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Staff Pattern

On Pattern of Teaching Staff

No. : 60-Edn.(S)
5P-62/61

Dated : Calcutta, the 15th January, 1972.

To : The Director of Public Instruction, West Bengal.

Sub : *Pattern of teaching staff in recognized Non-Govt. High/Higher Secondary School.*

The undersigned is directed to say that the system of prescribing scales of pay on the basis of academic qualification of the members of the teaching staff was introduced with the object of encouraging the members of the teaching staff to improve their academic qualifications, thereby bringing about a qualitative improvement in the standard of teaching in Secondary Schools. The experiment has not proved wholly successful. A tendency has, of late, been observed among the members of the teaching staff to possess Honours and Master's Degree in subjects of the staff or in subjects of which there are already too many teachers of the staff or in subjects which are not at all taught in the school. While such improvement of qualifications entitles the teachers concerned to a higher scale of pay, neither the institution nor the students derive any corresponding benefit for the additional expenditure involved. The matter has been carefully reconsidered. The Govt. feel that the system should be so oriented as to ensure the maximum benefit to the students and the institutions retaining at the same time the incentive for teachers to improve their qualifications.

2. In supersession of all previous orders on the subject, the Governor is now pleased to direct that in determining the pattern of teaching staff in the High/Higher Secondary schools the following principles should be observed viz :-

(i) The number of teachers admissible for a school should be determined on the basis of the usual yardstick i.e., on the basis of 29 periods per week per teacher or such other standard as may be prescribed.

(ii) For junior sections i.e. for classes V-VIII no teacher with Honours Degree should be approved. If any teacher on the staff subsequently acquires higher qualifications, he should be treated as a Pass Course graduate for the purpose of grants-in-aid and other financial benefits admissible to the school or to the teacher.

(iii) For Senior IX-XI the number of the teachers with Honours Degree or Master's Degree should be determined on the basis of the work-load in each major subject and the elective subjects. For additional sections in these classes, teachers with the qualifications indicated above may be sanctioned only when the number of teacher already sanctioned are found to be inadequate. Before sanctioning such additional post, the additional work-load should be carefully scrutinised. The number of teachers with Honours Degree or with Master's Degree admissible in each subject should be carefully indicated. Any teacher appointed with such degrees in excess of the requirement or in subjects not specified should be treated as a Pass Course graduate for the purpose of grants-in-aid and other financial benefits admissible to the institution or to the teacher provided however, the appointment is within the overall sanctioned strength of the institution as a whole.

(iv) If any of the existing teacher improve his qualifications and acquire a Master's or Honours Degree in excess of the requirement determined on the principle laid down in the proceeding clause, he should be treated for the purpose of grants-in-aid and other financial benefits admissible under the rules as a Pass Course graduate until he is absorbed in a suitable vacancy within the overall sanctioned strength.

3. The principles set forth above will also apply, *mutatis mutandis*, to the absorption of whole-time Hindi teachers as Assistant Teachers.

4. These orders shall come into effect from 1.2.72. The existing teachers who have been permitted to draw scales of pay on the basis of the qualifications possessed or subsequently acquired by them irrespective of the requirements of school may be permitted

to draw the scales of pay as personal to them so long as they serve in the schools in which their appointment was approved. No appointment with corresponding qualifications shall be made as soon as they vacate their posts. The vacancy should be filled according to the principles set forth above.

5. These orders may be brought to the notice of all concerned immediately.

Sd/- J. C. Sengupta, *Secretary*.

D.P.'s No. : 147(16)Sc/G
OM-29S-71

Dated : Calutta, the 28th January, 1972.

Copy of Government of West Bengal (Education Department) Order. No. 60-Edn.(S) dated the 15th January, 1962 forwarded to the District Inspectors of Schools-in-charge of Secondary Education for information and immediate communication to the Secretaries of all aided High and Higher Secondary schools and High and Higher Secondary Madrasahs under his/her control.

Maximum number of posts of Assistant teachers in which Honours or M.A./M.Sc. Teachers' pay scales are admissible is as follows :

1. High Schools (Class X High Schools)

No. of periods held for major subjects and elective subjects in Classes IX, X and XI minus the number of periods allotted to the Headmaster and the Assistant Headmaster (divided by 29)

2. Higher Secondary Schools (Class XI Schools)

No. of periods held for major subjects and elective subjects in classes IX, X, and XI minus the number of periods allotted to the Headmaster and the Assistant Headmaster (divided by 29)

Elective subject teachers are also required to put up at least 29 periods of work-load per week in classes IX, X and XI and also in the Junior Sec, if necessary.

A major subject is a subject for which at least 8 periods are allotted per week in each of the classes from class IX to class XI in Higher Secondary Schools (XI class schools) and each of the class from class IX to class X in High Schools (X-class schools).

