

Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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Memo No: 1092/F. No. 576(Pt)/ SCERT/2022

Dated, Kolkata the - 20.09.2022

From:

The Director,
SCERT (WB)

To

The Principal/ Sr.Lecturer-in-Charge/Officer-in-Charge,
All DIETs. (Main and 2nd Campus)

Sub: Guidelines for engaging Hostel Warden on DRW basis for smooth
running of DIETs (Main and 2nd Campuses) in West Bengal.

It is instructed to follow the following guidelines for engagement of hostel warden on DRW basis at DIETs (Main and 2nd Campuses) in West Bengal:

1. A Selection Board/Committee is to be constituted at each of the institute, comprising of the following members:
 - a) The Principal/Sr. Lecturer-in-Charge/Officer-in-Charge of DIETs (Main and 2nd Campuses)-2
 - b) Representative from SCERT, WB – 2
2. Advertisement should be displayed at all the public places in respective districts. In the advertisement the requisite qualification (for hostel warden Graduate with knowledge of basic hostel management skills), remuneration per day basis and method of engagement are to be mentioned clearly.
3. All the documents submitted by the applicants are to be scrutinized before the interview.
4. Preparation of the panel of interviews by the institutes heads.
5. The panel of Hostel Warden should be ratified by SCERT, WB.
6. Engagement should be done by the respective Heads of the Institutes.
7. The duration of continuous engagement for each successful candidate should not exceed 364 days in a Calendar year.
8. The Head/In Charge of the respective DIETs should prepare a fresh panel if any hostel warden resigned / left from his/her temporary service.
9. The fresh panel should be ratified by Director, SCERT (WB) before the members in the panel are engaged in the respective DIETs.
10. **MEN ARE UNSUITABLE FOR THIS POST.**

Gay
20/9/2022

Director,
SCERT (WB)