The



Gazette

Kolkata

Extraordinary
Published by Authority

ASADHA 18]

THURSDAY, JULY 9, 2009

[SAKA 1931

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

NOTIFICATION

No. 697-ES/S/IS-18/08.— 09th July, 2009.— In exercise of the power conferred by clause (d) of sub-section (2), read with sub-section (1), of section 17 of the West Bengal School Service Commission Act, 1997(West Ben. Act IV of 1997), and in supersession all previous rule, orders, notification and directions on the subject, the Governpr is pleased hereby to make the following rules regulating the selection of persons for appointment to the post of non-teaching staff

Rules

CHAPTER I

Preliminary

- 1. Short title and commencement. (1) These rules may be called the West Bengal School Service Commission (Selection of Persons for Appointment to the Post of Non-Teaching Staff) Rules, 2009.
 - (2) They shall come into force on the date of their publication in the Official Gazette.
 - 2. **Definitions.** (1) In these rules, unless the context otherwise requires,—
 - (a) "Act" means the West Bengal School Service Commission Act, 1997(West Ben. Act IV of 1997);
 - (b) "Central Commission" means the West Bengal Central School Service Commission constituted under clause (a) of sub-section (1) of section 3 of the Act;

- (d) "Bachelor's degree" means—
 - (i) Bachelor's degree, obtained through regular course, as a regular or private or external candidate, from a University recognised by the University Grants Commission,
 - (ii) Bachelor's degree, obtained through distance education system or correspondence course from a University recognised by the University Grants Commission or the Distance Education Council;
- (e) "Group D staff" means the IVth grade staff of a school, by whatever name it is called;
- (f) "panel" means a list published by the Commission containing the names of candidates, equal to number of vacancies against posts declared in a District or Region, as the case may be, found fit for recommendation for appointment strictly in order of merit on the basis of Regional Level Selection Test;
- (g) "post" means a whole-time sanctioned posts of non-teaching staff comprising the posts of Librarian, Clerk or Group D staff, as mentioned in column (2) of Schedule I.
- (h) "Regional Commission" means the West Bengal Regional School Service Commission constituted under clause (b) of sub-section (1) of section 3 of the Act;
- (i) "Schedule" means Schedules appended to these rules;
- (j) "State" means the State of West Bengal;
- (k) "State Government" means the Government of West Bengal in the School Education Department;
- (1) "sub-rule" means sub-rule of a rule in which the word or expression occurs;
- (m) "vacancy" means a vacancy in the post of a non-teaching staff caused by-
 - (i) creation of a new post,
 - (ii) superannuation of a non-teaching staff,
 - (iii) death of a non-teaching staff,
 - (iv) acceptance by the appointing authority of the resignation tendered by a non-teaching staff,
 - (v) removal or dismissal of a non-teaching staff, or
 - (vi) any other reason, as the State Government may, by order, determine;
- (r) "waiting list" in relation to non-teaching staff means a list of candidates named in order of merit containing names of candidates equal to 0.10 times the number of vacancies declared against a post Districtwise or Regionwise, as the case may be, for a Regional Level Selection Test categorywise, mediumwise and genderwise.
- (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 Act.

CHAPTER II

Provisions regarding selection, qualification, age etc.

- **3. Method of selection.** The selection of person to the post shall be made through the Commission in the following manner:–
 - (a) by direct recruitment in the manner as specified in Chapter III of these rules;
 - (b) on compassionate ground in the manner as specified in Chapter IV of these rules.

- 4. Qualification and age for the post. Subject to rule 5, the qualification for the post shall be such as specified in columns (3) of Schedule I.
- (2) The age-limit for the post shall, subject to provision of this sub-rule, be such as specified in column (4) of Schedule I:

Provided that notwithstanding the upper age limit prescribed in column (4) of Schedule I, the upper age limit for the appointment on the compassionate ground for all applicant shall be 45 years, which shall be determined with reference to the 1st day of the month in which the application is made for seeking compassionate appointment:

Provided further that the person who is already in service in the approved post of non-teaching staff of any School may apply for the post of non-teaching staff upto the maximum age of 55 years to be calculated as on 1st January of the year of advertisement.

Explanation. – The age for the posts of Librarian or Clerk shall be calculated on the basis of the date of birth recorded in the certificate or admit card of the Madhyamik Examination or its equivalent and the age for the post of Group D Staff shall be calculated on the basis of date of birth recorded in the Birth Certificate issued by the Birth Registrar, to be corroborated by the certificate issued by the Headmaster of a School, where the candidate actually studied, on the basis of date of birth recorded in the Admission Register.

- 5. Additional essential qualification of candidate. (1) A candidate willing to be selected as a non-teaching staff in any School, having Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu as the medium of instruction, must have Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu, as the case may be, as first or second or third language —
- (a) at Secondary level of the Board or its equivalent or Higher Secondary level of the Council or its equivalent; or at any subsequent higher level of education in that language paper for the post of Librarian;
 - (b) at Secondary level of the Board or its equivalent for the post of Clerk;
 - (c) at School Level up to Class VIII for the post of group D staff.
- 6. Disqualification -(1) No person shall be eligible for selection for appointment to the post of non-teaching staff in any School within its territorial jurisdiction unless he is a citizen of India.
- (2) No person shall be eligible for selection for appointment to the post of non-teaching staff in any School if he has accepted or offered dowry in any form at the time of his marriage or his son's or daughter's marriage.

CHAPTER III

Manner of selection of non-teaching staff by direct recruitment

- 7. Manner of selection by direct recruitment. (1) Selection to the post of
 - (a) the Librarian shall be made on the basis of the results of the written examination conducted by the Central Commission, evaluation of qualifications and personality tests of the candidates in the manner as specified in Schedule II;
 - (b) the Clerk shall be made on the basis of the results of the Regional Level Selection Test comprising Preliminary screening examination and written examination to be conducted by the Central Commission, evaluation of qualifications and personality tests of the candidates in the manner as specified in Schedule II;
 - (c) the Group D Staff shall be made on the basis of the results of the Regional Level Selection Test comprising Preliminary screening examination, written examination conducted by the Central Commission, and personality tests of the candidates in the manner as specified in Schedule II.

