

# THE WEST BENGAL COLLEGE SERVICE COMMISSION

## REGULATION NO. 1

### **Regulations regarding manner of selection of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians in Government aided Colleges in West Bengal**

In exercise of the power conferred by clause (i) of sub section (2) of Section 25 of the West Bengal College Service Commission Act, 2012 (West Bengal Act XXIX of 2012), the West Bengal College Service Commission hereby makes with the previous approval of the State Government the following regulations :

#### **1. Short title, extent and commencement: –**

- (1) These regulations may be called the West Bengal College Service Commission (Manner of Selection of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Assistant Professor) Regulations, 2012.
- (2) They shall extent to the whole of West Bengal in relation to all Government aided Colleges.
- (3) They shall come into force from the date of its notification by the Commission.

#### **2. Definitions:–**

- (1) In these regulations, unless the context otherwise requires, -
  - (a) “Act” means the West Bengal College Service Commission Act, 2012 (West Bengal Act XXIX of 2012).
  - (b) “approved post” means a post created by the State Government or a post created prior to the coming into force of the West Bengal

Universities (Control of Expenditure) Act, 1976 (West Bengal Act XVII of 1976) and duly approved by the Director of Public Instruction, West Bengal,

(c) "Commission" means the West Bengal College Service Commission constituted under sub-section (1) of section 3 of the erstwhile West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978);

(d) "Commissions' Website" means the official web-site maintained by the Commission having address as <http://www.wbcsc.ac.in>.

(e) "Clause" means clauses of the Regulations.

(f) "Section" means sections of the Act;

(2) Any other words or expressions used in these Regulations but not defined anywhere herein shall have the same meaning respectively assigned to them in the Act.

### **3. Information regarding vacancies:-**

(1) The Commission shall seek from the Government-aided Colleges, through a general notification in its website, requisitions for actually existing vacancies in whole-time substantive posts of Assistant Professors, Librarians and Principals approved by the State Government as such.

(2) The Commission shall instruct the said Colleges, through the aforesaid general notification, to furnish such documents and information as may be considered necessary for the purpose of validating the requisitions.

(3) The Commission may call for such information as may be necessary from the State Government for determining as to whether any vacancy actually exists against an approved post.

- (4) Only on receipt of a valid and complete requisition from the Principal or a Teacher-in-Charge of a College for recommending a candidate for appointment in a vacancy against an approved post, the Commission shall consider the vacancy as a valid vacancy and shall record it as such in its books.
- (5) The Commission shall notify a cut-off date in its official web-site up to which the vacancy requisitions shall be accepted for the purpose of a particular advertisement and selection process, and the said cut-off date shall always precede the date of the publication of the first provisional merit panel in respect of that advertisement.
- (6) The Commission shall display a list of all such recorded vacancies (to be called the 'existing vacancies') category-wise (Unreserved, SC, ST, OBC-A, OBC- B and PWD) in its website prior to publishing any provisional merit panel for recruitment of Principals, Assistant Professors and Librarians, in order to facilitate a transparent counselling process.

Provided that, in cases where no suitable candidate is found eligible against a valid vacancy in any particular round of recruitment process, the Commission may, at its discretion, re-advertise the post in the next round of recruitment even without a fresh requisition from the College, after calling for the necessary information from the appropriate authorities.

#### **4. Eligibility and Advertisement of vacancies:-**

- (1) The minimum eligibility conditions for recruitment to the posts of Principals, Assistant Professors and Librarians shall be such as may be notified by the State Government from time to time. The currently notified eligibility conditions shall apply for all vacancies, irrespective of the date of occurrence or creation of the said vacancies. The Commission

may, however, introduce additional qualification and experience-related parameters in order to select candidates of higher merit.

- (2) The Commission shall, for the purpose of selection of persons for appointment to the posts of Principals, Assistant Professors and Librarians, advertise vacancies in such posts in at least one national daily in English and one leading Bengali newspaper and upload all such information relating to the posts and to the application and recruitment process as deemed necessary by the Commission on its website.

#### **5. Submission of applications:-**

- (1) The process of making applications may be made on-line with the provision that a print-out of the electronically-submitted application form, accompanied by hard copies of all necessary documents be sent to the Commission's office within a stipulated date, as notified by the Commission.
- (2) The quantum and mode of payment of the requisite application fee shall be such as may be determined by the Commission.

