



**West Bengal Council of Higher Secondary Education**  
Vidyasagar Bhavan  
9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

No : DS(ACA)/NF\_021216\_I

Date : 02.12.2016

**NOTIFICATION**

**Attention : All Heads of Higher Secondary Institution**

This is related to the engagement of Part-time teachers [ on temporary basis for one year ] of various subjects in the H.S section of the H.S Institutions affiliated under the council.

1. Copy of appointment letter issued by the Institution in the name of the teacher.
2. Copy of joining letter of the teacher.
3. Attested copy of academic credentials [ Graduation ( Hons. ) / Post-Graduation ] of the teacher.
4. Copy of M.C resolution regarding appointment of such teacher.
5. 2 copies of N.O.C from the teacher.
6. Copy of last renewal of HS section.

The aforesaid documents are to be submitted to the Academic Section of the Council for necessary approval.

Assistant Secretary (Academic)  
(WBCHSE)