

Vacancy Format (For Non-Teaching)

Name of the School :

Name of the Block:-

Postal address: Vill :- P.O. :- Pin :-

Mobile No.of the HOI :

| Sl. No. | Name of post Librarian/Clerk/Gr.'D'/Lab-attendant | Date of occurrence of vacancy | Reason of occurrence of vacancy | Position in 100-point roster of the School | Category (as per 100point roster) SC/ST/O BC etc. | Whether ROA Authenticated by the BCW Deptt (Yes/No)? | Post sanctioning Memo/Approval copy (in case of non-availability of P.S. Memo) | Whether any court case is pending against the vacant post | Remarks. |
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COUNTERSIGNED

Signature of H.M/T.I.C

Signature of President/
Administrator

District Inspector of schools(SE),
Bankura

- Enclo: 1. Format-I
2.Approval copy of out going Teaching staff/ post sanctioning order for newly created post.
3. No litigation Certificate
4. Staff Pattern
5. 100-point roster seperately for Gr.'C' & Gr. 'D'