The authorities of each aided High and Higher Secondary Schools should be requested to frame a staff pattern on the above principles under the following categories : -

(a) Headmaster/Headmistress, (b) Assistant Headmaster/Assistant Headmistress, (c) Assistant teachers for the junior section, (d) Teachers of Elective subjects and of major subjects.

All the approved Assistant teachers other than those admissible under category (d) should be shown under category (c).

The school authorities should submit a statement in triplicate showing the staff pattern framed according to the above principles to the respective District Inspectors of Schools (Secondary Education).

In application for grants-in-aid the teaching staff should be arranged according to the approved staff pattern enumerated above.

Sd/- S. C. Roy, *for Director of Public Instruction*.

GOVERNMENT OF WEST BENGAL
Education Department, Secondary Branch

No. : 1579-Edn.(S)
38-115/72

Dated : Calcutta, the 21st September, 1973.

To : The Director of Public Instruction, West Bengal.

Sub : *Adjustment of teaching and non-teaching staff consequent on revision of structural pattern of Secondary Education.*

In clarification of the orders contained in this Deptt. Memo No. 804-Edn.(S) dated the 13th June, 1973, the undersigned is directed to say that as it is the declared policy of the Government that as a result of the introduction of the revised structural pattern of Secondary Education from 1st January, 1974 no teaching or non-teaching staff of Higher Secondary Schools would lose their jobs; it is not necessary to declare any of them as 'surplus'. However, the Government intends to utilise as fully as possible the services of

such staff in the best interest of the institutions. Therefore, it may be necessary to make some adjustments of their work-load and take other measures as a whole. The Board has already formulated revised curriculum and syllabuses for classes VI to X which will be introduced from 1st January, 1974 in a phased way. The teaching load in a particular subject has also been calculated by the Board. A tentative assessment may now be made on the basis of these and the position of teaching and other work-load *vis-a-vis* existing staff as it would emerge from the coming years and the Government may be apprised of the results as early as possible. A further communication will follow regarding the revised staffing pattern of the remodelled schools.

Sd/- S. N. Chowdhury, *Deputy Secretary.*

GOVERNMENT OF WEST BENGAL
Education Department, Secondary Branch

No. : 1582-Edn.(S)
5P-62/71

Dated : Calcutta, the 22nd September, 1973.

To : The Director of Public Instruction, West Bengal.

Sub : *Pattern of teaching staff in recognised Non-Govt. High/Higher Secondary School.*

1. The undersigned is directed to say that it has been brought to the notice of the Govt. that a number of teacher in different High and Higher Secondary schools appeared in the M.A. M.Sc. or M.Com. Examinations held by the different universities of the State before the promulgation of orders contained in Memo No. 60-Edn.(S) dated 15.1.72. The results of the examination in many cases were, however, published after the date from which the orders cited above came into force.

2. After careful consideration of the circumstances in which such teachers improved their qualifications the Governor is pleased to direct that in cases where the approved teachers appeared in an examination held by any of the Universities of the State before the date of enforcement of the G.O. No. 60-Edn. (S) dated 15.1.72 for improvement of their qualifications by acquiring Honours degree or Master's Degree but the results of the examinations were published after the date of enforcement of the orders cited above, the teachers concerned may be allowed on their success in the examination, the scale of pay on the basis of the improved qualification under usual rules irrespective of the requirement of the school but subject to other conditions specified in the G.O. cited above.

Clause (iv) of para 2 of the G.O. No. 60-Edn.(S) dated 15.1.72 stands modified to the extent indicated in the preceding para.

Sd/- B.N. Chatterjee, *Joint Secretary.*

GOVERNMENT OF WEST BENGAL
Education Directorate, Grant-in-Aid Section

No. : 672(16)-AG
246-GA/66

Dated : Calcutta, the 19th April, 1974.

To : The District Inspector of Schools (Secondary Education).

Sub : *Filling up the vacancies in the teaching staff of aided High/Higher Secondary Schools.*

In inviting a reference to instructions under item No.11(a) and 11(b) of the General Instructions in the Grant-in-aid application for 1973-74, the undersigned has to state as follows :

1. Till the finalization of the new staff pattern, school authorities may, until further orders, appoint teacher(s) purely on a temporary basis to fill up vacancies on the basis of the sanctioned admitted strength for a period not exceeding six months, provided such appointment(s) is/are justified by the requirement of the school. Such case(s) should be referred immediately to the Director of Public Instruction through the District Inspector of Schools (Secondary Education) in connection with the approval of the appointment.

2. Instructions incorporated under Item No. 11(a) and 11(b) (i) of the Grant-in-aid application for 1973-74 should stand amended to the extent of what has been stated at (1) above.

Staff Pattern

This may please be circulated to all aided High/Higher Secondary Schools under his jurisdiction.

Sd/- N. K. Roy
For Director of Public Instruction, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Directorate, Secondary Branch

No. : 772-Edn.(S)
188-8/74

Dated : Calcutta, the 8th July, 1974.

To : The Director of Public Instruction, West Bengal.

