

**THE WEST BENGAL COLLEGE SERVICE COMMISSION**  
**NOTICE FOR REQUISITION AGAINST VACANCIES FOR THE SUBSTANTIVE POST OF**  
**ASSISTANT PROFESSOR AND LIBRARIAN**

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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 **31<sup>st</sup> January, 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 (till **31<sup>st</sup> December, 2022**) 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).**
- **Requisition sent earlier, if any, before this notification will not be considered. Fresh proposal must be sent in duplicate.**

Dated: 01/11/2022

By order  
Controller of Examinations

Please see next three pages for

1. REQUISITION FORMS
  2. STATEMENT FOR FILLING UP VACANT SUSTANTIVE 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	<b>Assistant Professor</b>
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 <b>Particular Gender</b> (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 <b>SACT</b> in the Subject	
e)	Number of Students in the Subject	<b>i) General Course</b>
		<b>ii) Honors Course</b>
		<b>iii) PG Course</b>
f)	Number of Total classes in the routine in the subject (per week)	<b>i) General Course</b>
		<b>ii) Honors Course</b>
		<b>iii) PG Course</b>
4.a)	Roster Position of Vacancy	
b)	Category ( <b>Gen/SC/ST/OBC A/ OBC B/PWD</b> )	
5.a)	Reason for creation of vacancy ( <b>Retirement/Resignation/Death/Dismissal/New Post</b> )	
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 ( <b>if the post is not newly created</b> )	

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**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	<b>Assistant Professor</b>
b)	Name of the subject	
c)	<b>FOUNDATION COURSE/METHODOLOGY COURSE</b>	
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 <b>Particular Gender</b> (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 <b>SACT</b> 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 ( <b>Gen/SC/ST/OBC A/ OBC B/PWD</b> )	
7. a)	Reason for creation of vacancy ( <b>Retirement/Resignation/Death/Dismissal/New Post</b> )	
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)	

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**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	<b>Librarian</b>
b)	Type of College ( <b>General Degree College/Teachers Training College</b> )	
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 <b>Particular Gender</b> (If YES, Male/Female)	
4. a)	Roster Position of Vacancy	
b)	Category ( <b>Gen/SC/ST/OBC A/ OBC B/PWD</b> )	
5. a)	Reason for creation of Vacancy ( <b>Retirement/Resignation/Death/Dismissal/New Post</b> )	
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 ( <b>if the post is not newly created</b> )	

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**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**



