



West Bengal Board of Primary Education

Acharya Prafulla Chandra Bhavan, DK 7/1, Sector II, Salt Lake City, Kolkata 700 091
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To
The Principal/Lecturer-in-Charge
All DIETs/Government/Govt. Sponsored/Govt. Aided P.T.T.I

Sub: **How to prepare the Merit List for approval step by step**

Sir/Madam,

You are requested to:

Steps:

- 1) Verify all the filled-in Admission Forms submitted to your Institution making a note of undistributed forms with their serial nos. if any;
- 2) Prepare a list of forms cancelled on verification with reasons;
- 3) Make a statement with Sl. No. of valid forms plus Sl. No. of invalid forms plus Sl. No. of undistributed forms, if any = Total Nos. of forms issued;
- 4) Out of the total valid forms take out valid forms of the **Vocational Category** candidates, those of the **Deputed Teachers**, appointed before 03-09-2001 (if any) and those of the **Ex-servicemen** (if any) and prepare the lists with Sl. Nos. of forms under Vocational Category, Ex-servicemen Category and Deputation Category;
- 5) Then prepare a **Master Merit List** of the remaining valid forms of the candidates;
- 6) From the Master Merit List take out the number from Rank-1 till the number required for the Unreserved/General category for your institution, as selected candidates under Unreserved/General category;
- 7) Thereafter from the Master Merit List take out the forms of the candidates belonging to **Reserved Categories** (SC/ST/OBC-A/OBC-B/PH);
- 8) Then prepare Reserved Category-wise Merit Lists of the candidates in order of merit with Sl. No. of the forms;
- 9) For **SC - 11, ST - 3, OBC-A - 5, OBC-B - 4** and **PH - 2** will be selected for admission.
- 10) The remaining candidates under both Reserved and Un-reserved Categories will be treated as **Wait Listed Candidates**.
- 11) If any seat under General Category falls/remains vacant after the last date of admission, the candidate with rank immediate next to the last cut-off rank and so on will be selected for admission serially in descending order from the **General Waiting List**.
- 12) However, in case of Reserved Category, the same measure should be adopted, if any seat falls/remains vacant after the last date of admission;
- 13) In case of **Vocational Category**, rank immediate next to the last cut-off, and so on in descending order of the Merit List of Vocational Category will be selected from the Vocational Category Waiting List only.

INTAKE	GENERAL	SC	ST	OBC-A	OBC-B	PH	DEPUTED TEACHERS	EX-SERVICEMEN	VOCATIONAL
50	15	11	3	5	4	2	5	3	2
100	33	22	6	10	7	3	10	5	4

You are further requested to submit the Merit lists on **24th June, 2016** to this Board during the office hours along with a CD (soft copy in excel format) for verification and approval.

The session of 2016-18 starts from **1st July, 2016**. The process of admission must be completed within **15th July, 2016**.

Thanking you,

Sincerely yours,

(Dr. R.C. Bagchi)
Secretary

Note :

- The maximum number of seats in the deputation Category is 10% of total seats. The maximum number of seats in the Ex-Servicemen is 5% of the total seats. In case of the non-availability of candidates in both the Deputation and Ex-Servicemen categories, all the vacancies or the remaining vacancies (as the case may be) shall be filled-up from among the candidates under Unreserved/General Category in order of merit.
- De-reservation and conversion as per rules shall apply (where applicable).
- Format for preparation of Merit Lists, remains unchanged.