Explanation. – For removal of doubt, it is hereby declared that while determining the merit list, the marks obtained in the Preliminary screening examination shall not be added to the marks obtained in the written examination or personality test.

(2) The Central Commission may, in its discretion, fix qualifying marks, which a candidate is required score for qualifying in Preliminary screening examination under clause (a) or clause (c) of sub-rule (1) or in the written examination or in aggregate or in both:

Provided that the Central Commission may relax the qualifying marks on reasonable grounds for reasons to be recorded in writing.

- 8. Information regarding vacancies. –(1) The District Inspectors of Schools (Secondary Education) shall prepare a report regarding the number of vacancies in approved posts to be filled up on the basis of direct recruitment, which exists or is expected to occur within the 1st January next ensuing, and shall furnish the same to the concerned Regional Commission atleast fifteen days before the date of publication of the advertisement.
- (2) On receipt of report under sub-rule (1), every Regional Commission shall send the compiled districtwise vacancy report postwise, mediumwise, categorywise and genderwise to the Central Commission in two stages:—
 - (a) first, seven days before the date of publication of the advertisement inviting application; and
 - (b) finally, within the 1st day of January next ensuing or seven days before the date of publication of the result of the written examination, whichever is earlier.
- Note. The Central Commission shall intimate in writing to each Regional Commission the date of publication of advertisement inviting application and also the date of publication of result of written examination atleast three weeks before such publication and a similar intimation shall also be made through website of the Commission.
- (3) For removal of doubt, it is hereby declared that only the vacancy reported within the time specified in sub-rule (2) shall be included in the final vacancy statement to be published by the Central Commission and any vacancy reported subsequently after that time shall be taken into account in the next Regional Level Selection Test.
- 9. Advertisement. (1) The Central Commission shall, on receipt of the report of vacancies under rule 8, issue an advertisement inviting applications for the Regional Level Selection Test through newspapers in the State in English and/ or Bengali or in any other languages, if necessary, and also through the website of the Commission.
- (2) Such advertisement shall be issued specifying the vacancies, qualifications, age as on the 1st day of January of the year of advertisement, and other necessary information relating to such posts, details of which may be obtained from the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.
- (3) While specifying the vacancies in the advertisement, the Central Commission shall in case of the post of Librarian, Clerk and Group D Staff, as the case may be, publish a provisional vacancy list at the time of inviting application by declaring the tentative vacancies that have been reported under clause (a) of sub-rule (2) of rule 8 and a final vacancy list at the time of publication of the result of the written examination declaring the actual vacancies that have been reported under clause (b) of sub-rule (2) of rule 8.
- 10. Form of application. (1) The form of application for Regional Level Selection Test or written examination, as the case may be, for appointment to the post shall be such as may be determined by the Central Commission from time to time and may be saleable.
- (2) The form of application may be published in the newspapers or the Commission's website as may be determined by the Central Commission.
 - (3) The price of the form of application shall be such as may be fixed by the Central Commission.
- 11. Submission of applications. The applications shall require to be submitted within such time and in such manner as may be specified by the Central Commission in the advertisement.
- 12. Selection of candidates and preparation of panel for the post of Librarian. (1) The Central School Service Commission shall, on receipt of the information about tentative vacancies of posts of Librarian, advertise for each of such vacancies, regionwise, with qualification, age and other requirements as per Schedule I and no candidate shall be

permitted to apply in more than one region in a Regional Level Selection Test for the post of Librarian within the territorial jurisdiction of the concerned Regional Commission.

- (2) The Secretary of every Regional Commission shall arrange for proper custody of all the form of applications which may be received by it against the regionwise vacancies within its territorial jurisdiction.
- (3) All Regional Commissions shall prepare a list of eligible candidates for the post of Librarian and shall forward a copy of each application forms received by them within their territorial jurisdiction to the Central Commission for the purpose of preparation of a computer generated database of all the candidates.
- (4) The admit cards for written examination shall be issued by the Central Commission by Registered Post or Speed Post and a candidate can also download admit card from the website of the Commission.
- (5) The Regional Commission shall arrange written examination under the supervision and control of the Central Commission.
- (6) The Central Commission shall determine the number of papers for written examinations, contents of each paper, duration of examination and other matters relating to the Regional Level Selection Test.
- (7) The Central Commission shall decide the procedure and the manner of conducting the Regional Level Selection Test by the respective Regional Commissions, and shall issue detailed instructions in this regard in accordance with the provisions of the Act and the rules made thereunder:

Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.

(8) After the evaluation of the answer sheet of the written examination, each Regional Commission shall prepare a mediumwise list of the candidates, who shall be qualified for personality test on the basis of the marks obtained by them in the written examination, evaluation of academic and professional qualification (to be calculated on the basis of statement made in this regard by a candidate at the time of submission of the application form) taken together:

Provided that the number of qualified candidates to be called for the personality test shall not exceed 02 (two) times the number of final vacancies published at the time of declaration of the result of the written examination:

Provided further that if the marks of the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates obtaining same marks at that position shall be called for the personality test.

(9) After preparation of the list of qualified candidates, each Regional Commission shall call the candidates for personality test through registered post or speed post mentioning the date, time and venue of Personality Test:

Provided that the candidates can also obtain such information from the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.

- (10) Each Regional Commission shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualification and marks obtained in the personality test, all added together, and on the basis of the guidelines issued by the Central Commission, prepare strictly in order of merit,—
 - (a) a panel of candidates found fit for recommendation, and each such panel shall include names equal to the number of vacancies referred to in sub-rule (2) of rule 8, and
 - (b) a waiting list.
- (11) If more than one candidate obtain the same aggregate (total marks), the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred, and if the aggregate and also the date of birth shall be the same, the candidates obtaining higher academic score shall be preferred; and if the aggregate, date of birth and also the academic score shall be the same, the candidates obtaining higher marks in written examination shall be preferred.

