do such other act as may be necessary for proper conduct of the State Level Selection Test;
- (xi) to counselling of suitable candidates as determined by the Central Commission;
- (xii) to recommend the name of one candidate along with his details to the appointing authority for appointment against each vacancy reported on the basis of the Final Merit List and after selection of a School, as the case may be, by the candidate through counselling;
- (xiii) other duties as may be required to perform in connection with the selection test;
- (2) The Central commission may assign any of the above functions to the Regional Commissions and may take assistance of Regional Commissions in conducting the State Level Selection Test.

**15. Duties of the Regional Commissions in regard to selection of persons to the posts of Teachers.**— Save as otherwise provided in other provisions of these rules, each Regional Commission shall, in the process of selection of Persons for appointment to the post of Teachers, perform the following functions:-

- (i) to assist to process application forms received at the Central Commission;
- (ii) to assist in preparing of Common Merit List;
- (iii) to assist in counselling of suitable candidates;
- (iv) to do such other duties as may be assigned to it by the Central Commission.

**16. Validity of panel and waiting list.** – (1) Each panel and waiting list prepared by the Central Commission shall remain valid for one year from the date of publication of the panel and waiting list, or the date of advertisement for the next State Level Selection Test whichever is earlier:

Provided that the waiting list may remain valid till the specific category wise vacancy would be available from the vacancy list published under sub-rule (3)(b) of rule (8) since no circumstance the names of candidates will be recommended against any post other than the post applied for or against any vacancy which has not been published in the said rule.

(2) Notwithstanding anything contained in sub-rule (1), a panel, waiting list, merit list prepared by the Regional Commissions before coming into force of these rules, such panel, waiting list, merit list shall remain valid according to the rules prevalent at that material point of time.

**17. Recommendation of candidates for appointment to post of Teacher.** - (1) The Central Commission shall hold counselling with a view to recommending the name of the candidate from the panel for appointment against each vacancy.

(2) Thereafter, the Central Commission shall recommend the name of only one candidate against each vacancy depending on his position in the panel and availability of requisite vacancy and a copy of the letter recommending the name shall be sent through speed post or in such other mode to the candidate as well as to the concerned authority of the School where the particular vacancy exists.

(3) A recommendation letter shall remain valid for a period of ninety days from the date of its despatch through post:

Provided that the Commission may, if it thinks expedient to extend the validity of the recommendation beyond the period of ninety days for any reasonable cause, for the reasons to be recorded in writing, extend the period of validity of such recommendation letter for a further period not exceeding sixty days.

(4) The concerned School authority shall on the basis of the recommendation of the Commission, issue the letter of appointment to the candidate through registered post with acknowledgement due and upon receipt of appointment letter from the concerned school authority the candidate shall join the post within the stipulated period as mentioned in the appointment letter:

Provided that if the School authority has any doubt about the vacancy position, it shall intimate the same to the Central Commission, District Inspector of Schools (Secondary Education) and Director of School Education.

(5) If –

- (a) a candidate refuses to accept his allotment of post during counselling for the post of Teacher, or
- (b) the Central Commission gets information from any school from the District Inspector of Schools (Secondary Education), or otherwise, that a candidate recommended for appointment has not accepted the offer of appointment within the stipulated period, or
- (c) such a candidate refuses to accept appointment, or
- (d) on further scrutiny it appears that the candidate has misrepresented the facts,

the Central Commission may do away with his name from the panel and recommend the name of a candidate from the waiting list strictly within the validity period of the panel and waiting list.

(6) If a candidate, whose name has been recommended by the Commission for appointment, cannot be appointed to the vacancy for which he was recommended for the reason that such vacancy ceased to exist, the managing committee, by whatever name it is called, or the *ad-hoc* committee or the administrator or the concerned District Inspector of Schools (Secondary Education), as the case may be, shall send an information in this regard to the Central Commission and Central Commission may, on receipt of such information in consultation with the School Education Department, recommend his name for any other appropriate vacancy in the post of Teacher.

(7) If the managing committee, by whatever name it is called, or *ad-hoc* Committee or the administrator, if any, of any School does not appoint the candidate on the recommendation of School Service Commission having jurisdiction, the Central Commission shall forward the matter to the School Education Department with recommendation for causing enquiry and to take action against a member or all members of the Managing Committee, by whatever name it is called, in accordance with law in force and shall issue direction to the Central Commission for recommendation of the name to a suitable post in the same school or to other school.

