



THE WEST BENGAL SCHOOL SERVICE COMMISSION

ACHARYA SADAN: 11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

The West Bengal School Service Commission is going to hold the 12th Regional Level Selection Test (HM) 2012, for the recruitment of Headmaster/ Headmistress in recognized aided Non-Govt. High /Higher Secondary Schools in West Bengal against the vacancies available and reported as per WB School Service Commission (Selection of Persons for Appointment to the Post of Teachers) Rules, 2007, subsequent amendments made in the said Rules and advertised herewith. The vacancies indicated are tentative under clause (a) of sub-rule (2) of rule 8 and the finally reported vacancies in the posts of Headmaster/ Headmistress under clause (b) of sub rule (2) of rule 8 and carry forwarded vacancies under rule 20 for which the RLST is being conducted shall be published during the publication of the result of the Written Test.

1. Eligibility: Only the citizens of India may apply for the post as referred to in sub-clause (iv) of clause (h) of rule 2 of the WB School Service Commission (Selection of Persons for Appointment to the Post of Teachers) Rules, 2007, i.e. the Headmaster/ Headmistress in High /Higher Secondary Boys', Girls', Co-Ed. Schools in a particular Region only in the prescribed form available from the website of W B School Service Commission i.e. www.westbengalssc.com. **FEMALE CANDIDATES ARE ELIGIBLE FOR CO-ED. & GIRLS' SCHOOLS & MALE CANDIDATES ARE ELIGIBLE FOR BOYS' & CO-ED. SCHOOLS ONLY.**

2. Qualification Essential: (i) Master's Degree from a UGC recognized University with at least 45% marks both at the Secondary Level and Higher Secondary Level, 40% marks in the Honours subject at the Honours Level or 45% marks at the Pass Level for a candidate without having Honours Degree and 40% marks at the Post-Graduate Level, with degree in Bachelor of Teaching/Bachelor of Education/ Post-Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching / Bachelor of Education / Post-Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session.

Provided that the above criteria of marks shall not apply to a Headmaster/ Headmistress in approved service in Jr. High/High/Higher Secondary School.

(ii) Ten years' continuous Teaching Experience on the date of advertisement in approved service in a Higher Secondary School/ High School/ Jr. High School recognized by the West Bengal Council of Higher Secondary Education/ West Bengal Board of Secondary Education or equivalent.

3. Age: Up to 55 years as on 1st January 2012 (i.e. Not born before 01.01.1957)

4. Medium of Instruction in the Institution: Candidates applying for any School with particular Language or Languages (Multilingual) as Medium of Instruction must have that Language or any of those Languages of Medium as First or Second or Third Language at Secondary level of the West Bengal Board of Secondary Education or from any equivalent Board or at Higher Secondary level of the West Bengal Council of Higher Secondary Education or from any equivalent Board/ Council or must have succeeded at any subsequent Higher level of Education in that Language paper.

5. Medium of Answers: Part- I shall be of three parts: - Part-A of 15 marks consisting of Subjective/ Short Essay Type questions to be answered in English only, Part-B of 15 marks consisting of Subjective/ Short Essay Type questions to be answered either in English or in Bengali & Part-C of 15 marks consisting of Subjective/ Short Essay Type questions to be answered in English only. Part- II shall be of 10 marks consisting of 20 Multiple Choice Objective Type questions. **Candidates applying for other than Bengali Medium Schools shall have to write answers in English only.**

6. Fees for Examination

Post Applied For	Fees amount in the form of Demand Draft of any Nationalized Bank payable at Kolkata	
	General /OBC	SC/ST/PH
Headmaster/ Headmistress	750	500

7. How to Apply Online Application:

Candidates can apply online only from 04-07-2012 to 31-07-2012 upto 5:00 p.m. Candidate have to send the downloaded filled-in Application Form with relevant document attached by post mentioning "Application for the post of Headmaster/ Headmistress" addressed to the concerned Regional School Service Commission.

Sl. No.	Region	Address
1	EASTERN	M B C INSTITUTE OF ENGINEERING & TECHNOLOGY CAMPUS, SADHANPUR, P.O. & DISTRICT. : BARDHAMAN, PIN: 713101
2	NORTHERN	GOVT. TEACHER'S TRAINING COLLEGE HOSTEL, MALANCHPALLY, WARD NO. 03, ENGLISH BAZAR MUNICIPALITY, P.O- MAKDUMPUR, DIST- MALDA-732103
3	SOUTHERN	84, SARAT BOSE ROAD, KOLKATA- 700026
4	WESTERN	"ACHARYA BHAVAN", MACHANTALA, P.O. & DISTRICT- BANKURA, PIN: 722101
5	SOUTH EASTERN	ZILLA PARISHAD BHAVAN (ANNEX BUILDING) RISHI BANKIM SARANI, BARASAT, NORTH 24 PARAGANAS, PIN: 700124

The Application alongwith photocopies of documents/ testimonials and the Demand Draft of requisite fees of any Nationalized Bank should reach the concerned Regional Commission's office within 31-07-2012 by 05:00 p.m. positively. Any other mode of Application will not be encouraged at all.

