

**GOVT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS (SE)**  
**NORTH 24 PARGANAS**  
SHIKSHA BHABAN  
16/1. K. K. MITRA ROAD. BARASAT. PIN 700 124

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Memo No: 514/H

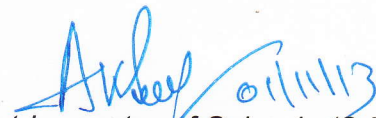
Dated 01-11-2013

NOTICE

As per Memo No. 102(21)-SC/(HS dated 25-09-2013 of DSE, West Bengal and No. 1170-SE(S)-3S-47/2012 dated 23-08-2013 of School Education Department all the Higher Secondary School authorities are hereby informed that due to retirement of teachers and up-gradation of Secondary Schools to Higher Secondary Schools Part Time Teacher in HS Section will be engaged. The retired College / School teachers with Hons/ PG qualification and below 64 years of age may apply seeking engagement as Part Time Teacher in HS Schools. The Period of engagement should be upto 180 days or until regular teachers join the school which ever is earlier. Maximum 6 to 8 classes per week are to be allotted. Remuneration @ Rs. 200/- per class will be paid. Two concerned orders are attached herewith.

All the concerned school authorities are informed to submit the following data within 15-11-2013 to the office of the undersigned.

1. List of the name of HS Schools who require part time teachers
2. Name of the teachers to be engaged in those schools (not more than two teachers for each school)
3. The subjects in which contractual part time teachers are to be engaged (Priority wise)

  
District Inspector of Schools (S.E.)  
North 24 Parganas

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF SCHOOL EDUCATION  
BIKASH BHAWAN (7<sup>TH</sup> FLOOR), SALT LAKE  
KOLKATA-700091

urgent  
A  
20/9/2013

Memo no: 102(26)SC/HS

Date: 29.9.2013

From: The Joint Director of school Education, West Bengal

To: The District Inspector of School Education (SE), North 24 parganas

16/1 K.K. Mitra Rd.,

Kolkata-700124

SUB: Engagement of Part-Time teachers in H.S. Section of higher secondary schools

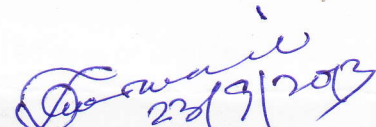

REF: Order No. 1170-SE(S) dt.23.8.2013 and 924(2)-SE(S) dated 19.6.2013  
read with this office Memo. No. 90(21)-SC/HS Dt.31.7.2013

All the District Inspector of Schools (S.E) are hereby instructed to follow the order no. 1170-SE(S) Dt. 23.8.2013 of the School Education Department (copy enclosed) and are further instructed to make the school authorities in his/her jurisdiction (including sub-divisions which are under the control of the ADI) aware of the order who needs contractual part-time teachers for their H.S. sections to function smoothly.

In this context he/she is further instructed to send the following information to this end-

1. list of the name of H.S. Schools who require part-time teachers
2. name of the teachers to be engaged in those schools (not more than two teachers for each school)
3. the subjects in which contractual part-time teachers are to be engaged (priority wise)

The above list should be sent in triplicate in computer print- out format together with soft copy within 45 days of receiving the letter.

  
22/9/2013  
for Joint Director of School Education  


19  
26/8

H/A (HS)

29/8/2013  
circulate it to all H/S (S) & ADH (S) please

GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
SECONDARY BRANCH  
BIKASH BHAVAN, 5<sup>TH</sup> FLOOR, SALT LAKE, KOLKATA-91

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No.1170 -SE(S)/3S-47/2012

Date: 23/08/2013

ORDER

M/S  
23/8/13

As there are number of vacancies occurred due to retirement of teachers, and up-gradation of Secondary Schools to Higher Secondary Schools and as the School Service Commission could not complete the process for recruitment of teachers the education in the Higher Secondary classes are badly hampered. Under the above circumstance, in the interest of proper education of the students, Government has no option but to take some temporary measure to promote education in the Higher Secondary classes. It is learnt that the school authorities engage teachers from locality to continue the classes but their qualification might not be up to the standard and it is detrimental to quality teaching. Hence, it is decided that the school may engage retired teachers or lecturers purely on temporary basis under following terms and conditions:

1. Eligibility for Engagement:-

- i) Retired college / school teachers with Honours / Post Graduate qualification and below 64 years of age may apply seeking engagement as 'Part time' teachers in Higher Secondary Schools.
- ii) The retired teacher should be physically fit and mentally alert to discharge the duties of 'Part Time Teachers' in the school in which he/she would be engaged to perform the related duties like invigilation / scrutiny of answer scripts tutorials etc.
- iii) Teachers who have been made to retire compulsorily as punishment or voluntarily due to illness or for other type of incapacitation or have been charged /convicted of moral turpitude or for any criminal offence would not be considered for such engagement even if he/she was exonerated from the charges.
- iv) In case of selection of one candidate from several applicants the school authority will arrange for the process of recruitment as followed during selection of a teacher in deputation vacancy.

2. Period of Engagement:

- i) The period of engagement should be up to 180 days or until regular teachers join the schools whichever is earlier.
- ii) Maximum 6 to 8 classes (6 for non-lab 8 for Lab based subjects) per week are to be allotted for subject for each class (XI/XII).

3. Remuneration: - The remuneration of @ Rs. 200/- will be paid per class.

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4. Procedure for Engagement:-

- i) The School Authority will place requisition for 01, maximum 02 subject teachers along with staff pattern, bio-data and consent letter of the teacher to be engaged to the DIS (SE). He on receiving approval from the Commissioner of School Education, West Bengal, will allow the school authority to engage the teacher.
- ii) The School Authority on receiving approval from the DIS will engage the teacher having qualification and under terms and conditions as stated in this order.
- iii) After engagement the school authority will inform the DIS about the engagement and submit bills separately for payment of remuneration after completion of one month.
- iv) The DIS will send details of such engagements in the district to the CSE and CSE will send a consolidated report to the Department.
- v) Every engagement will be terminated by the DIS as soon as the regular teacher on the same subject joins in the school and will send a report to the CSE.

5. The fund for this purpose will be met out of the budgetary allocation made under the following head of account:

"2202-General Education-02-Secondary Education-110-Assistance to Non-Govt. Secondary Schools-NP-Non Plan-006-Assistance to Non-Govt. Higher Secondary Institution (ES)-31- Grants-in-aid-General-01-Salary Grants".

6. The concerned District Inspector of Schools (SE) of the district will act as D.D.O for the head of account mentioned above.

The following procedure for disbursement of salary to the 'Part Time Teachers' will be as follows:-

- i. The Pay bills of the Part Time Teachers will be prepared by the School Authority and to be placed before the D.I.S. (SE) /ADIS (SE) concerned.
- ii. The disbursement of salary to the Part Time Teacher will be done in Cash.

7. This order issues with concurrence of Finance Department (Gr. P<sub>2</sub>) West Bengal vide their U.O. NO. 1044 Gr. P (2).

8. The Accountant General, West Bengal is being informed accordingly.

Sd/-

(Sri Asim Kumar Bhattacharya)

Joint Secretary

to the Government of West Bengal