**18. Bar on recommendation.** - Notwithstanding anything contained in these rules, the Central Commission shall not recommend the name of a person under rule 17, -

- (a) who, at the time of submission of application or after submission of application, is appointed to the post of a Teacher in a School on the basis of recommendation

made by the West Bengal School Service Commission in any region and continues his service as such Teacher, but has not completed continuous two years approved service in the said post;

- (b) who, while in-service, having obtained required degree for being considered for the post applied for fails to submit before the Central Commission the requisite document of his approved study leave, or any kind of leave for the purpose of relevant higher studies, or permission from the appropriate authority for prosecuting the studies for the said degree.

**19. Carry forward of vacancy.** - The vacancies, which are not filled up for unsuitability of candidates or for any other reasons, as the Central Commission may by order mention, shall be carried forward and be included with the vacancies of next year:

Provided that if the Central Commission considers it necessary so to do, it may re-advertise those vacancies to be filled up in accordance with the provisions of these rules.

**20. Interpretation.** - (1) If any question arises regarding any decision of Central Commission, a reference may be made to the State Government and the decision taken by it shall be final.

(2) In regard to the interpretation of any provision of these rules, the decision of the State Government shall be final.

**21. Savings.** - (1) Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

(2) Nothing in these rules shall affect any act done or cause to be done in accordance with the provisions of the earlier rules made or notifications or orders issued under the Act.

**22. Preservation of written examination answer scripts.**— The written answer scripts of examinations for Assistant Teachers/Headmaster/ Headmistress shall be destroyed by the Commission after 1 year from the date of publication of the panel.

SCHEDULE I  
[See rules 3 and 4]

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
1.	Headmaster/Headmistress of High School/Higher Secondary School	<p><b>Essential</b></p> <p>(i) Master's Degree from a UGC recognized University with at least 45% marks both at the Secondary Level and Higher Secondary Level, 40% marks in the Honours subject at the Honours Level or 45% marks at the Pass Level for a candidate without having Honours Degree and 40% marks at the Post Graduate Level, with degree in Bachelor of Teaching/Bachelor of Education/Post Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching / Bachelor of Education / Post-Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) / Rehabilitation Council of India (RCI) in the relevant academic session;</p> <p>Provided that the above criteria of marks shall not apply to a Head Master/ Head Mistress in approved service in Jr. High/High/Higher Secondary School.</p>	Upto 55 years
		<p>(ii) Ten years continuous teaching experience on the date of advertisement in approved service in a Higher Secondary School/High School/Junior High School recognized by the West Bengal Council of Higher Secondary Education/West Bengal Board of Secondary Education or equivalent.</p>	
2	Headmaster/Headmistress of Junior High School	<p><b>Essential :</b></p> <p>(i) Master's Degree from a UGC recognized University with at least 45% marks both at the Secondary Level ,and Higher Secondary Level, 40% marks in the Honours subject at the Honours Level or 45% marks at the Pass Level for a candidate without having Honours at the Pass Level for a candidate without having Honours Degree and 40% marks at the Post-Graduate Level, with, Degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government of West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) / Rehabilitation Council of India (RCI) in the relevant academic session;</p>	Upto 55 years