Candidates are first required to go to the official website at www.westbengalssc.com and click on the option "Apply Online for the post of Head master/Head mistress under 12th RLST". Before fill in online application form, online candidate should keep all the pre requisite documents with him/her with soft copy of one passport size image(20 to 100 kb in size, scanned with atleast 200 dpi setting) duly signed at the bottom and save as .jpeg format (Please follow the link for detailed process). After submission of on line Application Form printout will be considered as final and no modifications will be allowed online. Candidates are hence requested to fill in the online Application Form with the utmost care.

After completion of all the required fields you can see the **PREVIEW** of your filled-in Application Form. If it has any error just click on **CLOSE** Button on the **PREVIEW PAGE** and edit the data on the **APPLICATION FORM** itself. And if everything is correct then click on the **SUBMIT** Button and take 2 copies print out of the filled in Application form. Please Attach required document with the form and Demand draft of same denomination as prescribed in "Fees for Examination" column in the name of "West Bengal Central School Service Commission" payable at Kolkata and submit it to the concerned Regional Office of School Service Commission.

BEFORE APPLY TO THE SAID POST, A CANDIDATE MUST BE SURE THAT HE/ SHE HAS FULFILLED ALL THE ELIGIBILITY CONDITIONS.

NOTE: ADMISSION TO THE TEST IS PURELY PROVISIONAL SUBJECT TO VERIFICATION OF THE CANDIDATES' ELIGIBILITY AT VARIOUS STAGES.

8. Qualifying Marks: 40% marks in Part- I, relaxable by the Commission under the provision of Rules, Mediumwise & Postwise separately.

9. Method of Selection: Letters of Personality Test will be issued to the selected candidates on the basis of Academic, Professional Qualification & Teaching Experience and marks obtained in Paper I & Paper II, to the extent of not exceeding 2.0 times of the advertised Final Vacancies under sub-clause (b) of sub-rule (2) of rule 8 and carry forwarded vacancies under rule 20, Regionwise, Mediumwise (including Multilingual Medium) and Postwise i.e. Headmaster/ Headmistress of High /Higher Secondary Schools.

10. Panel: There shall be a Panel for Headmaster/ Headmistress of High /Higher Secondary School with combined rank. Panel shall be prepared of candidates found fit for recommendation and each such panel shall include names equal to the number of Final Vacancies [Vacancies advertised under sub-clause (b) of sub-rule (2) of rule 8 and carry forwarded vacancies under rule 20 sub-clause (b) of sub-rule (2) of rule 8 and carry forwarded vacancies under rule 20] received & advertised Regionwise, Mediumwise (including multilingual Medium) for the post of Headmaster/ Headmistress in High/ Higher Secondary Schools on the basis of Academic, Professional Qualification & Teaching Experience, marks obtained in Paper I, Paper II and Personality Test. Candidates equal to 0.25 times the number of said Final Vacancies, but not figuring in the Panel, shall be included in a Waiting List in order of merit.

11. Recommendation: Recommendation of empanelled candidates for the post of Headmaster/ Headmistress in High /Higher Secondary Schools shall be done through Counselling. Male empanelled candidates may select either Boys' or Co-Ed. Schools, while female candidates may select either Girls' or Co-Ed. Schools on the basis of their combined rank at the material point of time during Counselling.

12. Bar on Recommendation & Disqualification: Any candidate appointed through S.S.C. is not eligible to apply for enrolment in the same Post for three years from the date of last appointment in the said post. "Post" means a whole time sanctioned post of Headmaster/ Headmistress in High /Higher Secondary School.

NO PERSON SHALL BE ELIGIBLE FOR SELECTION FOR APPOINTMENT TO THE POST OF TEACHER IN ANY SCHOOL IF HE/ SHE HAS ACCEPTED OR OFFERED DOWRY IN ANY FORM AT THE TIME OF HIS/ HER OWN MARRIAGE OR HIS / HER SON'S OR DAUGHTER'S MARRIAGE.

