

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 June, 2023** against **all the vacancies** for the substantive post of **Assistant Professor and Librarian (General Degree Colleges and Teachers' Training Colleges)** created/will be 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 2022 along with annexure & vacancy statement must be submitted in duplicate).**
- **Fresh proposal need not be sent if the requisition already sent before this notification.**

Dated: 04/04/2023

By order
Secretary-in-Charge

Please see next five pages for

- 1. REQUISITION FORMS**
 - 2. STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S)**
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PROFORMA – 2022 (To be submitted separately for each vacancy)

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)**

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	
e)	Shift (Morning/Day/Evening)	
2.a)	Name of the Post	Assistant Professor
b)	Name of the subject	
c)	Teaching being imparted in the subject at General/Honours/PG level	
d)	Medium of Instruction (Bengali/English/Hindi/Nepali/Santali/Urdu)	
e)	Whether the Post is specified for Particular Gender (If YES, Male/Female)	
3.a)	Number of Sanctioned substantive Posts in the Subject	
b)	Number of Existing Teacher(s) in the substantive Post	
c)	Number of admissible substantive vacant Post(s)	
d)	Number of SACT in the Subject	
e)	Number of Students in the Subject	i) General Course
		ii) Honors Course
		iii) PG Course
f)	Number 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 /will be occurred	
c)	Post creation G.O. Number 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**

PROFORMA - 2022 (To be submitted separately for each vacancy)

THE WEST BENGAL COLLEGE SERVICE COMMISSION

**REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF
ASSISTANT PROFESSOR (Teachers' Training Colleges including
Teachers' Training Dept. of General Degree Colleges)**

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	
e)	Shift (Morning/Day/Evening)	
2. a)	Name of the Post	Assistant Professor
b)	Name of the subject	
c)	FOUNDATION COURSE/METHODOLOGY COURSE	
d)	Teaching being imparted in the subject at UG/PG level	
e)	Medium of Instruction (Bengali/English/Hindi/Nepali/Santali/Urdu)	
f)	Whether the Post Is specified for Particular Gender (If YES, Male/Female)	
3. a)	Course offered (for which Vacancy created)	
b)	Total Number of Units in the Course	
4. a)	Total Number of Sanctioned substantive Posts for the Course	
b)	Total Number of Existing Teachers in the Substantive Posts for the Course	
c)	Total Number of Admissible Substantive Vacant Post(s) for the Course	
5. a)	Number of Sanctioned Substantive Posts in the Subject	
b)	Number of Existing Teacher(s) in the Substantive Post	
c)	Number of Admissible Substantive Vacant Post(s)	
d)	Number of SACT in the Subject	
e)	Number of Students in the Subject	i) UG Course ii PG Course
f)	Number of Total classes in the routine in the subject (per week)	i) UG Course ii PG Course
6. a)	Roster Position of Vacancy	
b)	Category (Gen/SC/ST/OBC A/ OBC B/PWD)	
7. a)	Reason for creation of vacancy (Retirement/Resignation/Death/Dismissal/New Post)	
b)	Date from which the vacancy occurred /will be 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**

PROFORMA - 2022 (To be submitted separately for each vacancy)

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)**

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	
e)	Shift (Morning/Day/Evening)	
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)	Number of Existing Librarian(s) in the Substantive Post	
c)	Total Number of Students in the College	
d)	Total Number of Books in the College Library	
e)	Medium of Instruction (Bengali/English/Hindi/Nepali/Santali/Urdu)	
f)	Whether the Post Is specified for Particular Gender (If YES, Male/Female)	
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/ will be 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**

