

THE WEST BENGAL COLLEGE SERVICE COMMISSION
NOTICE FOR REQUISITION AGAINST VACANCIES
FOR THE SUBSTANTIVE POST OF LIBRARIAN

The Authorities of all the Government-aided General Degree 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, 2024 against **vacancies** for the substantive post of **Librarian** created/will be created by way of retirement, resignation, death, dismissal or approval of a new post by the Government.

Note:

- **Requisition using Prescribed Proforma (Please see next page) along with annexures must be submitted in duplicate.**
- **Requisite Annexures :i) Photocopy of ROA duly authenticated by the BCW and/Social Welfare Department, as required,
ii) Copy of the G.O. against vacant post including newly created post and
iii) Relevant G.B. resolution.**
- **Requisition sent earlier, if any, before this notification will not be considered. Fresh proposal must be sent in duplicate.**

Date: 11th March, 2024

By order
Secretary

PROFORMA

THE WEST BENGAL COLLEGE SERVICE COMMISSION
REQUISITION FORM TO BE USED BY THE COLLEGE FOR INTIMATING VACANCY FOR THE POST OF
LIBRARIAN (General Degree College)

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
3. a)	Total Number of Sanctioned Substantive Posts of Librarian	
b)	Number of Existing Librarian(s) in the Substantive Post	
c)	Number of Vacant Substantive Posts of Librarian	
4. a)	Total Number of Students in the College	
b)	Total Number of Books in the College Library	
c)	Medium of Instruction (Bengali/English/Hindi/Nepali/Santali/Urdu)	
d)	Whether the Post is specified for Particular Gender (If YES, Male/Female)	
5. a)	Roster Position of Vacancy	
b)	Category (UR/SC/ST/OBC A/ OBC B/EWS/PWD)	
6. 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 post
3. Copy of post creation G.O. of the vacant post