		Provided that the above criteria of marks shall not apply to a Head Master/Head Mistress in approved service in Jr. High/High/Higher Secondary School;	
		(ii) Five years continuous teaching experience on the date of advertisement in approved service in a Higher Secondary School/High School/Junior High School recognized by the West Bengal Council of Higher Secondary Education/West Bengal Board of Secondary Education or equivalent.	
3	Assistant Teacher for the post of Honours/Post graduate Teacher	<p><b>Essential :</b> Honours/Master's Degree in relevant or its equivalent subject from a UGC recognized University with at least 45% marks both at the Secondary Level and Higher Secondary Level, 40% marks in the Honours subject at the Honours Level or 45% marks at the Pass Level for a candidate without having Honours Degree and 40% marks at the Post Graduate Level in relevant subject or its equivalent subject, equivalency of subjects to the relevant subject has been decided by the School Service Commission from time to time.</p> <p><b>Desirable:</b></p> <p>(i) Degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching/Bachelor of Education/Postgraduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) / Rehabilitation Council of India (RCI) in the relevant academic session;</p>	Minimum 20 years and maximum 40 years. Upper age limit is however relaxable by 5 years for Scheduled Caste/Schedule d Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.
4	Assistant Teacher for the post of pass graduate Work Education in School	<p><b>Essential:</b></p> <p>(i) Bachelor's Degree in General Stream in Arts/ Science/Commerce from a UGC recognized University with Post Graduate Basic Training or Work Education as a subject in Bachelor of Education in regular course from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session; or</p> <p>(ii) Bachelor's Degree in General-Stream in Arts/ Science/Commerce with Degree or Diploma in Art and Craft from any UGC recognised University/ any UGC recognised educational Institution affiliated to any University; or</p> <p>(iii) Bachelor's Degree in General Stream in Arts/ Science/ Commerce with <b>Degree or Diploma in Tailoring and needle work</b> from any Institution duly recognised by any</p>	Minimum 20 years and maximum 40 years. Upper age limit is however relaxable by 5 years for Scheduled Caste/Schedule Tribe candidates, 3 years for Backward Class candidates and 8 years for the

		<p>UGC recognised University / from any UGC recognised University ;or</p> <p>(iv) Bachelor's Degree in General Stream in Arts/Science/Commerce with at least two years Degree or Diploma in the Work Education curriculum awarded by any University or any Department of the State Government; or</p> <p>v) Bachelor's Degree in Home Science or Agriculture or Bachelor of Science in Computer Science or Information Technology or Software systems from any UGC recognized University; or</p> <p>(vi) Bachelor's Degree in General Stream in Arts/Science/Commerce with Computer Science or Computer Application as a subject of at least 300 marks at the degree level from any UGC recognized University.</p> <p><b>Desirable:</b></p> <p>(i) Degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching/Bachelor of Education/Post Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE)/ Rehabilitation Council of India (RCI) in the relevant academic session;</p>	Physically Handicapped Candidates.
5	Assistant Teacher for the post of pass graduate Physical Education in School.	<p><b>Essential:</b></p> <p>Bachelor's Degree in General Stream of Arts/ Science/ Commerce with degree/diploma in Physical Education from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE)/ Rehabilitation Council of India (RCI) in the relevant academic session;</p>	Minimum 20 years and maximum 40 years. Upper age limit is however relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.

## SCHEDULE II

[See Rule 7 ]

## PART – A

Selection to the post of Headmaster or Headmistress of High School or Higher Secondary School shall be made on the basis of written examination, evaluation of qualifications and experience of the candidates in teaching, personality tests to be determined by the Commission in the following manner:

- |     |  |   |          |
|-----|--|---|----------|
| (a) | Written Examination  | : | 50 marks |
| (b) | Academic qualifications including professional qualifications                    | : | 25 marks |
| (c) | Experience in teaching (marks to be allotted as per the break-up detailed below) | : | 5 marks  |
|     | Experience   |   | Marks    |
|     | (i) ten years  | : | Nil      |
|     | (ii) above ten years but upto twenty years                                       | : | 3 marks  |
|     | (iii) above twenty years   | : | 5 marks  |
| (d) | Personality Test   | : | 20 marks |
- (Appearance before the Personality Test Board is compulsory)

*Note 1.* - The academic qualifications including professional qualification for selection to the post of Headmaster or Headmistress of High School, or Higher Secondary School shall be evaluated in accordance with Table 1 of Part D of this Schedule.

## PART – B

Selection to the post of Headmaster or Headmistress of Junior High School shall be made on the basis of written examination, evaluation of qualifications and experience of the candidates in teaching, personality tests to be determined by the Commission in the following manner:

- |     |  |   |          |
|-----|--|---|----------|
| (a) | Written Examination  | : | 50 marks |
| (b) | Academic qualifications including professional qualifications                    | : | 25 marks |
| (c) | Experience in teaching (marks to be allotted as per the break-up detailed below) | : | 5 marks  |
|     | Experience   |   | Marks    |
|     | (i) ten years  | : | Nil      |
|     | (ii) above ten years but upto twenty years                                       | : | 3 marks  |
|     | (iii) above twenty years   | : | 5 marks  |
| (d) | Personality Test   | : | 20 marks |
- (Appearance before the Personality Test Board is compulsory)

*Note* - The academic qualifications including professional qualification for selection to the post of Headmaster or Headmistress of Junior High School shall be evaluated in accordance with Table 1 of Part D of this Schedule.