#### **6. Selection of candidate:-**

The Secretary of the Commission shall arrange for proper scrutiny of every application against an Advertisement and for interview of persons for selection in terms of section 7:

provided that the Commission may, at its discretion, call for interview of short-listed applicants after preliminary selection on the basis of qualifications and experience as stated in the Advertisement, or hold a written examination of all eligible applicants and may, thereafter, call for

interview a sufficient number of candidates in order of their merit on the results of the examination for final selection.

## **7. Panel of candidates:–**

### **(1) For Assistant Professors:-**

**(a)** On the basis of the overall assessment of all academic records, interview and such other criteria including interalia the experiences of Approved Part-time Teachers and Approved Contractual Whole-time Teachers, as the Commission may deem appropriate, the Commission shall, for each subject, prepare a single provisional merit panel of candidates for each category of posts such as Unreserved, SC, ST, OBC- A, OBC- B and PWD as may be found suitable for recommendation.

**(b)** There shall be separate panels for each category and for each subject for General degree Colleges and for B.Ed Colleges or B.Ed departments of General degree Colleges.

**(c)** Each such panel shall ordinarily include 50% in excess of the number of existing vacancies referred to in clause 3 of this Regulation or in excess by such number as may be considered necessary by the Commission.

### **(2) For the post of Principal:-**

**(a)** On the basis of overall assessment of all academic records, interview and such other criteria as the Commission may deem to be appropriate for the post of Principal; the Commission shall prepare a single provisional merit panel of candidates as may be found suitable for recommendation for the post of Principal.

**(b)** There shall be separate panels for General degree Colleges and for B.Ed Colleges or B.Ed departments of General degree Colleges.

(c) Each such panel shall ordinarily include 50% in excess of the number of existing vacancies referred to in clause 3 of this Regulation or names in excess by such number as may be considered necessary by the Commission.

**(3) For the post of Librarian:-**

**(a)** On the basis of the overall assessment of all academic records, interview and such other criteria as the Commission may deem to be appropriate for the post of a Librarian, the Commission shall prepare a single provisional merit panel of candidates for each category such as Unreserved, SC, ST, OBC-A, OBC- B and PWD, as may be found suitable for recommendation.

**(b)** Each such panel shall ordinarily include 50% in excess of the number of existing vacancies referred to in clause 3 of this Regulation or names in excess by such number as may be considered necessary by the Commission.

**(4)** The Commission, for the purpose of recommendation to each and every post of Principal, Assistant Professor and Librarian, shall determine the method of selection including different selection criteria for each category of posts on which the applicants shall be judged and the relative weightage to be assigned to such criteria and for that purpose, the Commission may seek the assistance of experts not below the rank of Professor of a University, subject to the condition that the criteria so determined shall not be incongruous to the eligibility norms framed by the State Government referred to in clause 4(a) of this Regulation.

**(5)** No panel referred to in sub-clause (1), (2) and (3) above in this clause shall be invalidated for the reason of shortage in the number of applicants relative to the number of existing vacancies:

Provided the empanelment of a candidate shall not confer any right to such candidate to be recommended.

**(6)** The Selection Committee shall be chaired in all cases by either the Chairperson or his nominee who shall always be a member of the Commission other than the member Secretary. However, only the experts referred to in Section 8(4) of the Act shall have the rights to award marks on all subjective or qualitative criteria in respect of the selection of Assistant Professors and Librarians:

Provided that in the event of a tie between two or more candidates in the same merit panel, the person senior in age shall get precedence over the person(s) junior in age:

Provided further that the quorum for the experts' panel, referred to in Section 8 (6) and constituted in accordance with the provisions of Sections 8 (3) and 8(4), shall be 50%, rounded off to the next higher whole number, subject to a minimum of three experts for an interview conducted for Assistant Professors and Librarians and two Vice-Chancellors or their nominees, as the case may be, for the interview conducted for the post of Principal.

**(7)** Each panel shall remain valid for one year from the date of its publication by the Commission, or until all the existing vacancies are filled up through recommendation of the Commission, whichever is earlier:

Provided that no panel shall be invalidated before at least one round of counselling takes place.

## **8. Allotment of candidates:-**

**(1)** The Commission shall normally recommend only one name from the merit panel for appointment against one existing vacancy and a copy of the letter recommending the name shall be endorsed to the candidate concerned as well as to the Director of Public Instruction, West Bengal.