Sub : *Pattern of teaching staff in the recognized Non-Government Secondary Schools under the revised pattern introduced from 1.1.74.*

The undersigned is directed to say that consequent or restructuring of secondary education in conformity with the national pattern and on introduction of revised curriculum and syllabuses from 1.1.74, the question of prescribing revised pattern of teaching staff has become necessary. The West Bengal Board of Secondary Education has calculated minimum number of periods per week required to cover the new syllabuses in different classes from V to X.

After careful consideration of the matter, Governor is now pleased to direct that with effect from 1.1.74 the number of teaching posts admissible to a school having classes V to X with only one section in each class shall be as follows :

Language Group (1st, 2nd and 3rd languages)4
Science and Mathematics3
Social Science (History & Geography)2
Work Education, Physical Education & Social Service2
Headmaster1

Total : 12

The maximum number of periods for a pupil, as at present, be limited to 39 per week. Subjects to this limit the Head of the institution may fix the number of periods for each class so as to cover satisfactorily the entire syllabuses prescribed for the class within the academic year. The teaching load for a teacher should normally be 36 periods per week, distributed as follows :-

- | | |
|---------------------------|---|
| (i) Class-Room teaching - | 25 periods (including occasional work for absentee teachers). |
| (ii) Tutorial Class - | 11 periods (including correction of home work). |

All teachers should be involved in work education programmes. For such involvement two periods may be assigned to the teacher concerned with corresponding adjustment in the total teaching load per week.

Although the teaching posts have been shown against different groups of subjects, Head of the institutions should be suitable distribution of teaching load ensure full utilisation of the service of the teachers in the best interest of the school. It should be possible to achieve some degree of flexibility in adjustment of teaching load in subjects other than those requiring specialised knowledge.

Existing norms relating to size of a section and additional enrolment in the section with prior approval of appropriate authorities shall remain in operation. Additional sections may be permitted if the enrolment is steady over a period of at least three years. In case of fluctuating enrolment, the trend over a longer period should be watched. Teaching load should, as far as practicable, be distributed amongst the teachers in position. If, however, additional work load justifies appointment of additional teachers, sanction would be given initially for a limited period and appointment should be made purely on temporary basis against such posts.

Comment : For a six class unit Class X School 12 teachers as per subject stated above are admissible. Maximum number of periods for a subject teacher are restricted up 25th periods per week. —Editor.

The minimum academic qualification of teacher should be Pass Degree with such combination of subjects as would enable the teacher to teach the school courses prescribed by the West Bengal Board of Secondary Education under the new curriculum. The existing orders relating to training qualification shall remain in operation until further orders. The minimum qualification for the Headmaster/Headmistress, Assistant Headmaster/Assistant Headmistress should be as prescribed under the existing orders. In case of teachers in Physical Education, Work Education and Social Service Group, the minimum academic qualification may be relaxed with the approval of the Director of Public Instruction. Such relaxation should, as far as possible, be granted only in case of teachers already in position. One of the teachers under this group should have recognised degree, diploma or certificate in Physical Education and one should have recognised degree, diploma or certificate in Art and Craft.

*In the language group the maximum number of posts, for which Honours or Master Degree may be admitted, should be limited, to 50% of the number of posts required for teaching 1st and 2nd languages. In the Science and Mathematics group, the maximum number of posts so admissible for teachers with Honours or Master Degree should be limited to 66% of the total posts sanctioned for that particular group. Teachers already in position who have been allowed higher scale of pay in conformity with the principle laid down in the G. O. No. 60-Edn(s) dated 15th January, 1972, should continue to draw pay in that scales. They should be gradually fitted into the new pattern.

Staffing pattern herein prescribed should apply also to the Higher Secondary Schools with suitable adjustment. With the abolition of Class XI, the teachers in position should be fitted into the new pattern keeping in view the declared policy of Government about absorption of teachers.

Sd/- B. N. Chatterjee, *Joint Secretary.*

GOVERNMENT OF WEST BENGAL
Education Department

No. 1044/SE

Dated : Calcutta the 12th February, 1975.

Sub : Government Order No. 772-Edn(s) dated 8.7.74 regarding new staff pattern.

The undersigned has to state that the question of admissibility of additional staff for High/Higher Secondary Schools having more than six class units has been examined and it has been decided that the following norm may be followed in respect of additional staff for institutions having more than six class units :

No. of class units	No. of teaching staff admissible
7	13
8	14
9	16
10	18
11	20
12	22
13	23
14	25
15	27
16	29
17	31
18	32
19	34
20	36

Comment : *(i) Language group (Vernacular, English subjects)—Master/Hon's degree : 50%
(ii) Science group (Math, Physical Sc. & Life Sc. subjects)—Master/Hon's degree : 66%. Teachers already in service enjoying higher scale of pay beyond above formula will be getting the higher scale of pay. —Editor

In cases of instructions having more than 20 class units the norm of 1. 8. teacher for each additional class unit beyond 20 will be followed. Prior permission of Education Directorate for additional teachers for class units beyond 6 will be necessary.

