

Abstracted

1 (v)

Government of West Bengal
School Education Department
Primary Branch
Bikash Bhawan, Salt Lake, Kolkata - 91.

No.164-SE(Pry.)/4P-3/2001.

Date : 26th Feb., 2004.

From: Shri R.K. Ray, I.A.S.,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhawan, 7th floor, Salt Lake, Kolkata-91.

Sub: Procedure for recruitment of Non-P.S.C. posts of DIET
i.e. Clerk-cum-Typist, Hostel Warden, Group-D, Head Clerk
and Accountant in different districts in the State of
West Bengal.

The undersigned is directed to say that the matter for recruitment of Non-P.S.C. posts of D.I.E.T. mentioned in the subject was under consideration of the Government for some time past. It has now been carefully examined and decided that henceforth the following recruitment procedures shall be followed.

1. All Appointments of Non-P.S.C. posts other than Head Clerk and Accountant for D.I.E.T. shall be filled up through direct Recruitment.

The post of Head Clerk and Accountant shall be filled up on promotion by the D.S.E., W.B. according to their seniority in gradation list from amongst the existing and willing UDC and LDC having requisite qualification and experience working under the concerned D.I./S(PE), D.I./S(SE) Headmasters, Zilla Schools and Principals of P.T.T.I.s.

In case of non-availability of a suitable qualified candidate, the vacancy of Head Clerk and Accountant shall be filled up through direct recruitment by the Selection Committee as per recruitment rules. The concerned D.I./S(PE) and Principal of DIET will take initiative for such purpose.

2. ☒ Appointing Authority - Director of School Education, West - Bengal shall be the Appointing Authority for all other posts and in case of Group 'D' the concerned Principal, DIET shall be Appointing Authority.
3. Qualification - No person shall be appointed unless he or she -
 - a) is a citizen of India ;
 - b) has completed the age of 18 years and has not exceeded the age of 37 years (excluding the statutory provision for reservation) on the 1st January of the year in which the requisition for sending names of candidates is made to the Employment Exchange concerned and;
 - c) Possesses the minimum educational qualification as mentioned hereunder :-
 - 1) The educational qualification for the post of Head Clerk/ Accountant -
 - a) B.A./B.S.C./B.Com,
 - b) 8 years of experience in any organization as U.D.C./L.D.C. for the post of Head Clerk and 5 years of experience in any organisation as U.D.C./L.D.C. for the post of Accountant, -
 - c) No extra marks shall be awarded for higher academic qualification,

- ii) The Educational qualification for the post of Clerk-cum-Typist -
- a) School Final/Madhyamik pass under the West Bengal Board of Secondary Education or its equivalent or
 - b) Erstwhile Higher Secondary pass (Old XI Class) under the West Bengal Board of Secondary Education or its equivalent.
 - c) Typist speed of 40 words per minute in Bengali and English, DTP (Desk Top publishing) typing knowledge desirable.
 - d) No extra marks shall be awarded for higher academic qualification.

- iii) The Educational qualification for the post of Hostel Warden :
- a) B.A./B.Sc./B.Com. preferably having B.Ed. Degree
 - b) 3 years of experience as matron, superintendent and warden in any organization.
 - c) Maximum age limit : 37 years on the first day of January in the year of advertisement/notification.

N.B. : MEN ARE UNSUITABLE FOR THESE POSTS.

- iv) The Educational qualification for the post of Group 'D' :-
- a) Class VIII passed or its equivalent from any recognised Institution with reading and writing ability in both Bengali & English.
 - b) Extra curricular activities mentioned in the selection procedure.
 - c) No extra marks shall be awarded for higher academic qualifications.
- v) The decision of the State Government on the question of equivalence shall be final.

Selection Committee : Standing District Selection Committee in each district constituted with the following members :-

- a) Chairman, District Primary School Council/Siliguri Primary School Council/Kolkata Primary School Council as the case may be as Chairman of the Selection Committee;
- b) Dist. Inspector of Schools (P.E.) Convenor;
- c) Dist. Inspector of Schools (S.E.) Member;
- d) Karmadhyaksha, Zilla Siksha Sthayee Samity or one Competent officer nominated by Mayor, Kolkata Municipal Corporation, in case of Kolkata District, Member;
- e) Principal/Lecturer-in-Charge of the concerned D.I.E.T., Member;

Any three members of the selection Committee shall constitute a quorum.

5. Calling for the names from the Employment Exchange :

The Dist. Inspector of Schools (P.E.) being Convenor, shall intimate the number of vacancies category-wise to be filled up through direct recruitment to the concerned Employment Exchange for sponsoring names of eligible candidates who have requisite qualifications as prescribed. The letter to be sent to the Employment Exchange shall contain among other matters :

- a) The minimum required qualifications of candidates; =
- b) The number of vacancies to be filled up;
- c) Age;
- d) The Reservation Quota for candidates belonging to S.C./S.T./O.B.C./P.H./EX-Serviceman maintaining the existing reservation rules.

