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Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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Memo No: 302 /F.No.441/SCERT

Date: 20.07.17

From: The Director,
SCERT (WB)

To
The Principal/Officer -In- Charges,
DIET-Bankura, Birbhum, Dakshin Dinajpur, Uttar Dinajpur, Malda, Murshidabad, Paschim
Medinipur, Purba Medinipur, Purulia, South 24 Parganas.

Sub: Guidelines for engaging Guest Lecturer in different subjects for running for Additional unit of Trainees (50 Heads) for the session 2017-18 at the DIET 2nd Campus in West Bengal.

You are to note that the following Guideline will be follow for engaging guest Lecturer or pure Contractual basis in different Subjects for the additional unit of Trainees (50 Heads) for the session 2017-18 at the DIET 2nd Campus in West Bengal .

1. Advertisement should be brought out in the local news papers (one Bengali, one Hindi/English daily) circulated locally, and display at all the public places in the respective districts. In the advertisement it should be mentioned what are the requisite qualifications as per NCTE norms, honorarium @ 400 per class and method of engagement, age, fresher/ retired persons opted etc.
2. Scrutinize the documents submitted by the applicants.
3. Formation of a Selection Board in each of the institute, comprising following members:--
 - a) Director, SCERT or her nominee.
 - b) Principal / Senior Lecturer in charge/ Officer-in-Charge.
 - c) Subject experts from nearest D.EL.ED College /SCERT/ Other Teacher Education Institutes (TEIs).
4. Preparation of the panel of Interviewees by the Institutes.
5. The panel of Institutes should be got ratified by SCERT (WB).
6. Engagement letter should be issued by the respective Heads of Institutes.
7. The durations of continuous engagement for each successful candidate should not exceed 364 days in a Calendar Year.
8. Termination letter should be issued by the respective heads of institutes.
9. The Heads / In-Charges of the respective DIETs should prepare a fresh panel, each year on conducting appropriate procedure for the same.
10. The fresh panel, each year should be ratified by the Director, SCERT (WB) before the members in the panel are engaged in the respective DIETs.

NB: If any guest lecturer resigns from his/her job he/she should serve a notice period of one month prior to his/her resignation .

The necessary funds will be placed in due time.

Class
20/7/2017
Director,
SCERT (WB)