- (12) The Central Commission shall publish such panel and waiting list of candidates in the Commission Website and the notice board of the respective Regional Commission as well as the Offices of the respective District Magistrates.
- 13. Selection of candidates and preparation of panel for the posts of Clerk (1) The Central School Service Commission shall, on receipt of the information about tentative vacancies of posts of Clerk, advertise for each of such vacancies, districtwise, with qualification, age and other requirements as per Schedule I and no candidate shall be permitted to apply in more than one district in a Regional Level Selection Test.
- (2) The Secretary of every Regional Commission shall arrange for proper custody of all the form of applications which may be received by it against the Districtwise vacancies within its territorial jurisdiction.
- (3) All Regional Commissions shall prepare a list of eligible candidates and shall forward a copy of each of the application forms received districtwise by them within their territorial jurisdiction to the Central Commission for the purpose of preparation of a computer generated database of all the candidates.
- (4) The admit cards for Preliminary screening examination shall be issued by the Central Commission by the post and in such other mode as may be determined by the Central Commission from time to time and a candidate can also download admit card from the website of the Commission.
- (5) The Regional Commission shall arrange Preliminary screening examination of the candidates under the supervision and control of the Central Commission.
- (6) The Central Commission shall decide the procedure and the manner of conducting the Regional Level Selection Test by the respective Regional Commissions, and shall issue detailed instructions in this regard in accordance with the provisions of the Act and the rules made thereunder:

Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.

- (7) After the evaluation of the answer sheets of the Preliminary screening examination, the Central Commission shall prepare a mediumwise, categorywise and genderwise list of the candidates, who shall be qualified for the written examination on the basis of the marks obtained by them in the Preliminary screening examination:
- (8) After preparation of the list of qualified candidates under sub-rule (6), each Regional Commission shall arrange written examination districtwise under the supervision and control of the Central Commission.
- (9) The admit cards for written examination shall also be issued by the Central Commission by Registered Post or Speed Post and a candidate can also download admit card from the website of the Commission.
- (10) The Central Commission shall determine the number of papers for Preliminary screening examination, written examination, contents of each paper, duration of examination and other matters relating to the Regional Level Selection Test.
- (11) After the evaluation of the answer sheet of the written examination, each Regional Commission shall prepare a mediumwise, categorywise and genderwise list of the candidate, who shall be qualified for Personality Test (with typing using computer and computer proficiency) on the basis of the marks obtained by him in the written examination and academic qualification:

Provided that the number of qualified candidate to be called for the Personality Test with Typing and Computer Proficiency shall not exceed 02 (two) times the number of final vacancies published at the time of declaration of the result of written examination:

Provided further that if the marks at the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the Personality Test with Typing using computer and Computer Proficiency.

(12) After preparation of the list of qualified candidates, each Regional Commission shall call the candidates for Personality Test with Typing using computer and Computer Proficiency through registered post or speed post mentioning the date, time and venue of Personality Test with Typing using computer and Computer Proficiency:

Provided that the candidates can also obtain such information from the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.

- (13) Each Regional Commission shall, on the basis of the marks obtained in the written examination, academic qualification and marks obtained in the Personality Test with Typing using computer and Computer Proficiency, all added together, and on the basis of the guidelines issued by the Central Commission prepare—
 - (a) a district wise panel of candidates found fit for appointment to the posts of Clerk, strictly in order of merit and each such panel shall include names equal to the number of districtwise vacancies referred to in clause (b) of sub-rule (2) of rule 8, and
 - (b) a waiting list:

Provided that there may be separate mediumwise, categorywise or genderwise sets of panel or waiting list, as may be necessary, as may be decided by the Central Commission from time to time.

- (14) If more than one candidate obtain the same aggregate (total marks) the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred and if the aggregate and date of birth shall also be same, the candidates obtaining higher score in written examination shall be preferred and if the aggregate, date of birth and score in written examination shall be the same, the candidates obtaining higher marks in Typing and Computer Proficiency shall be preferred.
- (15) The Central Commission shall publish such panel and waiting list of candidates in the website of the Commission, the Offices of the concerned Regional Commissions as well as the Offices of the respective District Magistrates.
- 14. Selection of candidates and preparation of panel for the posts of Group D Staff (1) The Central Commission shall, on receipt of the information about tentative vacancies of posts of Group D Staff, advertise for each of such vacancies, districtwise, with qualification, age and other requirements as per Schedule I and no candidate shall be permitted to apply for more than one district in a Regional Level Selection Test.
- (2) The Secretary of every Regional Commission shall arrange for proper custody of all the form of applications which may be received by it against the Districtwise vacancies within its territorial jurisdiction.
- (3) All Regional Commissions shall prepare a list of eligible candidates and shall forward a copy of each of the application forms received districtwise by them within their territorial jurisdiction to the Central Commission for the purpose of preparation of a computer generated database of all the candidates.
- (4) The admit cards for Preliminary screening examination shall be issued by the Central Commission by post or in such other mode as may be determined by the Central Commission from time to time and a candidate can also download admit card from the website of the Commission.
- (5) The Regional Commission shall arrange Preliminary screening examination of the candidates under the supervision and control of the Central Commission.
- (6) The Central Commission shall decide the procedure and the manner of conducting the Regional Level Selection Test by the respective Regional Commissions, and shall issue detailed instructions in this regard in accordance with the provisions of the Act and the rules made thereunder:

Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.

- (7) After the evaluation of the answer sheets of the Preliminary screening examination, the Central Commission shall prepare a mediumwise, categorywise and genderwise list of the candidates, who shall be qualified for the written examination on the basis of the marks obtained by them in the Preliminary screening examination.
- (8) After preparation of the list of qualified candidates under sub-rule (6), each Regional Commission shall arrange written examination districtwise under the supervision and control of the Central Commission.
- (9) The admit cards for written examination shall be issued by the Central Commission by Registered Post or Speed Post and a candidate can also download admit card from the website of the Commission.
- (10) The Central Commission shall determine the number of papers for Preliminary screening examination, written examination, contents of each paper, duration of examination and other matters relating to the Regional Level Selection Test.