**PART C**

Selection to the Post of Assistant Teacher in School shall be made on the basis of written examination, evaluation of qualifications of the candidates and personality tests to be determined by the Commission in the following manner:

- |     |   |            |
|-----|---|------------|
| (a) | Written Examination   | : 55 marks |
| (b) | Academic qualifications including professional qualifications | : 25 marks |
| (c) | Personality Test  | : 20 marks |
- (Appearance before the Personality Test Board is compulsory)

*Note 1* - The academic qualifications including professional qualification for selection to the Assistant Teacher for the post meant for Honours /Post Graduate vacancy in School shall be evaluated in accordance with Table 2 of Part D of this Schedule.

*Note 2* - The academic qualifications including professional qualification for selection to the post of pass graduate Assistant Teacher in Work Education in School shall be evaluated in accordance with Table 3 of Part D of this Schedule.

*Note 3* - The academic qualifications including professional qualification for selection to the post of pass graduate Assistant Teacher in Physical Education in School shall be evaluated in accordance with Table 4 of Part D of this Schedule.



## PART D

**PROVISION RELATING TO EVALUATION OF ACADEMIC QUALIFICATIONS  
INCLUDING PROFESSIONAL QUALIFICATION FOR SELECTION TO THE POST OF  
HEADMASTER/HEADMISTRESS TEACHERS**

Table 1						
Manner of evaluation of academic qualifications including professional qualification for the selection of Headmaster/Headmistress in School						
Sl. No.	Examination passed	Full marks 25	Award of Marks			Remarks
1	School Final/Madhyamik equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
2	H.S.(+2 stage)/Pre University/ Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
3	Old H.S. [in lieu of School Final/Madhyamik or its equivalent and H.S.(+2 stage)/ Pre University/ Intermediate/ University Entrance or its equivalent]	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]	
4	a) Bachelor's degree in Honours as regular/ external/ private candidate or through distance mode of education/ correspondence course	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]	Holders of Degree with Spl. Hons./Condensed Hons./Approved Proficiency courses shall not be allotted any additional marks for their pass course degree.
	or		4 marks (fixed)			
	b) Bachelor's degree in Pass course		5 marks (fixed)			
5	c) Degree with Spl. Hons./ Condensed Hons./ Approved Proficiency courses	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]	
	Post Graduate degree as regular/ external/ private candidate or through distance mode of education/ correspondence course					
6	Diploma in Teachers Training (B.T/B. Ed./P.G.B.T/ P.G.T or its equivalent) in regular course or through distance mode of education/correspondence course from a Teachers' Training Institution duly recognized by the National Council of Teachers Education (NCTE)/ Rehabilitation Council of India (RCI) in the relevant academic session	3	3 [For 1st Div/Class]	2 [For 2nd Div/Class]	1 [For Other Div/Class]	

Table 2

Manner of evaluation of academic qualifications including professional qualification for the selection of Assistant Teacher for the post meant for Honours/Post-Graduate vacancy in School

Sl. No.	Examinations	Full marks 20	Award of Marks			Remarks
			4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]	
1	School Final/Madhyamik or its equivalent	4	4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]	
2	H.S.(+2 stage)/Pre University/ Intermediate / University Entrance or its equivalent	4	4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]	
3	Old H.S. [in lieu of School Final/Madhyamik or its equivalent and H.S.(+2 stage)/ Pre University/ Intermediate/ University Entrance or its equivalent]	8	8 [60% and above]	6 [Below 60% to 45%]	4 [Below 45% ]	
4	a) Bachelor's degree in Honours as regular/ external/ private candidate or through distance mode of education/ correspondence course	4	4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]	Holders of Degree with Spl. Hons./Condensed Hons./Approved Proficiency courses shall not be allotted any additional marks for their pass course degree.
	or					
	b) Bachelor's degree in Pass course or in non-concerned subject		4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]	
	c) Degree with Spl. Hons./ Condensed Hons./ Approved Proficiency courses		4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]	
5	Post Graduate degree as regular/ external/ private candidate or through distance mode of education/ correspondence course	5	5 [60% and above]	4 [Below 60% to 45%]	3 [Below 45% ]	
6	Teachers Trg. (B.T/B. Ed./P.G.B.T/ P.G.T/B.P.Ed or its equivalent) in regular course or through distance mode of education/correspondence course from a Teachers' Training Institution duly recognized by the National Council of Teachers Education (NCTE) /Rehabilitation Council of India (RCI) in the relevant academic session	3	3 [60% and above]	2 [Below 60% to 45%]	1 [Below 45% ]	