The schools should, however, be advised while drawing up proposal for additional post(s) of teacher(s) to adjust the existing staff against the total requirement.

District Inspectors of Schools may be advised accordingly.

Sd/- N. K. Roy

for Director of Public Instruction, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department/Grand-in-Aid Section

No. : 696(16)-GA
OM-6-GA173

Dated : 29th April, 1975.

Sub : New staff pattern in the recognized Non-Government Secondary Schools introduced for the revised curriculum in Government Order No. 772-Edn.(S) dated 8.7.74.

Ref : This Office Memo No. 36711(16)-GA dated 20.2.75.

In connection with the aforesaid subject, the undersigned has to state that all the aided Class X schools under his/her jurisdiction having the strength of teaching staff below 12, may be allowed to maintain 12 teachers (including the Headmaster) strictly according to the staff pattern as prescribed in the Government Order No. Edn.(S) dated 8.7.74. It may please be noted that the teachers of Higher Secondary Section of aided Class XI Schools, if any, should also be included in the strength of 12 teachers.

2. For schools having more than 6 Class-units, necessary instruction regarding admissible teaching staff, has already been communicated to his/her under this Office Memo No. 367/1(16)-GA dated 26.2.75.

3. For appointment of additional teachers beyond the strength as mentioned in para 1 or beyond the strength already sanctioned by the appropriate authorities, prior approval of this office is to be sought for.

4. For recommendation of sanction of additional posts of teacher, in addition to the particulars in terms of this Office No. 41(16)-GA dated 15.10.73. No. 1293-GA dated 25.6.73, the following particulars should also be furnished (FORM appended herewith).

5. The approved staff of Higher Secondary Section should be fitted into the new pattern at every stage keeping in view the declared policy of Government about such absorption of staff. *Status quo* in respect of the Instructors for Commerce, Technical, Agriculture and Fine Arts streams, if these be any, should be maintained. Any proposal for absorbing such staff within the teaching staff of the aided High Schools, is to be sent to this office with his/her definite recommendation along with requisite particulars.

6. The approval cases of appointment of teachers in accordance with the Government Order under reference are to be dealt with cautiously.

FORM

Names with designation	Qualifications (subjects studied in Degree course should be stated)	Group in which placed	Date of appointment
1	2	3	4
Whether approved or not	Subjects taught in classes V to X	No. of Periods taken in classes V to X per week	Remarks
5	6	7	8

GOVERNMENT OF WEST BENGAL
Education Department/Grant-in-aid Section

Memo No. 1073(16)-G.A.

Dated : 8.7.75

From : The Addl. Dy. Director of Public Ins., W.B.

Sub : Calculation of admissible staff under new staff pattern introduced in G.O. No. 772
 Edn(s) dt. 8.7.75 & No. 367/8(16)-G.A. dt. 26.2.75.

Sir/Madam,

For calculation of the admissible strength of teaching staff of High/Higher Secondary Schools having more than 6 class unit, I have to forward herewith a sheet to assist you in the said calculation. The following form may please be followed while forwarding the statements to this office in respect of sanction of an additional staff. It may be seen that the existing approved teachers of the Higher Secondary section and the special cadre teachers are absorbed in the teaching staff under this pattern. The enclosed sheet may please be kept for your office use only.

Yours faithfully,

Sd/- E. Datta

Addl. Dy. Director of Public Instruction, W.B.

Splitting up of teachers in different groups
under Revised Staff Pattern

No. of Unit for V to X	Language group	Sc. group	Social Sc. group	W. Education group	HM	Total
1	2	3	4	5	6	7
6	4	3	2	2	1	12
7	4	4	2	2	1	13
8	5	4	2	2	1	14
9	5	5	3	2	1	16
10	6	5	3	3	1	18
11	7	6	3	3	1	20
12	7	7	4	3	1	22
13	8	7	4	3	1	23
14	9	8	4	3	1	25
15	10	9	4	3	1	27
16	10	9	5	3	1	28
17	11	10	5	4	1	31
18	11	11	5	4	1	32
19	12	11	6	4	1	34
20	13	12	6	4	1	36

GOVERNMENT OF WEST BENGAL
Education Department/Secondary Branch

No. 845-Edn.(S)

Dated : Calcutta the 17th May, 1976.

To : The Director of Secondary Education, West Bengal.

Sub : Pattern of teaching staff in the recognized Non-Govt. Secondary Schools under the revised pattern from 1st January, 1974.

Ref : Education Directorate, Memo No. 106-G.A. dt. 20.1.76.