(11) After the evaluation of the answer sheets of the written examination, each Regional Commission shall prepare a mediumwise, categorywise and genderwise list of the candidate, who shall be qualified for Personality Test on the basis of the marks obtained by him in the written examination:

Provided that the number of qualified candidate to be called for the Personality Test shall not exceed two times the number of final vacancies published at the time of declaration of the result of written examination:

Provided further that if the marks at the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the personality test.

(12) After preparation of the list of qualified candidates, each Regional Commission shall call the candidates for personality test through registered post or speed post mentioning the date, time and venue of personality test:

Provided that the candidates can also obtain such information through the website of the Commission and from the Offices of Central Commission and the concerned Regional Commission.

- (13) Each Regional Commission shall, on the basis of the marks obtained in the written examination and in the personality test, all added together, and on the basis of the guidelines issued by the Central Commission prepare—
 - (a) a districtwise panel of candidates found fit for appointment to the posts of Group D Staff, strictly in order of merit and each such panel shall include names equal to the number of districtwise vacancies referred to in clause (b) of sub-rule (2) of rule 8, and
 - (b) a waiting list:

Provided that there may be separate mediumwise, categorywise or genderwise sets of panel or waiting list, as may be necessary and as may be decided by the Central Commission from time to time.

- (14) If more than one candidate obtains the same aggregate (total marks) the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred and if the aggregate and date of birth shall also be same, the candidates obtaining higher score in written examination shall be preferred.
- (15) The Central Commission shall publish such panel and waiting list of candidates in the website of the Commission, the Offices of the concerned Regional Commissions as well as the Offices of the respective District Magistrates.
- 15. Duties of the Central Commission in regard to selection of persons to the posts of non-teaching staff. Save as otherwise provided under these rules, the Central Commission shall, in the process of Preliminary screening examination, written examinations and personality tests, as mentioned in Schedule II, under sub-rule (1) of rule 7, to select persons for appointment to the posts of non-Teaching Staff, determine the scheme and syllabus of the examination, prepare question papers and distribute it to the examination venues through the custodian appointed by the concerned Regional Commissions and for the purpose, it shall—
 - (i) appoint paper-setters, moderators and observers;
 - (ii) approve the lists of regionwise examiners and experts on the basis of the recommendations of Regional Commissions or otherwise;
 - (iii) fix the rates of remuneration for paper-setters, moderators, experts, coordinators and all other persons concerned with the conduct of examinations:
 - (iv) determine the format of application along with brochure and mode of distribution thereof;
 - (v) render necessary assistance to Regional Commissions in the evaluation of written examination and academic qualifications including professional qualifications;
 - (vi) render assistance in the preparation of final lists for personality test as and when found necessary;
 - (vii) determine the language or languages in which the candidates shall write answers in any written examination;
 - (viii) do such other act as may be necessary for proper conduct of written examination.

- 16. Duties of the Regional Commission in regard to selection of persons to the posts of non-teaching staff. Save as otherwise provided in other provisions of these rules, each Regional Commission shall, in the process of selection of persons for appointment to the posts of non-teaching staff, perform the following functions:–
 - (i) to select the examination centres;
 - (ii) to appoint Officer-in-Charge for examination centres, custodians of confidential papers, supervisors, venue-in-charge, invigilators and examiners;
 - (iii) to make necessary arrangements for the conduct of examinations and evaluations of answer-scripts as may be directed by the Central Commission;
 - (iv) to constitute Personality Test Boards consisting of the members as specified in Schedule III for interviewing candidates declared qualified for personality test;
 - (v) to recommend the name of one candidate along with his details to the appointing authority for appointment against each vacancy reported on the basis of the final merit list and after selection of a School by the candidate through counselling;
 - (vi) to do such other act as may be directed by the Central Commission.
- 17. Validity of panel. (1) Each such panel and waiting list, prepared by Regional Commission shall remain valid for one year from the date of acceptance of the panel or waiting list by the concerned Regional Commission.
- (2) Notwithstanding anything contained in sub-rule (1), the Central Commission may, if it thinks expedient to extend the validity of the panel or waiting list beyond the period of one year for any reasonable cause, for the reasons to be recorded in writing, extend the period of validity of such panel or waiting list for a further period of six months, beyond which the panel or waiting list shall not be extended.
- 18. Recommendation of candidates for appointment to post of non-teaching staff. -(1) The Regional Commission shall hold counselling with a view to recommending the name of the candidate from the panel for appointment against each vacancy in the manner mentioned in Schedule IV.
- (2) On the basis of the counselling the Regional Commission shall recommend the name of only one candidate against each vacancy depending on his position in the panel and a copy of the letter recommending the name shall be sent through speed post or registered post with acknowledgement due to the candidate as well as to the concerned authority of the School, where the particular vacancy exists.
 - (3) A recommendation letter shall remain valid for a period of ninety days from the date of its despatch by post:

Provided that the Regional Commission may, if it thinks expedient to extend the validity of the recommendation beyond the period of ninety days for any reasonable cause, for the reasons to be recorded in writing, extend the period of validity of such recommendation letter for a further period not exceeding sixty days.

- (4) The concerned School authority shall, on the basis of the recommendation of the Regional Commission, issue the letter of appointment to the candidate by registered post with acknowledgement due and upon receipt of appointment letter from the concerned School authority the candidate shall join the post within the stipulated period as mentioned in the appointment letter.
 - (5) If
 - (a) a candidate refuses to exercise option for a post for which he is a candidate in the counselling for the post of non-teaching staff, or
 - (b) the Regional Commission gets information from any school, or from the District Inspector of Schools (Secondary Education), or otherwise, that a candidate recommended for appointment has not accepted the offer of appointment within the stipulated period, or
 - (c) such a candidate refuses to accept appointment, or
 - (d) on further scrutiny by the Commission it appears that the candidate has misrepresented facts relating to his selection;

the Regional Commission may do away with his name from the panel and recommend the name of a candidate from the waiting list strictly in order of merit within the validity period of the panel and waiting list.

