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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. 213-SE/S/10M-01/18 dated Kolkata, the 8th March, 2018 – WHEREAS the draft notification to frame the West Bengal Board of Secondary Education (Requirement of Verification of Antecedents and Examination of Medical Fitness for Appointment in the Posts of Teachers and Non-teaching Staff) Rules, 2018, was published as required by sub-section (1) of section 45 of the West Bengal Board of Secondary Education Act, 1963(West Ben. Act V of 1963) (hereinafter referred to as the said Act), *vide* notification No. 986-SE/S/1A-10/2017, in the *Kolkata Gazette, Extraordinary*, PART I, dated the 10th November, 2017, inviting objections and suggestions from all persons likely to be affected thereby, within thirty days from the date of its publication;

AND WHEREAS some objections and suggestions were received from all persons likely to be affected thereby within the given period;

AND WHEREAS all such objections and suggestions have been considered by the State Government;

NOW, THEREFORE, 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 said Act, the Governor is pleased hereby to make, with immediate effect, the following rules namely:—

Rules

1. (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 Appointment in the Posts of Teachers and Non-teaching Staff) Rules, 2018.

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

2. Definitions. – (1) In these rules, unless there is anything repugnant to the context,—

- (a) "institution" refers to a school as defined in clause (n) of section 2 of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and the expression "Head of institution" shall have the same meaning as defined in clause (g) of the said Act;
- (b) "teacher" means an Assistant Teacher or any other person appointed to a teaching post in an institution on the recommendation of the West Bengal School Service Commission;
- (c) "non-teaching Staff" includes a Librarian, Clerk or any Group D employee, other than a Teacher of an Institution appointed on the recommendation of the West Bengal School Service Commission.

(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 appointment in the post of a teacher or non-teaching staff, the appointing authority shall verify the character and antecedents of the concerned teacher or non-teaching staff 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) Before appointment of teacher or non-teaching staff, the appointing authority shall 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 appointment of the concerned teacher or non-teaching staff.

4. Medical Certificate of fitness. – The appointing authority before giving appointment shall obtain the medical certificate of fitness in the format mentioned in Form – II in respect of Teacher or non-Teaching staff 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. The fees for Medical Examination shall be borne by the candidate himself.

5. Appointment letter.—The appointment letter shall be issued by the Board upon satisfactory Police Verification Report (PVR) and medical certificate of fitness of the competent authority and a copy of PVR and medical certificate of fitness shall be forwarded to the concerned Head of Institution.

6. Recording in Service Book.— The Head of the institution shall, after receiving of PVR and medical certificate of fitness and joining of the teacher or non-teaching staff concerned, record the satisfactory Police Verification Report and medical report in the Service Book of the concerned teacher or non-teaching Staff.

7. Interpretation and Relaxation.—If any question arises relating to the interpretation of any provision of these rules, such question shall be referred to the Government and the decision of the Government thereon shall be final. Nothing in these rules shall be construed to limit or abridge the power of the Governor to dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as may be considered necessary for dealing with a case or cases in a just and equitable manner.

By order of the Governor,

D. NARIALA

Principal Secretary to the Government of West Bengal.

Form - I**Verification Roll**

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

Please affix a
recent 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 (a)
- (b) Are you a member of a Scheduled Caste / Scheduled Tribe / OBC(A) / OBC(B)- Answer "Yes" or "No" and, if yes, state the name thereof (Copy of certificate to be attached) (b)

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		<u>Full address of the firm or institution; reasons for leaving previous service</u>
	From	To	

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.(name of the candidate), a candidate for employment as a Teacher or Non-teaching staff in an institution under the 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 as a Teacher or Non-teaching staff in an institution under the West Bengal Board of Secondary Education

A.B.'s age is, according to his/her own statement, years and, by appearance, aboutyears.

Signature of Medical Officer with seal