The undersigned is directed by Order of the Governor to say that the Governor is pleased to direct that the concluding sentences or para 7 to G. O. No. 772-Edn.(S) dt. the 8th July, 1974 should be modified as follows :-

“One of the teachers under this group should have a recognised degree; diploma or

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certificate in Physical Education and one should have any of the following qualifications or a qualification equivalent to any of these :-

- (1) Technical degree or diploma (such as L. M. E., L. C. E., etc.)
- (2) Diploma in P.G.B.T.
- (3) Diploma in three years degree course in Home Science.
- (4) B.Sc. in Agriculture.
- (5) B.Ed. (with Work Education) from Visva Bharati.
- (6) S.F./H.S. Certificate with Degree or Diploma in Arts and Crafts (5 years course)
- (7) Graduate along with certificates in Tailoring, Wood Craft, Lady Brabourne Needle work, Diploma and other craft."

Sd/- B. N. Chatterjee, Joint Secretary.

GOVERNMENT OF WEST BENGAL

Director of Secondary Education

Govt. Circular No. 2546(16)-G.A.

Dated : Calcutta, November, 24, 1976.

Sub : Filling up of vacancies caused in the teaching staff of aided Schools with the sanctioned/admissible strength beyond 12.

With reference to the above-noted subject, the undersigned has to direct him/her to issue immediately a circular to all aided Secondary Schools under his/her jurisdiction to the effect that substantive vacancies caused by retirement/resignation of an assistant teacher within sanctioned/admissible posts are not to be filled up without prior approval of this Directorate. In forwarding such cases to this office, he/she should see that a statement of classwise enrolment (sectionwise also) of the school as stood on the current year and the previous 2 years and a detailed staff statement are furnished with the representation of the school. Henceforth, approval of appointment of teachers in such substantive vacancies are made in view of the approval accorded by this office. This is to be treated as urgent.

Sd/- E. Dutta

for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department/Secondary Branch

No. : 771-Edn(S)
5P-21/78

Calcutta, the 10th June, 1978.

To : The Director of Secondary Education, West Bengal.

Sub : Pattern of teaching staff in recognized non-Government High Schools.

In continuation of G.O. No. 1582-Edn(S) dated the 22nd/28th September, 1973 the undersigned is directed, by order of the Governor, to say that the Governor is pleased to direct that in-service teachers of recognized High Schools and erstwhile Higher Secondary Schools, who appeared at the M.A./M.Sc./M. Com. examinations of 1972 held by different Universities of the State and came out successful, may be allowed the scale of pay on the basis of improved qualification irrespective of the requirements of the schools, in relaxation of the provision laid down the G. O.s No. 60-Edn(S) dated the 15th January, 1972 and No. 772-Edn(S) dated the 8th July, 1974.

The teachers concerned will be eligible for higher scale of pay with effect from the date/dates according to the existing order but the financial benefit should be given with effect from the date of this order.

Sd/- S. N. Chowdhury, Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department

No. : 2202-Edn(S)
5-P-21/78

Dated : Calcutta, the 16th September, 1978

To : The Director of Secondary Education, West Bengal.

Sub : *Pattern of teaching staff in recognized non-Government High School.*

In partial modification of G.O. No. 771-Edn(S) Dt. 10.6.78 the undersigned is directed by order of the Governor, to say that the Governor is pleased to direct that in-service teachers of High Schools and erstwhile H. S. School, who passed M.A./M.Sc./M.Com. Examinations or B.A./B.Sc./B.Com. Examinations with Honours up to 1972, even if held in subsequent years by different universities of the State may be allowed the scales of pay on the basis of improved qualifications (irrespective of the requirements of the schools) in relaxation of the provision laid down in Govt. Order No. 60-Edn(S) and 772-Edn(S).

Sd/- S. N. Chowdhuri, *Deputy Secretary.*

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education/Grant-in-Aid Section

Memo No. : 642(16)-G.A.

Dated : Calcutta, the 1st July, 1980.

To : The District Inspector of Schools.

Sub : *Pattern of Teaching Staff in recognized Non-Government Secondary Schools under the Revised Staff Pattern introduced from 1st January, 1974.*

In continuation of the Government Order No. 845-Edn(S) dated 17.5.76 the undersigned is directed to state that B. Sc. (Social) B.S.W.(Hons.) Degree of the Visva Bharati University may be accepted as admissible qualifications for recruitment to the Post of Work Education Teacher in Work Education and Physical Education Group under revised Staff Pattern introduced with effect from 1.1.78.

This may please be circulated to the Heads of all recognized High Schools including High Madrasahs under his/her jurisdiction.

Sd/- D. Barua, 1.7.80

For Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education/Grant-in-Aid Section

No. : 1016(16)G.A.
3B-58/82

Dated : the 13th June, 1985.

To : The Dist. Inspector of Schools (SE).

Sub : *Permission for appointment of teachers in the Secondary Schools.*

It is observed that while according to permission for filling up of the post of assistant teachers, some district offices have been insisting upon the school authorities to appoint Hons./M.A./M.Sc. passed teachers in different subjects according to the need of the revised staff pattern in terms of Govt. Order No. 772-Edn(S) dated 8.7.74.