- (6) If a candidate, whose name has been recommended by the Regional Commission for appointment, cannot be appointed to the vacancy for which he was recommended for the reason that such vacancy ceased to exist, the managing committee, by whatever name it is called, or the *ad-hoc* committee or the administrator or the concerned District Inspector of Schools (Secondary Education), as the case may be, shall send an information in this regard to the concerned Regional Commission and such Regional Commission may, on receipt of such information, recommend his name for any other appropriate vacancy in the post of non-teaching staff.
- (7) If the managing committee, by whatever name it is called, or *ad-hoc* Committee or the administrator, if any, of any School does not appoint the candidate on the recommendation of Regional Commission having jurisdiction, the Regional Commission shall take steps in accordance with the section 9A of the Act and the Regional Commission shall not recommend any other name to the post of any non-teaching staff in that School till the clearance from the State Government with respect to that post shall be obtained.
- 19. Bar on recommendation. Notwithstanding anything contained in these rules, a Regional Commission shall not recommend the name of a person under rule 18,
 - (a) who, at the time of submission of application or after submission of application, is recommended to the post of a non-teaching staff in a School on the basis of counselling conducted by the West Bengal Regional School Service Commission of any region and continues his service as such non-teaching staff, but has not completed continuous three years' approved service in the said post;
 - (b) who, at the time of submission of application or after submission of application, is recommended to the post of a Teacher in a School on the basis of recommendation made by the West Bengal Regional School Service Commission of any region;
 - (c) who, while in-service, having obtained required qualification for being considered for the post applied for fails to submit before the Regional Commission the requisite document of his approved study leave, or any kind of leave for the purpose of relevant higher studies, or permission from the appropriate authority for prosecuting the studies for the said degree.

CHAPTER IV

Selection of non-teaching staff on compassionate ground

- 20. Manner of selection on compassionate ground. (1) Notwithstanding anything contained in these rules, the concerned District Inspector of Schools (Secondary Education) shall maintain a roster of the candidates seeking appointment on compassionate ground as per the procedure laid down in Schedule V and forward the names to the respective Regional Commission in the manner as mentioned in that Schedule from time to time for recommendation of his name against suitable post of Clerk or Group D staff, as the case may be.
- (2) The Regional Commission shall thereafter prepare a panel for the candidates to be appointed on compassionate ground
 - (a) in the post of Clerk on the basis of aggregate of marks obtained in the Madhyamik Examination or its equivalent;
 - (b) in the post of Group D on the basis of date of receipt of the application by the respective District Inspector of Schools (Secondary Education).
- (3) The panel shall be prepared on mediumwise, categorywise and genderwise as per the procedure laid down in Schedule V and recommend the name of a suitable candidate for appointment on compassionate ground to the concerned school through districtwise counselling, on the basis of availability of districtwise vacancy, mediumwise, categorywise and genderwise and a copy of the letter recommending the name shall be sent to the candidate as well as the school, where the vacancy exists, through registered post or speed post with acknowledgement due:

Provided that such vacancies for the appointment on compassionate ground shall not include the vacancies of a particular Regional Level Selection Test and such recommendation of the candidates in on compassionate ground by the Regional Commission shall take place after publication of a panel of a particular Regional Level Selection Test and before advertisement of next Regional Level Selection Test for the post of non-teaching staff.

- (3) On receipt of the recommendation under sub-rule (2), the concerned School authority shall issue the letter of appointment to the candidate by registered post with acknowledgement due and upon receipt of appointment letter from the concerned School authority the candidate shall join the post within stipulated period as mentioned in the appointment letter.
- (4) The conditions laid down in sub-rules (1), (2), (4) (5), (6) and (7) of rule 18 shall be applicable *mutatis mutandis* in the case of recommendation of candidates for appointment on compassionate ground for the post of Clerk or Group D staff, as the case may be.
- (5) For removal of any doubt it is hereby declared that the employment on compassionate ground is not confined to the school in which deceased or incapacitated Teacher or non-teaching staff had been working and it shall be given anywhere within a district or region, as the case may be, depending upon availability of a suitable vacancy meant for the purpose of appointment on compassionate ground.
- 21. Provisions of rule 20 to apply with modification to compassionate appointment of family member of Primary Teachers. (1) The School Service Commission, may subject to other provisions of this rule recommend the name of a member of the family of the Primary Teacher to the post of Clerk or Group D staff on compassionate ground, when the name of the family member is forwarded from the District Inspector of Schools (Primary Education) concerned observing the formalities specified in rule 20 through the District Inspector of Schools (Secondary Education) to the respective Regional School Service Commission.
- (2) The provisions of rule 20 and paragraphs 1 and 2 of Schedule V shall apply mutatis mutandis in cases of appointment under sub-rule (1) of this rule and shall have effect subject to the following modifications, namely,—
 - (a) reference to the Teacher and non-teaching staff shall be construed as reference to the Primary Teachers and non-teaching staff appointed by the District Primary School Councils and Siliguri *Mahakuma* Primary School Council set up under the provisions of West Bengal Primary Education Act, 1973;
 - (b) reference to the District Inspector of Schools (Secondary Education) shall be construed as reference to the Head of the Education Offices in the Districts in charge of Primary Education and also acting as Secretary of the District Primary School Council, *ex-officio*.
- (3) The concerned District Inspector of Schools (Primary Education) shall process the application and forwarded the same with its recommendations in deserving cases to the District Inspector of Schools (Secondary Education) who in turn shall include such cases along with the deserving cases processed at his end in terms of provisions of rule 20 and shall then sends these cases to respective Regional School Service Commission for disposing of the applications in accordance with sub-rule (2) to (5) of rule 20.

CHAPTER V

Miscellaneous

22. Carry forward of vacancy. – The vacancies, which are not filled up for unsuitability of candidates or for any other reasons, as the Central Commission may by order mention, shall be carried forward and included with the vacancies of next year:

Provided that if the Central Commission considers it necessary so to do, it may re-advertise those vacancies to be filled up in accordance with the provisions of these rules.

- 23. Interpretation. -(1) If any question arises regarding any decision of Central Commission, a reference may be made to the State Government and the decision taken by it shall be final.
 - (2) In regard to the interpretation of any provision of these rules, the decision of the State Government shall be final.
- 24. Savings. (1) Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
- (2) Nothing in these rules shall affect any act done or cause to be done in accordance with the provisions of the earlier rules made or notifications or orders issued under the Act.