Table 3

Manner of evaluation of academic qualifications including professional qualification for the selection of pass graduate Assistant Teacher in Work Education

Sl. No.	Examinations	Full marks 20	Award of Marks		
1	School Final/Madhyamik or its equivalent	4	4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]
2	H.S.(+2 stage)/Pre University/Intermediate / University Entrance or its equivalent	4	4 [60% and above]	3 [Below 60% to 45%]	2 [Below 45% ]
3	Old H.S. [in lieu of School Final/Madhyamik or its equivalent and H.S. (+2 stage)/ Pre University/ Intermediate/ University Entrance or its equivalent]	8	8 [60% and above]	6 [Below 60% to 45%]	4 [Below 45% ]
4	<p>Bachelor's degree in General Stream in Arts/Science/ Commerce as regular/external/ private candidate or through distance mode of education/correspondence course;</p> <p>Or,</p> <p>Bachelor's degree in General Stream in Arts/Science/Commerce as regular/external/ private candidate or through distance mode of education/correspondence course with degree/diploma in Art &amp; Craft from any UGC recognised University/ any UGC recognised educational Institution affiliated to any University;</p> <p>Or,</p> <p>Bachelor's degree in General Stream in Arts/Science/Commerce as regular/external/ private candidate or through distance mode of education/ correspondence course with <b>Degree or Diploma in Tailoring and needle work</b> from any Institution duly recognised by any UGC recognised University/from any UGC recognised University;</p> <p>Or,</p> <p>Bachelor's degree in General Stream in Arts/Science/Commerce as regular/external/ private candidate or through distance mode of education/</p>	9	9 [60% and above]	7 [Below 60% to 45%]	5 [Below 45% ]

	<p>correspondence course with degree/diploma in Work Education curriculum awarded by any University or any Department of the State Govt. or, Bachelor's Degree in Home Science or Agriculture or Computer Science/ Information Technology/ Software Systems from any UGC recognised University;</p> <p style="text-align: center;">Or,</p> <p>Bachelor's Degree in Arts/ Science/ Commerce with Computer Science/ Computer Application as a subject of at least 300 marks from any UGC recognised University</p>				
5	<p>Teachers Trg. (B.T./B.Ed./P.G.B.T/P.G.T. or its equivalent) in regular course or through distance mode of education /correspondence course from a Teachers' Training Institution duly recognized by the National Council of Teachers Education (NCTE)in the relevant academic session/ Rehabilitation Council of India (RCI).</p>	3	3 [60% and above]	2 [Below 60% to 45%]	1 [Below 45% ]

Table 4

Manner of evaluation of academic qualifications including professional qualification for the selection of pass graduate Assistant Teacher in Physical Education

Sl. No.	Examinations	Full marks 25	Award of Marks		
			5	4	3
1	School Final/Madhyamik or its equivalent	5	5 [60% and above]	4 [Below 60% to 45%]	3 [Below 45% ]
2	H.S.(+2 stage)/Pre University/Intermediate / University Entrance or its equivalent	5	5 [60% and above]	4 [Below 60% to 45%]	3 [Below 45% ]
3	Old H.S. [in lieu of School Final/Madhyamik or its equivalent and H.S. (+2 stage)/ Pre University/Intermediate/ University Entrance or its equivalent]	10	10 [60% and above]	8 [Below 60% to 45%]	6 [Below 45% ]
4	Bachelor's degree in General Stream in Arts/Science/ Commerce as regular/ external/ private candidate or through distance mode of education/correspondence course	12	12 [60% and above]	10 [Below 60% to 45%]	8 [Below 45% ]
5	Physical Education from a Teachers' Training Institution duly recognized by the NCTE in the relevant academic session.	3	3 [60% and above]	2 [Below 60% to 45%]	1 [Below 45% ]