But as the G.O. No. 772-Edn (S) dt. 8.7.74, is not inoperative and as there is no provision in the G.O. No. 872-Edn(B) dt. 31.7.81, to allow higher scale of pay to all Hons. M.A./M. Sc passed teachers appointed after 1.4.81, such specification in regard to the qualifications of teachers may involve some legal complications in respect of determination of their pay scale. But if the schools are given permission for appointment with the instructions, "Duly qualified teachers to teach the relevant subject for which the appointment is to be made", all category of teachers—Pass, Hons., and M.A./M.Sc., can apply and equally qualified teachers may be available even if the higher scale of pay cannot be allowed to them as per existing Govt. Orders. The Dist. Offices may, of course specify Hons./M.A./M.Sc. qualifications only maintain the limitations of 50% in the Language Group and 66% in the Science & Mathematics Group as indicated in the Govt. Order No. 772-Edn(S) dt. 8.7.74 and also for the cases of appointments for the +2 stage of the integrated Secondary High School.

Sd/- Illegible
for Directorate of School Education, West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. : S/112

Dated : 15.3.89

To : The Secretary, Department of Education, School Education.

Sub : *Pattern of teaching staff in recognized Non-Government Secondary Schools under the revised pattern, from 1st January, 1974.*Ref : Govt. Order No. $\frac{772-Edn(S)}{185/S/74}$ dated 3.7.75 issued by the Joint Secretary to the Govt. of West Bengal addressed to the D. P. I., West Bengal.

Sir,

I am directed by the President to state that the Govt. was pleased to prescribe the Pattern of teaching staff in the Recognized Non-Govt. Secondary Schools under the revised pattern introduced from 1.1.74 in the G. O. under reference.

In the said G.O. it has been *inter-alia* laid down that the minimum academic qualification of a teacher should be a Pass Degree with such combination of subjects as would enable the teachers to teach the school course prescribed by the West Bengal Board of Secondary Education under the new curriculum. In case of a teacher of Physical Education, Work Education and Social Service Group the minimum academic qualification may be relaxed with the approval of the Director of Public Instruction. Such relaxation should as far as possible be granted only in case of teachers already in position. One of the teachers of this group should have a recognised degree, Diploma or Certificate to Art and Craft.

The Board in terms of the aforesaid guideline as laid down in the said G.O., in its meeting held on the 10th November, 1975, considered the proposal from the Secretary, Brahmananda P.G.B.T. College, Rahara 24-Prgs. for appointment of teachers passing P.G.B.T. (Diploma) Course from Rahara, and Banipur P.G.B.T. College, Habra, 24-Prgs. as teacher in Work Education in Secondary Schools and resolved that teachers who passed the P.G.B.T. Diploma Course from Basic Training College be treated as eligible for appointment as teachers in Work Education in Secondary Schools and accordingly an extract from the proceedings of 84th meeting of the Board held on 10.11.75 was by a Board's Memo D. O. No. SO/171 dated 30.4.76 forwarded to the then Director of Secondary Education, West Bengal.

According to this clarification a Work Education teacher should have any of the following qualifications or a qualification equivalent to any of them.

- (i) Technical Degree or Diploma (Such as L. M. E., L. C. E. etc.)
- (ii) Diploma in Post-Graduate Basic Trg.
- (iii) Diploma in 5 years Degree Course to Home Science.
- (iv) B.Sc. in Agriculture.
- (v) B.Ed. (with Work Education) from Visva Bharati.
- (vi) S.F./H. S/ Certificate with Degree or Diploma in Art and Craft (5 years course).
- (vii) Graduate with certificate in Tailoring, Wood Craft, Brabourne Needle Works Diploma and other Craft.

Subsequently, another qualification as below has also been added to the above-mentioned qualifications in the Directorate's Memo No. 311(16)-G.A. dt. 27.1.77.

"Graduate with training certificate on Special (Work) Education and Village leadership issued by the People's (Janata) Govt. College, Banipur."

In this context, the Board has by a Memo laid down the essential qualifications for appointment of Head Examiner in Work Education with some modifications in the prescribed qualification at Sl. No. (iv) which *inter-alia* states as follows :

Principals and Lecturers of Jr. Basic or other Training Colleges, with Work Education as one of their Method Subject, and Headmasters and Asstt. Headmasters of Secondary Schools with any of the qualification given below may apply.

B.Ed. with Work Education as a Method Subject from the Visva Bharati or Kalyani University or Jadavpur University.

The existing position is that although along with other Govt. approved qualifications, B.Ed. with Work Education as a method subject from the Visva Bharati or Kalyani University or Jadavpur University has been treated as an approved qualification for the purpose of appointment of Head Examiners including Examiners of the Board, the said qualification has not been included in the prescribed qualification schedule by the

Education Department as eligible qualification for appointment of teachers in Work Education in Secondary Schools.