SCHEDULE I

[See rule 4]

Sl. No.	Name of post	Educational qualification including Professional qualifications	Age limit		
(1)	(2)	(3)	(4)		
1,	Librarian	Bachelor's Degree in General Stream in Arts/ Science/ Commerce as regular / external/ private candidate or through distance mode of education / correspondence course with degree in Library Science as regular / external/ private candidate or through distance mode of education / correspondence course.	Minimum 20 years and maximum 37 years as on 1st January of the year of advertisement. Upper age limit is however relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.		
2.	Clerk	Passed School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent	Minimum 18 years and maximum 37 years as on 1st January of the year of advertisement relaxable by 5 years for Scheduled Caste / Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.		
3.	Group D	Passed Class VIII from any School recognised or affiliated by Board / Council or equivalent	Minimum 18 years and maximum 37 years as on 1st January of the year-of advertisement. Upper age limit is however relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and 8 years for the Physically Handicapped Candidates.		

SCHEDULE II

[See rule 7]

PART A

Selection to the post of Librarian shall be made on the basis of written examination, evaluation of qualifications and personality tests to be determined by the Commission in the following manner:—

(a)	Written examination	 70 marks
(b)	Academic qualifications including Professional qualifications	 20 marks
(c)	Personality Test – (Appearance before the Personality Test Board is compulsory)	 10 marks.

Note. – The academic qualifications including professional qualification for selection to the post of Librarian shall be evaluated in accordance with Table 1 of Part D of this Schedule.

PARTB

Selection to the post of Clerk in School shall be made on the basis of Written Examination, evaluation of Academic Qualifications of the candidates and Personality Tests with Typing and Computer Proficiency to be determined by the Commission in the following manner:—

(a)	Preliminary screening examination	 30 marks
(b)	Written examination	 30 marks
(c)	Academic qualifications	 10 marks
(d)	Personality Test with typing and computer proficiency	 30 marks
	[Personality Test	 05 marks
	Typing using computer and Computer Proficiency	 25 marksl
	(Appearance before the Personality Test Board is compulsory)	,

Note. – The academic qualifications for selection to the post of Clerk shall be evaluated in accordance with Table 2 of Part D of this Schedule.

PART C

Selection to the post of Group D Staff in School shall be made on the basis of Written examination and Personality Tests to be determined by the Commission in the following manner:—

(a)	Preliminary screening examination		30 marks
(b)	Written examination	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	15 marks
(c)	Personality Test (Appearance before the Personality Test Board is compulsory)		05 marks

PART D

PROVISION RELATING TO EVALUATION OF ACADEMIC QUALIFICATIONS INCLUDING PROFESSIONAL QUALIFICATION FOR SELECTION TO THE POST OF NON-TEACHING STAFF

Table 1

Manner of evaluation of academic qualifications including professional qualification for the selection of Librarian

Sl. no.	Examinations passed	Full marks 20	Award of Marks			Remarks
1.	School Final/Madhyamik or its equivalent	5	5' [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	
2.	H.S.(+2 stage)/Pre University/ Intermediate / University Entrance or its equivalent	5	5 [For 1st Div/Class]	4 [For 2nd Div/Class]	3 [For Other Div/Class]	

Sl. no.	Examinations passed	Full marks 20	Award of Marks			Remarks
3.	Old H.S. [In lieu of School Final/ Madhyamik or its equivalent and H.S.(+2 stage)/ Pre University/ Intermediate/ University Entrance or its equivalent]	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]	Holders of Degree
4.	(a) Bachelor's degree in Honours as regular / external/ private candidate or through distance mode of education / correspondence course	6	6 [For 1st Div/Class]	5 [For 2nd Div/Class]	4 [For Other Div/Class]	with Spl. Hons./ Condensed Hons./ Approved Proficiency courses shall not be allotted any additional marks for their
	(b) Bachelor's degree in Pass-course or		-	4 marks (fixed)	11-13	pass course degree
	(c) Degree with Spl. Hons./ Condensed Hons./ Approved Proficiency courses		1121	5 marks (fixed)		
5.	Degree in Library Science in regular course or through distance mode of education / correspondence course from a UGC recognized University	4	4 [For 1st Div/Class]	3 [For 2nd Div/Class]	2 [For Other Div/Class]	

Table 2

Manner of evaluation of academic qualifications including professional qualification for the selection of Clerk

	Examinations	Full Marks 10	Award of Marks		
1.	School Final/Madhyamik or its equivalent or Old		10	8	6
	H.S. in lieu of School Final / Madhyamik or its	10	[For 1st	[For 2nd	[For Other
	equivalent		Div/Class]	Div/Class]	Div/Class]

SCHEDULE III

[See rule 16 (iv)]

PROVISIONS RELATING TO CONSTITUTION OF PERSONALITY TEST BOARD

- 1. For the purpose of holding personality test in the Regional Level Selection Test for the post of Librarian, the Personality Test Board, to be constituted by the concerned Regional Commission, shall comprise the following members:—
 - (a) one member of the Regional Commission, presiding, for any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
 - (b) an expert of concerned subject having a minimum of 10 years teaching experience in a recognised College/ University to be appointed by the Regional Commission;
 - (c) a nominee of the Central Commission, having experience as Principal of a recognised College.

- 2. For the purpose of holding personality test in the Regional Level Selection Test for the post of Clerk, the Personality Test Board, to be constituted by the concerned Regional Commission, shall comprise the following members:—
 - (a) one member of the Regional Commission, presiding, for any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
 - (b) an expert of having administrative experience, either as Principal of any recognised College or as an Officer having a minimum of 10 years experience in a recognised University of West Bengal, to be appointed by the Regional Commission;
 - (c) a nominee of the Central Commission not below the rank of Selection Grade Lecturer or equivalent with adequate knowledge in the Computer Typing and Proficiency.
- 3. For the purpose of holding personality test in the Regional Level Selection Test for the post of Group D Staff, the Personality Test Board, to be constituted by the concerned Regional Commission, shall comprise the following members:—
 - one member of the Regional Commission, presiding, for any exigency, member of Central Commission may also preside, if the concerned Regional Commission desires so;
 - (b) an expert of having administrative experience, either as Principal of any recognised College or as an Officer having a minimum of 10 years experience in a recognised University of West Bengal, to be appointed by the Regional Commission;
 - (c) a nominee of the Central Commission, having experience as Principal of a recognised College.