**(2)** The Commission may recommend names of more than one candidate against a single valid vacancy in a particular College, if and only if such College has been given the right of a restricted selection of a suitable candidate from among more than one candidate recommended by the Commission by a Court of Law.

Note- The vacancy referred under this proviso for a particular College which is specially empowered by a Court of Law shall be called a special vacancy.

**(3)** Allotment shall be done through a process of merit-cum-preference counseling, separately for each category (Unreserved, SC, ST, OBC-A, OBC-B, PWD) as laid down hereunder.

## **9. Counseling:-**

**(1)** The empanelled candidates under each category such as Unreserved, SC, ST, OBC-A, OBC-B, PWD, may be called for counseling one by one strictly in order of their merit and be given the opportunity to choose the vacancy under respective category of his preference from amongst the ones that still remain vacant when his turn comes.

**(2)** The vacancy chosen by the topmost candidate in rank amongst the remaining ones in the panel shall be allotted to him.



**(3)** Once a candidate exercises his choice, he shall forthwith forfeit his right to choose any other vacancy and refusal to choose any of the remaining vacancies at one's turn shall automatically cancel the candidature of that candidate:

Provided, the candidature of an empanelled candidate may be treated as cancelled, if the candidate fails to attend the counselling on the appointed day and time.

**(4)** The counseling process should be continued until any vacancy is left vacant under a particular category or no candidate remains in the panel to be called, whichever is earlier. The occurrence of either of these above shall indicate the end of one round of the normal counseling process.

**(5)** The normal counseling process may resume only if any recommended candidate fails to join in the vacancy allotted to him within a reasonable time. The Commission shall duly consider the representation of the Principal indicating such failure, and offer the vacancy to the highest ranked candidate remaining unrecommended in the panel, if any, and so on, till that vacancy is accepted.

**(6)** Counseling process can, however, continue even after the occurrence of clause 9 (4) above only under the circumstances related to a 'special vacancy' as described in proviso (b) to this sub-clause.

**(7)** If the prescribed eligibility conditions referred to in clause 4 (a) above stipulate that a particular type of candidates should be preferred for a particular type of vacancy, the counseling process described above will be altered to give first opportunity to the preferred type of candidates to choose such stipulated type of vacancies, irrespective of their position in the overall provisional merit panel. The order of merit will

however, be strictly followed internally among such preferred type of candidates for the purpose of counseling.

**(8)** The process of counseling mentioned in clause 9(1) and 9 (2) may be altered for a special vacancy:

Provided if fewer than the said stipulated number of candidates express(es) their preference for a 'special vacancy' at the expiry of the normal counseling process, the Commission will try to make up the deficit by recommending the required number of additional candidates for that 'special vacancy' from amongst the remaining candidates of the relevant panel strictly in order of merit and subject to the availability of the required number of willing candidates in the remaining part of the panel:

Provided further in the event of an insufficiency in the required number of willing candidates, the names of as many candidates as are willing to be recommended against a special vacancy shall be recommended.

**(9)** In the event of choosing a 'special vacancy' at the first instance, a candidate is rejected for appointment by the concerned College by virtue of its power of having restricted choice, the Commission, may, at its discretion, re-recommend him/her to another vacancy, within the life of the panel, out of the 'existing vacancies' or, in the absence of any such 'existing vacancy', a vacancy arising after the cut-off date mentioned in clause 3 of these Regulations. However, the Commission shall not take any responsibility for any rejected candidate who chose to be recommended against a special vacancy in spite of the fact that somebody higher than him/her in the panel had already chosen that vacancy.

**10. Re-recommendation of candidates: –**

The Commission shall for the purpose of re-recommendation of an existing teacher in terms of proviso of Section 10 (1) of the Act, take into consideration the Zone-wise preference of the concerned teacher.

**11. General powers of the Commission:-**

The Commission shall have powers to determine every question which may arise in the selection process in a manner not inconsistent with any provisions of the Act and where necessary, in consultation with the State Government.

**12. Repeal and Savings:-**

- (1) The West Bengal College Service Commission (Manner of Selection and Recommendation of Persons for Appointment to the posts of Assistant Professors and Principals) Regulations, 1980 shall stand repealed.
- (2) Subject to such repeal any recruitment processes in relation to any advertisement published prior to coming into effect of this Regulation shall continue to be conducted in accordance with the erstwhile Regulations.

Date: December 27, 2012

SD/-  
Chairman  
The West Bengal College Service Commission