NO. OF TENTATIVE VACANCIES IN HIGH/ HIGHER SECONDARY SCHOOLS UNDER SUB-CLAUSE (A) OF SUB-RULE (2) OF RULE 8 REGIONWISE & MEDIUMWISE AS PER THE REPORTED INFORMATION AVAILABLE UNDER 12TH RLST (HM), 2012.

Region	Medium	District	High/ HS School			TOTAL
			Boys	Girls	Co-Ed	
Eastern	Bengali	Birbhum	3	5	35	43
		Burdwan	2	11	46	59
		Hooghly	2	13	27	42
	Hindi	Burdwan	5	1	1	7
		Hooghly	1	1		2
	Urdu	Burdwan	1	2	1	4
	Telegu	Hooghly			1	1
TOTAL TENTATIVE VACANCIES IN EASTERN REGION						158
Northern	Bengali	Coochbehar		3	6	9
		Jalpaiguri		2	6	8
		Uttar Dinajpur	2	3	7	12
		Dakshin Dinajpur			9	9
		Malda	1	2	16	19
		Murshidabad	1	13	34	48
	Hindi	Jalpaiguri		1		1
		Darjeeling			1	1
	Urdu	Uttar Dinajpur		1		1
TOTAL TENTATIVE VACANCIES IN NORTHERN REGION						108

Southern	Bengali	Howrah	5	14	18	37	
		Kolkata	3	12	8	23	
		South 24 Parganas	5	16	64	85	
	Hindi	Howrah	1		1	2	
		Kolkata	1	1		2	
	Urdu	Howrah			1	1	
		Kolkata			1	1	
Telegu	Howrah			1	1		
TOTAL TENTATIVE VACANCIES IN SOUTHERN REGION						152	
Western	Bengali	Purulia	1	5	34	40	
		Bankura			6	21	27
		Paschim Medinipur			26	57	83
		Purba Medinipur	1	17	29	47	
	Bengali/ Santhali	Purulia			1	1	
	Urdu	Purulia			1	1	
	Telegu	Paschim Medinipur			1	1	
TOTAL TENTATIVE VACANCIES IN WESTERN REGION						200	
South- Eastern	Bengali	Nadia	3	10	21	34	
		North 24 Parganas	9	14	42	65	
	Hindi	North 24 Parganas			1	1	
	Urdu	North 24 Parganas			1	2	
	Telegu	North 24 Parganas			1	1	
TOTAL TENTATIVE VACANCIES IN SOUTH-EASTERN REGION						103	

অনলাইন ফর্ম পূরণের বিধি:

১. ১টি সাদা কাগজে আপনার সমসাময়িক পাশপোর্ট সাইজের ছবি আঠা দিয়ে লাগিয়ে ঠিক ছবির নীচে সাদা কাগজে Signature করুন।
২. এরপর ঐ ছবি Scan করে ছবি ও Signature এর অংশটুকু Crop ক-র .JPG ফাইল হিসাবে Save করুন।
৩. আপনার প্রদেয় ফি-র সমান টাকার একটি ডিমান্ড ড্রাফট করবেন "West Bengal Central School Service Commission", Payable at Kolkata -এর নামে।
৪. এর পর www.westbengalssc.com এ গিয়ে Online Application Link Follow করে আপনার Data গুলো Input করুন। সব data input করার পর Image টা upload করুন এবং ড্রাফট নম্বরটি প্রদান করুন।
৫. আপনার Form Preview করুন। সব ঠিক থাকলে Preview close করে Form submit করুন। "Submit successfully" দেখালে "Filled-in Form" print করার option আসবে। তাতে click করে প্রিন্ট করুন এবং ফর্ম নম্বরটা নিজের কাছে লিখে রাখুন। যা দিয়ে ভবিষ্যতে আপনি আবার ফর্মটি প্রিন্ট করতে পারবেন। Filled-in-Form এ প্রিন্ট দুটি পৃষ্ঠায় আসবে।
৬. ফর্ম-এর page দুটি পরপর রেখে তারপর আপনার self attested document গুলি দেবেন এবং সবার উপরে ড্রাফট-এ রেখে একসঙ্গে সেলাই করে যেে রিজিয়নে এ্যাপ্লাই করছেন সেই রিজিয়নে রেজিস্টারড পোস্ট মারফৎ পাঠিয়ে দেবেন যাতে আপনার ফর্মটি যেন অবশ্যই ৩১.০৭.২০১২ -র মধ্যে উক্ত রিজিয়নে পৌঁছায়।