In order to remove this anomaly, it is therefore, proposed that the qualification of B. Ed. with Work Education as a method subject from the Visva Bharati or Kalyani University or Jadavpur University as being approved by the Board for appointment of Head Examiner including Examiners be also declared as eligible qualification for appointment of teachers in recognized Secondary Schools.

Yours faithfully,

Sd/- Sudin Chattopadhyay, *Secretary*.

GOVERNMENT OF WEST BENGAL
Education Department, Secondary Branch

No. : *670-Edn(S)
4A-23/82Pt-1

Dated : the 4th September, 1990.

To : The Director of School Education, W. B.

Sub : *Pattern of teaching and non-teaching staff in the recognized Non-Govt. Jr. High School.*

The undersigned is directed to say that in terms of G.O. No. 772-Edn(S) dt. 8.7.74 the pattern of teaching staff admissible to a school having classes V to X with only one section in each class was issued and that was given effect from 1.1.74. But there was no staff pattern exclusively for Junior High School.

After careful consideration of the matter the Governor is now pleased to direct that with effect from 1.5.89 the number of teaching posts admissible to a junior High School having either 2 classes or 4 classes with only one section in each class shall be as follows :

1. 2-Class Junior High School :

Language Group	1 (Pure Science)
Science Group	1
Social Science Group	1
Total	3

2. 4-Class Junior High School :

Language Group	2
(including 3rd language)	
Science Group	2 (1 Pure Science and 1 Bio-Science)
Social Science Group	2 (1 History and 1 Geography).
Total	6

There shall be non-teaching staff for a 2-class junior High School for a 4-Class Jr. High School one clerk and one Class IV Staff shall be admissible.

One additional post of teacher may be sanctioned for each additional section provided that such additional section has prior approval of the D.S.E.W.B. The first of such additional post shall be for Physical Education/Work Education.

The further additional posts shall be, by rotation, to language, Science and Social Science Groups.

The pay scale of the teaching and non-teaching staff of the Junior High School will be guided in terms of G.O. No. 372-Edn.(B) dated 31.7.81.

All concerned may be informed accordingly.

Sd/- Illegible
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education

Office Memo No. : 403-Sc/G
OM/1-S/92

Dated : Calcutta, the 3rd Feb., 1992.

Sub : *Pattern of Teaching and Non-teaching Staff in the recognized Non-Government Jr. High Schools.*

In the G.O. No. 670-Edn.(S) dated 4.9.89, Staff Pattern of teaching and non-teaching staff in the recognized Jr. High Schools has been prescribed. It is expected that all the

recognized Junior High Schools are maintaining the Staff Pattern in proper form in the mean-while. In recognized Jr. High Schools Staff Pattern should be maintained as follows :—

(1) For a 2-Class Jr. High School

Language Group	—	1	(Pure)
Science Group	—	1	
Social Science Gr.	—	1	
Total	—	3	

[No. of Post of non-teaching Staff shall be admissible to a 2-Class Jr. High School

(2) For a 4-Class Jr. High School

Language Group	—	2	
(including 3rd. Language)			
Science Group	—	2	(1-Pure and another Bio-Science)
Social Science Gr.	—	2	(1-History & 1 Geography)
Non-teaching Staff :—			
Clerk	—	1	
Group IV Staff	—	1	

It may please be noted that the post of the Headmaster/Teacher-in-charge shall be included within the strength of 3 (in the case of a 2-class Jr. High School) and 6 (in the case of a 4-class Jr. High School) and the Headmaster/Teacher-in-charge shall also be included in a group commensurate with the subjects studied by him in Degree or Post-Graduate Course. One Additional post of teacher may be sanctioned by the Directorate for each Additional Section as per existing rules provided that such Additional Section has prior approval of the D.S.E., West Bengal. The first of such additional post shall be for Physical Education/Work Education. Further additional posts shall be, by rotation, to Language, Science and Social Science Groups.

All the Non-Govt. recognised Jr. High Schools should be instructed to maintain the Staff Pattern as aforesaid.

Sd/- D. Ghosh

Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
School Education Department, (Secondary Branch)

No. : 167-SE(S)
4E-11/97

Dated : the 5th March, 1998.

To : The Director of School Education, West Bengal.

Sub : *Admissibility of additional class units and additional teachers in Non-Govt. Secondary Schools.*

It is observed that a large number of recognized Non-Govt. Secondary schools are claiming for additional teachers in complete defiance of present rules and regulations. Some of such other schools are engaging persons in their schools on the plea of increased enrolment. This is also highly irregular. Government in the school Education Department reiterate in complete terms that no additional post can be engaged or appointed in any school without prior permission of the Director of School Education. Government in the School Education Department has been contemplating to root out the mis-conception in this matter.