SCHEDULE IV

[See rule 18(1)]

PARTA

Provision relating to counselling for recommendation of name to the post of Librarian

- 1. For the post of Librarian there shall be Regional level counselling for the purpose of recommendation within the territorial jurisdiction of the concerned Regional Commission after publication of the Panel and Waiting List for a particular Regional Level selection Test, on the basis of the combined rank position of the empanelled candidate in relation to the regional-level vacancy against which they have been empanelled, categorywise and mediumwise.
- 2. It is the duty of the Regional Commission to send the list of Schools to the Central Commission, showing details of each vacancy mediumwise and categorywise declared for a particular Regional Level Selection Test, on the basis of which the panel has been published and the Central Commission shall publish such list of vacancies in the Commission Website mediumwise and categorywise for Schools. Such relevant list shall be displayed in the counselling venue on the respective counselling date by the concerned Regional Commission during counselling for exercising option for selection of School by the candidates at the material point of time as per his choice.
- 3. The empanelled candidates for the post of Librarian in a Regional Level Selection Test qualified for counselling shall be informed of their combined rank as well as their rank against which they have been empanelled, categorywise and mediumwise by registered post or speed post by the concerned Regional Commission, mentioning the date, time and venue of counselling. Candidates can also obtain such information from the website of the Commission or the newspaper and from the offices of the concerned Regional Commissions. In case a qualified candidate does not receive the counselling letter, the candidate must appear for counselling on the date and time specified in the counselling schedule available on the website of the Commission or the newspaper and from the offices of the concerned Regional Commissions.
- 4. The candidates called for counselling are required to bring with them the original as well as attested copies of valid age-proof document, requisite testimonials, caste certificate (if applicable), Physically Handicapped certificate (if applicable) as per the provision of Act and rules for final verification along with the intimation Letter for Counselling, Call Letter for Personality Test and Admit Card for the Written Examination.

- 5. During counselling the candidate shall exercise option for selection of only one School in his relevant empanelled category and medium for being recommended to a post of Librarian against his categorywise rank serial on the basis of availability of vacancies of same nature at the material point of time displayed at the counselling venue on the basis of query regarding allotment of vacancies. The Regional Commission shall arrange to display each allotment of vacancy against empanelled candidates categorywise and mediumwise in the counselling venue.
- 6. If a candidate misses his turn while his name is called for counselling during the counselling session he may not get the opportunity of availing the number of Schools which would have been available to him normally in the category and medium against which he has been empanelled.
 - 7. The candidate shall have to sign a declaration of—
 - (a) selection and acceptance of the school as per his choice from the schools available at the time of his turn during the counselling session; or
 - (b) refusal to exercise his option in respect of selection and acceptance of any School available at the time of his turn during the counselling session.
- 8. The qualified absentee candidate shall have to exercise option for selection of School to a post of Librarian on the date of counselling for such absentee candidates from among the residual non-allotted vacancies in his respective empanelled category and medium on the date and time and venue for such a counselling to be intimated through registered or speed post and Commission Website and/or Newspaper or the notice board of the concerned Regional Commission. If such a candidate remains absent on the intimated specified date, time and venue, as aforesaid, his candidature shall be treated as cancelled.
- 9. The candidates in the waiting list, if necessary, may be recommended in accordance with provisions of subrule (5) of rule 18, in the same manner as discussed above in Part B of this schedule.

PART B

Provision relating to districtwise counselling for recommendation of name to the post of Clerk or Group D Staff

- 1. For the post of Clerk or Group D Staff there shall be District Level Counselling for the purpose of recommendation of a person to the post within the territorial jurisdiction of the concerned district of the concerned Regional Commission after publication of the panel and waiting list for a particular Regional Level Selection Test, on the basis of the combined rank position of the empanelled candidate in respect of relevant posts mediumwise and categorywise in the Schools.
- 2. It shall be the duty of the Regional Commission to send the list of Schools to the Central Commission, showing details of each vacancy in the posts of Clerk or Group D Staff, as the case may be, categorywise and mediumwise in Schools declared districtwise for a particular Regional Level Selection Test, on the basis of which the panel has been published and the Central Commission shall publish such list of districtwise vacancies of posts of Clerk or Group D Staff, as the case may be, in the Commission Website categorywise and mediumwise for Schools. Such relevant list shall be displayed in the counselling venue on the respective counselling date by the concerned Regional Commission during counselling for exercising option for selection of School by the candidates at the material point of time as per his choice.
- 3. The empanelled candidates in a district for the post of Clerk or Group D Staff, as the case may be, in a Regional Level Selection Test qualified for counselling shall be informed of their combined rank categorywise, mediumwise by registered post or speed post by the concerned Regional Commission, mentioning the date, time and venue of counselling. Candidates can also obtain such information from the Commission Website and/ or the Newspapers and/ or Notice Board of the respective Regional Commission. In case a qualified candidate does not receive the counselling letter, the candidate must appear for counselling on the date and time specified in the counselling schedule available on the website of the Commission or the newspaper and at the offices of the concerned Regional Commissions.
- 4. The candidates called for counselling are required to bring with them the original as well as attested copies of valid age-proof document, requisite testimonials, caste certificate (if applicable), Physically Handicapped certificate (if applicable) as per the provision of Act and rules for final verification along with the intimation Letter for Counselling, Call Letter for Personality Test and Admit Card for the Written Examination.

