

**THE WEST BENGAL COLLEGE SERVICE COMMISSION**  
**NOTICE FOR REQUISITION AGAINST VACANCY**  
**FOR THE POST OF PRINCIPAL**

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The Authorities of all the State-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) within **31-12-2024** against the **vacancy** for the post of **Principal** created/will be created by way of retirement, resignation, death, dismissal or approval of a new post by the Government.

**Note :**

- **Requisition (using PROFORMA) along with Annexures must be submitted in two sets.**
  
- **Requisite Annexures : i) Relevant G.B resolution and ii) Copy of the G.O., if the post is newly created.**

**Date : 10-06-2024**

**By order**  
**Secretary**

**Please see next page for REQUISITION FORM**

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**PROFORMA (PRINCIPAL)**

**THE WEST BENGAL COLLEGE SERVICE COMMISSION**

**REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF PRINCIPAL**

1. a) Name of the College :
- b) Address with PIN CODE and Contact No. :
2. Name of the TIC/Vice-Principal with contact No. :
3. Affiliating University :
4. Name of the Post : : **PRINCIPAL**
5. Language / Medium of instruction of the college :  
(Please attach a separate sheet stating the subjects taught in the College)
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 :

**DECLARATION**

1. Data/information furnished above are correct and true to the college records.
2. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentation of information.

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Signature of the Principal/Vice- Principal/TIC/President of the Governing  
Body/Administrator with date and seal

- Enclosures : 1. Copy of the G.B. Resolution  
2. Copy of G.O., if needed [See 7(a)]  
3. List of subjects taught in the College (See 5)