

**PARTICULARS REQUIRED IN CONNECTION WITH THE APPROVAL
OF APPOINTMENT OF TEACHERS IN GOVERNMENT AIDED
HIGH/HIGHER SECONDARY SCHOOL.**

(To be furnished in triplicate supported by a copy of the resolution of the Managing Committee)

Name of the School

P.O.

P.S.

Sub-Division

District

1. (a) Whether a case of Appointment in a Permanent :
Vacancy consequent upon the retirement / resignation
Of a teacher

(b) Whether a case of temporary arrangement in leave :
Or deputation vacancy (the kind of period of leave or
Deputation with date to be noted).

(c) Whether a case of confirmation :

(d) Whether a case of strengthening the staff :

2. Name of the Teacher :

3. Father's/Husband's Name :

4. Residence

Village : P.O. :

P.S. : District :

N.B. If the teacher comes from Pakistan, he/she shall have to make an affidavit before a competent court declaring himself/herself a citizen of the Indian Republic and the affidavit shall have to be submitted to his office.

5. Age as given in the Matric / S.F. / P.U. / H.S. Pass Certificate :

6. Academic Qualifications :

	Year in which Passed	Division & Class	Subject Taken
Matric/S.F./H.S./P.U.
Higher Secondary
I.A./I.Sc./I.Com.
B.A./B.Sc./B.Com.
M.A./M.Sc./M.Com.
V.M./B.T./B.ED/M.ED/PT
Science/Geography
Training Certificate

7. Previous teaching experience :

School with period of service :

N.B. Teachers shall have to produce documentary evidence regarding their teaching experience or he/she will be
treated as a new entrant. (P.T.O.)

8. If the Teacher previously worked in any Govt. Aided High School, West Bengal, the rate of Pay or Allowance Drawn as given in his/her Last Pay Certificate (a copy Of the Last Pay Certificate attested by the Secretary of The School concerned be furnished).
9. Nature of Vacancy in which appointed and name of the Teacher, Designation, Pay etc. in whose place appointed.
10. Date on which appointed
Pay and Allowance admissible under the new rule.
In case of confirmation – date on which first appointed
Should be noted with the Original Pay.

(Resolution No. and Date of the meeting to be noted.)

11. Condition, if any, of appointment :
12. Signature of the teacher appointed :
13. In case of strengthening the staff following particulars
Should be furnished.
 - (a) Present Roll-strength of the school (class by class) :
 - (b) No. of Post Sanctioned as per Grant-in-Aid Memo :
 - (c) Existing No. of Teachers and the staff classified :
According to qualification.
 - (d) Special reason why the staff has been strengthened :
And subjects specially, to be taught by the teachers
To be noted.

Certificate to be given :

- (a) That the teacher's pass certificates have been verified
- (b) That the previous experience of the teacher as noted
has been verified from the documentary evidence
produced by the teacher.
- (c) That the post in case of permanent vacancy of
strengthening of staff was duly advertised.

Signature of Headmaster/Headmistress

Signature of the Secretary