

Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
25/3, Ballygunge Circular Road, Kolkata-700019
Tele -fax -033-2486- 5114 & 4377

www.scertwb.org ## director@scertwb.org

No: 1146 /F.No. 845/SCERT

Dated, Kolkata 08.07.2025

ORDER

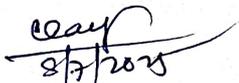
All are to note that, the following guideline has been framed for the engagement of Karmabandhu staff at different DIETs and PTTIs (Govt. / Govt. Sponsored/ Govt. Aided) in West Bengal. Hence forth, all the Principal/In-charges are instructed to follow the below stated guidelines towards engagement of Karmabandhu staff for their respective institutes.

Guidelines for engaging Karmabandhu staff on temporary basis for smooth running of all DIETs (Main and 2nd Campuses) & PTTIs (Govt./ Govt. Sponsored/Govt. Aided) in West Bengal :

1. A Selection Board/Committee of 4 members is to be constituted in each of the institute after obtaining prior approval from the office of the undersigned comprising of the following members:
 - a) The Principal/ Sr. Lecturer-in-Charge/Teacher-in-Charge/Lecturer-in-Charge of all DIETs (Main and 2nd Campuses)/ all PTTIs (Govt./ Govt. Spons./Govt. Aided) - 1
 - b) Lecturer/Sr. Lecturer of the DIETs/ PTTIs - 1
 - c) Representative of the President/ Chairman/Secretary of the Governing Body/Managing Committee- 1(in case of Govt. Sponsored and Govt. Aided PTTIs)
 - d) Representative from SCERT (WB)-1
- 2
 - a) Advertisement of engagement should be displayed locally at the office of BDO,SDO/DIs/DPSC etc. and the institute itself.
 - b) The remuneration will be consolidated as per extant Government order and method of engagement will be only through interview.
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.
5. The panel of Karmabandhu staff on temporary basis should be ratified by SCERT, WB.
6. Engagement should be done by the respective HoIs.
7. The duration of engagement for each successful candidate will be six months (initially). Renewal will be initiated on the basis of performance report submitted by In-charges of respective DIETs/PTTIs.
8. The Principal/ In-Charge of the respective DIETs/PTTIs should prepare a fresh panel if any Karmabandhu staff resign / leave from his/her temporary service.
9. The fresh panel must also be approved by Director, SCERT (WB) before the personnel in the panel are engaged in the respective DIETs/PTTIs.

This is being issued in the exercise of the power delegated by the competent authority.

All concerned are being informed accordingly.


Director, SCERT (WB)

No: /E.No. 845 / SCERT

Dated, Kolkata

Copy forwarded to:

1. The Commissioner of School Education, Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091 for information.
2. The Additional Secretary to the Govt. of West Bengal, Elementary Education Branch, School Education Department, Bikash Bhavan, Salt Lake, Kolkata- 91 for information.
3. The Principal/In-Charges of all DIETs and PTTIs (Govt. / Govt. Sponsored/ Govt. Aided) in West Bengal for information and necessary compliance.
4. The President/Secretary of the Governing Body of the Govt. Sponsored/Aided PTTIs for information.
5. The DDOs of Govt. Sponsored/Govt. Aided PTTIs in West Bengal for information.

Director, SCERT (WB)