



Government of West Bengal
Office of the District Inspector of Schools (S.E.)
Bankura

Memo No. :- **187** /S

Date: - 14.01.2020


From : The District Inspector of Schools (S.E), Bankura.

To : The HOI of all Jr.High/ High/ Higher Secondary schools.

Sub : Regarding submission of vacancies of Teaching Post(s) i,e A.T & H.M lying vacant in his/her schools .

In reference to the subject noted above he/she is hereby requested to submit vacancy(s) of A.T/H.M which is lying vacant till date in his/her school for which neither any Prior Permission memo issued by this office nor listed in the vacancy list which has been already sent to the West Bengal Central School Service Commission.

He /She is requested to submit the vacancy as asked for after **25.01.2020** to the office of the undersigned without authenticated Roster in revised proforma enclosed herewith .


District Inspector of Schools (S.E)
Bankura

VACANCY STATEMENT OF TEACHING STAFF(ASSISTANT TEACHER/ HEADMASTER/HEADMISTRESS)**(SUBMITTED IN QUADRUPLICATE)****TO BE FILLED IN CAPITAL LETTER**

- 1.NAME OF THE INSTITUTION:- _____
- 2.ADDRESS:- _____
- a) VILL:- _____
- b) P.O. :- _____
- c) BLOCK:- _____
- d) PIN CODE:- _____
- e)SUB-DIVISION:- _____
- f) MOBILE NO OF HOI:- _____
3. SCHOOL TYPE (Boys/ Girls/ Co-Ed) :- _____
4. SCHOOL STATUS (JR.HIGH/HIGH/HS) :- _____
5. MEDIUM OF INSTRUCTION OF THE VACANT POST(Bengali/Santali/English) :- _____
- 6.SUBJECT OF VACANT POST :- _____
7. QUALIFICATION REQUIRED:- _____
- 8.MEDIUM OF NSTRUCTION OF THE VACANT POST (Bengali/Santali/English) :- _____
9. SECTION OF THE VACANT POST(V-VIII/IX-X/XII-XII) :- _____
10. GENDER(1.FEMALE/2-MALE/FEMALE 3-MALE):- _____
- 11.CAUSE OF VACANCY(RETIEMENT/RESIGNATION/DEATH/CREATION ODF POST) _____
NAME OF THE OUT GOING STAFF IS MANDATORY EXCEPT CREATION OF POST.)
12. DATE OF OCCURANCE OF VACANCY:- _____
13. DATE OF VACANCY SUBMISSION :- _____
14. REMARKS:- _____

Signature with Date of HM/TIC

Signature of President/Administrator with Date

Memo No- /S

Date:-

COUNTERSIGNED

District Inspector of Schools(SE), Bankura

THE FOLLOWING DOCUMENTS MUST BE ENCLOSED WITH THIS STATEMENT.

1. A forwarding letter bearing memo no and Date of the School.
2. Present Staff Pattern including all Teaching and Non- Teaching staff with mentioning Vacant Post.
3. Declaration regarding validity of M.C /Administrator/ Ad-hoc Committee as the case may be.
4. Vacancy Statement duly signed by the H.M/T.I.C/President/Secretary as the case may be.
5. Approval letter of the outgoing staff.
6. No Litigation certificate regarding the vacant post.
7. Photo copy of the Resignation letter in case of resignation vacancy.
8. Class wise enrolment as on the date of submission of vacancy.
9. Photo Copy of M.C. Resolution.
10. Post Sanctioning Memo (for Additional and newly Sanctioned Post).