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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

School Education Department
(Secondary Branch)

Bikash Bhavan, Salt Lake, Kolkata-700 091

NOTIFICATION

No. 986-SE/S/1A-10/2017.— The following draft of rules, which the Governor proposes to make in exercise of the power conferred by sub-section (1), and clauses (d) and (o) of sub-section (2) of section 45, read with clause (j) of sub-section (2) of section 27, of the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963) (hereinafter referred to as the said Act) and in supersession of all earlier notifications on the subject-matter, is hereby published for the information of persons likely to be affected thereby.

The draft will be taken into consideration on or after the expiry of a period of thirty days from the date of its publication in the *Official Gazette* and any objection or suggestion with respect thereto, which may be received by the undersigned before the said date, shall be duly considered:-

Draft Rules

1. Short title and commencement.— These rules may be called the West Bengal Board of Secondary Education (Requirement of Verification of Antecedents and Examination of Medical Fitness for Confirmation in the Posts of Teachers and Non-teaching Staff) Rules, 2017.

(2) They shall come into force from the date of their publication in the *Kolkata Gazette*.

2. Definitions.— In these rules, unless there is anything repugnant to the context,—

- (a) "Institution" means an institution as defined in clause (c) of section 2 of the said Act;
- (b) "Teacher" means an Assistant Teacher or any other person appointed to a teaching post in a Government Aided or Government Sponsored Institution on the recommendation of West Bengal School Service Commission;
- (c) "Non-Teaching Employee" includes a Librarian, Clerk, or any Group D employee, other than a Teacher, of an Institution.

(2) Words and expressions used and not defined in these rules, but defined in the Act, shall have the same meanings as respectively assigned to them in the said Act.

3. Police verification report.— (1) Before confirmation in the post of a Teacher or non-Teaching employee, the appointing authority should verify the character and antecedents of the concerned Teacher or non-Teaching employee through the Superintendent of Police or Commissioner of Police of the Commissionerate in case of district and through the Joint Commissioner of Police, Special Branch, Kolkata, in case of Kolkata.

(2) After a Teacher or non-Teaching employee joins his or her post, the appointing authority should obtain from him or her duly filled in Verification Roll in Form - I and send it to the respective police authorities for verification.

(3) The verification report shall be considered by the appointing authority before confirmation of service of the concerned Teacher or non-Teaching employee.

4. Medical Certificate of fitness.— The appointing authority shall obtain the medical certificate of fitness in the format mentioned in Form - II in respect of Teacher or non-Teaching employee issued from the District Medical Officer or such other medical officers below the District Medical Officers as the State Government may, by order, prescribe from time to time, or from the Presidency Surgeons as are specially authorised to grant such certificates.

5. Termination of appointment.— If the Police Verification Report or Medical report of the candidate is not satisfactory, the appointment in respect of the Teacher or non-Teaching employee shall be liable to be terminated by the appointing authority.

6. Recording in Service Book.— The Head of the Institution shall record the satisfactory Police Verification Report and Medical report in the Service Book of the concerned Teacher or non-Teaching Staff.

7. Appointment letter.— The appointment letter issued by the Board shall contain the condition that the appointment is subject to the satisfactory Police Verification Report and Medical Examination Report of the competent authority.

8. Fees for Medical examination.— The fees for the Medical examination shall be borne by the candidate himself.

By order of the Governor,

DUSHYANT NARIALA

Principal Secretary to the Government of West Bengal.

Form - I**Verification Roll**

(See sub-rule(2) of Rule 3)

Passport
Size Photograph

1.	Name in full (in block capitals) with alias, if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname)	Surname	Name
2.	The name of the post and the service applied for		
3.	Present address in full (i.e. village, thana and district or house number, lane/street and road, PIN)		
4.	(a) Home address in full (i.e. village, thana and district or house number, lane/street and road, PIN) (b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country/Dominion, the address there before migration to Indian Union.		

5. Particulars of places where you have resided for more than one year during the preceding five years

From	To	Residential address in full (i.e. village, thana and district or house number, lane/street and road, PIN)

6. a) Father's name in full with aliases, if any (a)
 b) Present postal address) (if dead, give last address) (b)
 c) Permanent home address (c)
 d) Profession (d)
 e) If in service, give designation and official address (e)
7. (i) Nationality of
 (a) Father (a)
 (b) Mother (b)
 (c) Husband (c)
 (d) Wife (d)

8. (a) Exact date of birth (a)
(To be supported by Birth Registration Certificate / Admit Card of West Bengal Board of Secondary Education/any other recognized Board)
- (b) Present Age (b)
- (c) Age of Matriculation / School Final (c)
9. (a) Place of birth, district and State in which it is situated (a)
- (b) District and State to which you belong (b)
10. (a) State your religion
- (b) Are you a member of a Scheduled Caste / Scheduled Tribe / OBC ? Answer "Yes" or "NO" and state the name thereof (Copy of certificate to be attached)

11. Educational qualification showing place of education with years in schools and colleges :

Name of School/College with full address	Date of entering	Date of leaving	Examination passed

12. if you have at any time been employed, give details :

Designation of post held or description of work	Period	Full address of the firm or institution, reasons for leaving previous service

13. Have you ever been convicted by a Court of any offence or charge sheeted by police in connection with any criminal proceeding?
(If so, the full particulars of the case should be given)

14. Names of two responsible persons of your locality or two referees to whom you are known. (1) _____
(2) _____

I certify that the foregoing information are correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fairness for employment under West Bengal Board of Secondary Education. I understand that submission of false information will make me ineligible for employment.

Date _____

Signature of candidate _____

Place _____

(Certificate to be signed by a gazetted officer or Member of Legislative Assembly or other authority prescribed by the appointing authority)

Certified that I know Shri/Smt. _____

_____ son/daughter of Shri _____

for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place _____

Signature _____

Date _____

Designation or status and address _____

Signature and designation of the Issuing officer and the name of office with full address and date.

Form II
Medical Certificate of Fitness
(See rule 4)

I hereby certify that I have examined A.B., a candidate for employment as a Teacher or Non-teaching staff under West Bengal Board of Secondary Education and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except I do not consider this a disqualification for employment under West Bengal Board of Secondary Education A.B.'s age is, according to his own statement, years and by appearance, aboutyears.

Signature of Medical Officer with seal