## SCHEDULE III.

[See rule 14(vii)]

## PROVISIONS RELATING TO CONSTITUTION OF PERSONALITY TEST BOARD

1. For the purpose of holding personality test in the State Level Selection Test for the post of Headmaster/ Headmistress, the Personality Test Board, to be constituted by the Central Commission, shall comprise the following members:

- (a) one member of the Regional Commission, presiding, For any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
- (b) an expert having administrative experience, either as Principal of any recognized College or as an Officer not below the rank of Deputy Registrar of a recognized University West Bengal, to be appointed by the Central Commission;
- (c) a nominee of the Central Commission, having experience as Principal of a recognized College and in case of a having knowledge in-Islamic Studies and Culture also.

2. For the purpose of holding personality test in the State Level Selection Test for the post of Assistant Teacher-; the Personality Test Board, to be constituted by the Central Commission, shall comprise the following members: - .

- (a) one member of the Regional Commission, presiding, For any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
- (b) an expert of concerned subject having a minimum of 10 years teaching experience in a recognised College/ University to be appointed by the Regional Commission;
- (c) a nominee of thee Central Commission not below the rank of Principal Reader/Section Grade Lecturer with adequate knowledge in the concerned subject.

**SCHEDULE IV***[See rule 17(1)]***PART A**

Provision relating to counselling for recommendation of name to the post of Headmaster or Headmistress

1. For the post of Headmaster/ Headmistress there shall be State Level Counselling for the purpose of recommendation of a person to the post within the territorial jurisdiction of the Central Commission after publication of the panel and waiting list on the basis of the combined rank position of the empanelled candidate in respect of relevant posts mentioned in sub-clause (iii) and (iv) of clause (b) of rule 2, medium-wise in the School.

2. The Central Commission shall publish the details of each vacancy in schools category of post-wise and medium-wise separately on the basis of which panel has been prepared. The Central Commission shall publish such list of vacancies in the Commission's Website. Such relevant list shall be displayed in the counselling venue on the respective counselling date with regular updation during counselling for exercising option for selection of School as the case may be, by the candidates at the material point of time as per his choice.

3. The empanelled candidates for the post of Headmaster/ Headmistress qualified for counselling shall be informed of their rank category of post-wise, medium-wise through speed post mentioning the date, time and venue of counselling. Candidates can also obtain such information from the Commission Website and/or the Newspapers and/or Notice Board of the Central and Regional Commission. In case a qualified candidate does not receive the counselling letter, the candidate must appear for counselling on the date and time specified in the counselling schedule available on the website of the Commission or the news paper and at the offices of the Central and Regional Commissions.

4. The candidates called for counselling are required to bring with them the original as well as attested copies of valid age-proof document, requisite testimonials, teaching experience proof as per the provision of Act and rules for final verification along with the intimation Letter for Counselling, Call Letter for Personality Test and Admit Card for the Written Examination.

In case of unavoidable circumstances a candidate may authorize one of his near relatives in the manner as will be decided by the Commission to represent him/her at the time of counselling.

5. During counselling the candidate shall exercise option for selection of School as the case may be, in his relevant category of post and medium for being recommended to a post of Headmaster/Headmistress against his/her category of post-wise rank on the basis of availability of vacancies of same nature at the material point of time displayed at the counselling venue on the basis of query regarding allotment of vacancies. The Central Commission shall arrange to display each allotment of vacancy against empanelled candidates' category of post-wise, medium-wise in the counselling venue.

6. If a candidate misses his turn while his name is called for counselling during the counselling session he may not get the opportunity of availing the number of Schools which would have been available to him normally in the category, subject and medium against which he has been empanelled.

But he may get his turn at the end of the day after counselling of last member attending serially.

7. The candidate shall have to sign a declaration of
  - (a) selection and acceptance of the School as per his choice available at the time of his turn during the counselling session; or
  - (b) refusal to exercise his option in respect of selection and acceptance of any School available at the time of his turn during the counselling session.