6. Selection procedure :-

- a) After obtaining names from the Employment Exchange all candidates shall be informed in writing to produce testimonials/certificates for computation of their marks in the score sheet to be prepared for the purpose of such selection.
- b) Credits shall be given according to the qualification and has to be computed in the following manner :

i) Total Marks - 20

Madhyamik pariksha

First Division	-	20
Second Division	-	15
Third Division	-	12
Compartmental/pass/ Supplementary	-	10

Erstwhile Higher Secondary
(Old XI Class)

First Division	-	20
Second Division	-	15
Third Division	-	10
Compartmental/pass/ Supplementary	-	10

ii) For Clerk-cum-Typist only.

Knowledge of Typewriting in Eng. through Test	-	05
Knowledge of Typewriting in Bengali through Test	-	05

iii) Written Test
(other than Gr.' D' /peon) - 10

iv) B.A./B.Sc./B.Com.(pass)

Total Marks	-	10
1st Division	-	10
2nd Division	-	8
'P' Division	-	6

v) For Hostel Warden only

B.Ed/B.T./P.G.B.T.

Total Marks	-	10
1st Class	-	10
2nd Class	-	8

vi) Experience

Total Marks	-	5
one Mark for 2 (two) completed years of approved service in any organization.		

vii) For Gr. 'D'/peon only.

Total Marks	-	20
(viva-Voce)		
a) Reading	-	5
b) Writing	-	5
c) General Knowledge	-	5
d) Extra-curricular activities	-	5

i) Games & Sports (ii) Cycling (iii) First-Aid from St. John's Ambulance, (iv) Red Cross & Literacy : One mark for each item not exceeding 5 (five) shall be credited on the basis of certificate issued by Govt./Semi-Govt./Govt. Sponsored Organisation in district, State & National Level.

c) The total marks obtained by each candidate for academic qualification, experience and co-curricular activities, as the case may be, shall be computed and a list of names of all candidates of each category shall be prepared in descending order of total marks obtained by them.

d) The Selection Committee shall intimate the date, time and place for written test/viva voce/to all candidates sponsored by Employment Exchange.

e) If any candidates called for written test/viva voce does not appear or does not comply with the instructions issued by the Selection Committee, his candidature shall be cancelled.

f) After the written test and viva voce, all the marks obtained by a candidate for academic, co-curricular activities, written test and viva voce shall be added up and the names of candidates should be arranged in a descending order.

g) Then the Selection Committee shall at first prepare a combined panel of candidates under General category only with all General, S.C., S.T. and O.B.C. shall be arranged serially according to their merit as per rules. Thereafter, the Selection Committee shall prepare a separate panel for S.C./S.T./OBC/P.H./Ex-Serviceman as per reservation rules.

h) The Selection Committee shall prepare a panel of 3 candidates for one vacancy, 5 candidates for two vacancies and so on.

7. Approval of the panel :

The panel, after being prepared and duly signed by the members of the Selection Committee, shall be sent by the Convenor in triplicate to the Director of School Education, West Bengal with all relevant papers for approval. The Director of School Education, West Bengal shall approve the panel if the recruitment procedures have been followed and communicate the approved panel to the convenor for appointment.

8. Observance of Statutory provision for Reservation :

In every case of selection and Appointment, the statutory Provision for Reservation, Relaxation of Age limit etc. for the SC, ST, OBC, physically Handicapped and Ex-Servicemen candidates shall be observed properly.

A MODEL ROSTER OF RESERVATION OF DIFFERENT POSTS IS ANNEXED.

9. Validity of the panel :

Approved panel shall remain valid normally for one year from the date of approval by the Director of School Education, West Bengal provided that the Director may extend the validity of such panel by six months only. Appointment letters shall be issued by registered post by the appointing authority to the candidates from the approved panel serially for the notified vacancies.

The candidate shall be asked to join their post within a specified period, failing which the appointment shall be cancelled without further communication and the next eligible candidate in the panel shall be offered appointment.

10. Interpretation :

If any difficulty arises in implementing any provision or interpreting the procedures, the matter shall be referred to the Director of School Education, West Bengal who may take final decision with intimation to the Govt. of West Bengal in the School Education Department.

Sd/- R.K. Ray.

Joint Secretary
Govt. of West Bengal.


Encl.: As stated

Memo.No. 889/1(30)-Sc/P

Dated, Kolkata, the 29th March 2004.

Copy forwarded for information and necessary action to :-

1. Chairman _____ Dist. Pry. School Council, _____
_____ Dist.
2. D.I/S (P.E) _____
P.O. _____ Bist. _____
3. D.I/S (S.E) _____
P.O. _____ Dist. _____
4. Karmadhyaksha, Zilla Siksha Sthayee Samity, _____
Zilla Parishad, Dist. _____
5. Mayor, Kolkata Municipal Corporation.
6. Principal _____ DIET.


For Director of School Education,
West Bengal.