After careful consideration and in view of the financial stringency of the Government, it is decided that for forming a unit 80 (eighty) students will be required and when number of students in a class exceeds eighty another unit may be formed and that too with the permission of the Director of School Education, West Bengal for calculation of eligibility for having teachers for additional unit the ratio is 1 (one) teacher is given below. The cases of schools which have got more teachers than shown in the list below will not be reopened. This order cancels all other orders/circulars issued earlier either by the State Government or by the Directorate or by the Director of Public Instruction, West Bengal to this effect.

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Government of West Bengal
School Education Department
Bikash Bhavan, 6th floor,
Salt Lake City, Kolkata - 700 091

Memo No. 214-SSE/19Date 16/02/2019


School Education Department, GoWB has revised the Recruitment Rules of Teachers for (i) Upper Primary Level (for classes V to VIII), (ii) Secondary Level (for classes IX to X) and (iii) Higher Secondary Level (for Classes XI to XII). With a view to keep parity with the above noted changes and to make the procedure of reporting of vacancies of teaching and non-teaching staff of different levels for recruitment by the WBCSSC and subsequent appointment by the WBBSE streamlined and to simplify and streamline the transfer process of them, it has been decided by the School Education Department, GoWB to introduce a **web-enabled Staff Pattern** for all the Govt Sponsored / Govt Aided Junior High / High / Higher Secondary Schools (and also the integrated schools).

In the web-enabled Staff Pattern, detailed data of the all the existing teaching & non-teaching staff shall be fetched from the I-OSMS Portal. Existing teachers of the Normal section are to be placed either in the Upper Primary or in the Secondary level as per the subject of the teacher concerned on the basis of the following norms:

- Teachers appointed through 1st State Level Selection Test - 2016 (1st SLST-2016) are to be placed in the level and with the subject as mentioned in their recommendation / appointment. -
- Other existing teachers of a particular subject are to be placed as per the pre-defined matrix of the web-enabled Staff Pattern

The procedure of placement of teachers appointed in primary and higher secondary sections shall continue to remain same. It is further notified that in future all posts are to be created / modified through the portal only.

This order is being issued in supersession of all previous orders issued in this respect.


Principal Secretary
to the Government of West Bengal

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Memo No. 776(7)-SC/G

Date: 17.09.2019

Copy forwarded for information and necessary action to,


1. Commissioner of School Education, West Bengal.
2. OSD to HMIC, School Education Department, Govt. of West Bengal.
3. President, West Bengal Board of Secondary Education.
4. President, West Bengal Council of Higher Secondary Education.
5. Chairman, West Bengal Central School Service Commission.
6. District Inspector of Schools (Secondary Education), all districts.
7. PA to the Principal Secretary, School Education Department, Govt. of West Bengal.

Dy. Director of School Education (H.E.)
West Bengal

Memo No.: 1014/Gen

Dated: 18/09/2019

H.O.I.s of all Jr. High/High/H.S schools of South 24 Parganas district are requested to take note of the above order and do the needful. User Manual in this regard is attached herewith. The following link may be may please be noted how the same: <https://www.youtube.com/watch?v=7ZwahV0gWZ4>. Schedule for the orientation programme of H.O.I.s on web-enabled staff pattern shall be communicated shortly.


190919
District Inspector of Schools (S.E.)
South 24 Parganas

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Government of West Bengal
School Education Department
Bikash Bhavan, 6th Floor
Salt Lake City, Kolkata - 700 091

No. 247-SSE/19


Date: 31/10/19

Subject: ONLINE STAFF PATTERN: CLARIFICATIONS

In the matter of GO No 214-SSE/19 dated 16-09-2019 certain issues are raised by the Head of Institutions and others. The following clarifications are issued for doubt clearing:

1. The Normal Section teachers can be placed either in Upper-Primary or Secondary levels according to their seniority.
2. Academic roles & responsibilities of teachers placed in Up Pry / Sec / HS level shall remain unchanged and school would continue to run in an integrated manner as usual.
3. Pay Scale and other Service Terms & Conditions will not be affected in any manner whatsoever due to this revised Staff Pattern.
4. Placement of a teacher at any level (Up Pry/Sec/HS) in the Staff Pattern shall not be a bar for applying for the post of Headmaster / Headmistress subject to fulfilment of the prescribed eligibility criteria.
5. All the Head of Institutions are to implement the web-enabled Staff Pattern as per Order No. 214 - SSE/19 dated 16-09-2019.

This order is issued with the approval from the competent authority.



Principal Secretary
to the Government of West Bengal

No. 344/16-S-1HS

Date: 31/10/19

Copy forwarded for information and necessary action to:

1. President, West Bengal Board of Secondary Education
2. President, West Bengal Council of Higher Secondary Education
3. Chairman, West Bengal Central School Service Commission
4. OSD to HMIC, School Education Department, Govt. of West Bengal
5. District Inspector of Schools (Secondary Education), All districts


Deputy Director of School Education (HS)
West Bengal

Memo NO. 2976 /S, Date. 31-10-19

Forwarded to all HOI under the jurisdiction of the undersigned for information and taking necessary action according to