

Memo No. _____

Date. _____

VACANCY STATEMENT OF TEACHING STAFF(ASSISTANT TEACHER/ HEADMASTER/HEADMISTRESS)

(SUBMITTED IN QUADRUPLICATE)

- 1 NAME OF THE INSTITUTION :- _____
- 2 ADDRESS _____
a) Vill:- _____
b) P.O:- _____
c) Block _____
d) PIN CODE:- _____
e) Sub-Division:- _____
f) Mobile No of the HOI:- _____
- 3 School Type:- (Boys/ Girls/Co-Ed) _____
- 4 School Status:- (HS/HIGH/JR. HIGH) _____
- 5 Medium of Instruction of School:- (Bengali/Santali/English) _____
- 6 Subject of Vacant Post:- _____
- 7 Qualification Required:- _____
- 8 Medium of Instruction of the Vacant Post:- (Bengali/Santali/English) _____
- 9 Section of the Vacant Post:- (HS/IX-X/V-VIII) _____
- 10 RESERVATION STATUS(UR/SC/ST /OBC-A/OBC-B /PH-VI/PH-HI/PH -OH) _____
- 11 POSITION IN 100 POINT ROSTER OF THE SCHOOL:- _____
- 12 GENDER(1.FEMALE 2. MALE/FEMALE 3.MALE):- _____
- 13 CAUSE OF VACANCY(RETIREMENT/RESIGNATION/DEATH/CREATION OF NEW POST) NAME OF THE OUT GOING STAFF IS MANDATORY EXCEPT CREATION OF NEW POST. _____
- 14 DATE OF OCCURANCE OF VACANCY:- _____
- 15 REMARKS _____

Signature of H.M/T.I.C

Signature of President/ Administrator

COUNTERSIGNED

District Inspector of schools(SE), Bankura

THE FOLLOWING DOCUMENTS MUST BE ENCLOSED WITH THIS STATEMENT.

- 1 A forwarding letter bearing No and Date of the School.
- 2 Present Staff Pattern including all Teaching and Non Teaching staff and mentioning Vacant Post.
- 3 Declaration regarding validity of M.C./ Administrator/ Adhoc Committee as he case may be.
- 4 Photo Copy of Original 100 Point Roster duly signed by the Officials of the D.I/S(SE), Bankura.
(Separate Roster is necessary for Clerk / GR-D Staff)
- 5 Vacancy Statement duly signed by the H.M/T.I.C/ President/ Secretary as the case may be..
- 6 Approval Letter of Out Going Non Teaching Staff.
- 7 No Litigation certificate regarding the Vacant Post.
- 8 Photo Copy of Resignation letter in case of resignation vacancy
- 9 Classwise Enrollment as on the date of submission of vacancy.
- 10 Subjectwise Enrollment of Lab Based Subject is required for Vacancy of Lab Attendant.
- 11 Photo copy of M.C Resolution.
- 12 Post Sanctioning memo(for Additional and newly sanctioned Post).