- 5. During counselling the candidate shall exercise option for selection of only one School in his relevant category and medium for being recommended to a post of Clerk or Group-D Staff, as the case may be, against his categorywise combined rank on the basis of availability of district level vacancies of same nature at the material point of time displayed at the counselling venue on the basis of query regarding allotment of districtwise vacancies. The Regional Commission shall arrange to display each allotment of districtwise vacancy against empanelled candidates' categorywise, mediumwise in the counselling venue.
- 6. If a candidate misses his turn while his name is called for counselling during the counselling session he may not get the opportunity of availing the number of Schools which would have been available to him normally in the category and medium against which he has been empanelled against his opted district as per his application.
 - 7. The candidate shall have to sign a declaration of—
 - (a) selection and acceptance of the School in his opted district as per his application and as per his choice from the Schools available at the time of his turn during the counselling session; or
 - (b) refusal to exercise his option in respect of selection and acceptance of any School available at the time of his turn during the counselling session.
- 8. The qualified absentee candidate shall have to exercise option for selection of School to a post of Clerk or Group D Staff, as the case may be, on the date of counselling for such absentee candidates from among the residual non-allotted vacancies in his respective district, empanelled category and medium on the date and time and venue for such counselling to be intimated by registered or speed post and Commission Website or Newspaper or the notice board of the concerned Regional Commission. If such a candidate remains absent on the intimated specified date, time and venue, as aforesaid, his candidature shall be treated as cancelled.
- 9. The candidates in the waiting list, if necessary, may be recommended in accordance with provisions of subrule (5) of rule 18, in the same manner as discussed above in Part A of this schedule.

SCHEDULE V

[See rules 20 and 21]

PROCEDURE, MANNER OF APPLICATION AND PREPARATION OF PANEL FOR APPOINTMENT ON COMPASSIONATE GROUND

- 1. When a Teacher or non-teaching staff dies in harness before the date of his superannuation, i.e. the age of 60 years, leaving a family which is, in the opinion of the District Inspector of Schools (Secondary Education), in such extreme financial hardship that it fails to provide two square meals and other essentials to the surviving members of the deceased teacher's family, the
 - (i) Spouse;
 - (ii) Son;
 - (iii) daughter

of the deceased Teacher or non-teaching staffs family who is possessing required educational qualifications as laid down in Schedule I for the posts of Clerk or Group 'D' staff and unemployed and not below 18 years of age and not above 45 years of age may, within two years from the date of such death, make an application in writing to the District Inspector of Schools (Secondary Education) for appointment as non-teaching staff on compassionate ground:

Provided that only one member of the family of the deceased teacher may be appointed under the provisions of this sub-rule.

Explanation – The expression "financial hardship", in relation to income of a deceased Teacher or non-teaching staff consisting of up to five members in his family, shall mean an amount of income less than the initial gross salary of Group 'D' staff of the State Government at the material point of time. For computation of income of such family, an income of an amount earned by each family member from any other sources than Provident Fund, Gratuity and 40% of Family Pension of the first seven years or upon the attainment of sixty seven years of age of the deceased teacher had he been alive, whichever is earlier, at the material point of time, shall be taken into account:

Provided that if the family of the deceased teacher exceeds five members, the income so computed under this explanation shall be reduced by 20% for each member exceeding five and the amount so arrived at, shall be taken into consideration in computing the income for the purpose of comparing it with the gross salary income of Group 'D' staff at the initial stage at the material point of time.

- 2. When a Teacher or non-teaching staff applies to the District Inspector of Schools (Secondary Education) for being declared permanently incapacitated on medical ground before attaining 58 years of age and discontinues to attend his duty for the reason of such incapacitation, the District Inspector of Schools (Secondary Education) may direct him for appearing before the Medical Boards set up for the purpose according to the procedure laid down in the relevant rules or order of the time being in force, and after receiving the report from the Medical Board, if the Medical Board declares him permanently incapacitated to continue in further service, he may be allowed by the District Inspector of Schools (Secondary Education) to retire on and from the date of submission of such application and by virtue of his early retirement, if his family is in such extreme financial hardship that it fails to provide two square meals and other essentials to the family members of the retired Teacher or non-teaching staff, the
 - (i) Spouse;
 - (ii) Son;
 - (iii) daughter

of the prematurely retired Teacher or non-teaching staff, who is possessing required educational qualifications as laid down in Schedule I for the post of Clerk or Group D staff and unemployed, and not below 18 years of age and not above 45 years of age, may make within two years from the date of such retirement, a prayer in writing to District Inspector of Schools for appointment as non-teaching staff on compassionate ground:

Provided that only one member of the family of the retired teacher may be appointed under the provisions of the sub-rule:

Provided further that if the Medical Board shall not declare the teacher to be permanently incapacitated, the District Inspector of Schools (Secondary Education) may allow him to rejoin the duty and the period of his absence, if any, shall be regularized as per existing leave rules applicable to him.

Explanation. – The expression "financial hardship", in relation to income of a deceased Teacher or non-teaching staff consisting of up to five members in his family for consideration of appointment under this sub-rule, shall mean an amount of income less than the initial gross salary of Group D staff of the State Government at the material point of time. For computation of income of such family, an income of an amount earned from any other sources by each family member than Provident Fund, Gratuity at the material point of time, shall be taken into account:

Provided that if the family of the Teacher or non-teaching staff exceeds five members, the income so computed under this explanation shall be reduced by 20% for each member exceeding five and the amount so arrived at shall be taken into consideration in computing the income for the purpose of comparing it with the gross salary income of Group 'D' staff at the initial stage at the material point of time.

- 3. The District Inspector of Schools (Secondary Education) concerned shall enter the names of all applicant opting for appointment as Clerk or Group D staff, as the case may be, under paragraph 1 or paragraph 2, in a separate register and shall send all such names with particulars like educational qualification, address, date of birth, choice of posting (area) along with certificates of qualification, birth, Caste/Tribe etc. to the respective Regional School Service Commission concerned within such stipulated date(s) of a year as may be specified.
- 4. The Regional Commission shall maintain such information in a register or a database mentioning the date of receipt of the application from the concerned District Inspector of Schools (Secondary Education).
- 5. Thereafter Regional Commission shall prepare the panel and dispose it in accordance with the provisions of rule 20 or rule 21, as the case may be.

By order of the Governor,

K JOHN KOSHY,

Additional Chief Secretary to the Govt. of West Bengal.