8. The qualified absentee candidate shall have to exercise option for selection of School to a post of Headmaster/Headmistress from amongst the residue of the allotted vacancies of the relevant counselling in his respective empanelled category of post and medium on the date and time and venue to be intimated through speed post and Commission website or Newspaper or the notice board of the Central and Regional Commission. If such a candidate remains absent on the intimated specified date, time and venue, his candidature shall be treated as cancelled.

9. The candidates in the waiting list, if necessary, may be recommended for the post on the basis of counselling and in such case, the relevant provisions of this Part shall apply *mutatis mutandis*.

10. Commission will declare the end of counselling. Under no circumstances the counselling process will be reopened for any vacancy after declaration issued.

## PART B

### **Provision relating to counselling for recommendation of name to the post of Assistant Teacher**

1. For the post of Assistant Teacher there shall be State Level Counselling for the purpose of recommendation of a person to the post within the territorial jurisdiction of the Central Commission after publication of the panel and waiting list on the basis of the combined rank position of the empanelled candidate in relation to the category of vacancy against which they have been empanelled, subject-wise and medium-wise.

2. The Central Commission shall publish the details of each vacancy in schools subject wise, medium wise, gender wise and reservation category wise separately on the basis of which panel has been prepared. The Central Commission shall publish such list of vacancies in the Commission's Website. Such relevant list shall be displayed in the counselling venue/s on the respective counselling date with regular updation during counselling for exercising option for selection of School as the case may be, by the candidates at the material point of time as per his/her choice.

3. The empanelled candidates for the post of Assistant Teachers in a State Level Selection Test qualified for counselling shall be informed of their rank medium-wise, subject-wise irrespective of gender and reservation category as well as their rank in relation to the subject wise, medium wise, gender wise and reservation category wise according to merit against which they have been empanelled through speed post mentioning the date, time and venue of counselling. Candidates can also obtain such information from the website of the Commission or the news paper and from the offices of the Central and Regional Commissions. In case a qualified candidate does not receive the counselling letter, the candidate must appear for counselling on the date and time specified in the counselling schedule



available on the website of the Commission or the news paper and from the offices of the Central and Regional Commissions.

4. The candidates called for counselling are required to bring with them the original as well as attested copies of valid age-proof document, requisite testimonials, caste certificate (if applicable), Physically Handicapped certificate (if applicable) for final verification along with the Intimation Letter for Counselling, Call Letter for Personality Test and Admit Card for the Written Examination.

In case of unavoidable circumstances a candidate may authorize one of his near relatives in the manner as will be decided by the Commission to represent him/her at the time of counselling.

5. During counselling the candidate shall exercise option for selection of School in his concerned subject, empanelled category and medium for being recommended to a post of Assistant Teacher against his category-wise rank serial on the basis of the list on availability of vacancies of same nature at the material point of time displayed at the counselling venue on the basis of query regarding allotment of vacancies. The Central Commission shall arrange to display each allotment of vacancy against empanelled candidates subject wise, medium wise, gender wise and reservation category wise in the counselling venue.

Further, at the time of counselling the candidates whose names occur in more than one lists i.e., reserved and unreserved lists, vacancies of all the lists will be shown to them for selection.

6. If a candidate misses his turn while his name is called for counselling during the counselling session he may not get the opportunity of availing the number of Schools which would have been available to him normally in the category, subject and medium against which he has been empanelled. But he may get his turn at the end of the day after counselling of last member attending serially.

7. The candidate shall have to sign a declaration of

- (a) selection and acceptance of the School as per his choice available at the time of his turn during the counselling session; or
- (b) refusal to exercise his option in respect of selection and acceptance of any School available at the time of his turn during the counselling session.

8. The qualified absentee candidate shall have to exercise option for selection of School to a post of Assistant Teacher from amongst the residue of the allotted vacancies of the relevant counselling in his respective empanelled category of post and medium on the date and time and venue to be intimated through speed post and Commission's website or Newspaper or the notice board of the Central and Regional Commission. If such a candidate remains absent on the intimated specified date, time and venue, his candidature shall be treated as cancelled.

9. The candidates in the waiting list, if necessary, may be recommended for the post on the basis of counselling and in such case, the relevant provisions of this Part shall apply *mutatis mutandis*.

By order of the Governor,

Secretary to the Govt. of West Bengal