

THE WEST BENGAL COLLEGE SERVICE COMMISSION
NOTICE FOR REQUISITION AGAINST VACANCY
FOR THE POST OF PRINCIPAL

The Authorities of all the State-aided **General Degree Colleges** in West Bengal are hereby requested to submit the **Requisition** (in duplicate) in the **prescribed format** along with all the **necessary documents** (see note below) within **31-12-2022** against the **vacancy** for the post of **Principal** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government.

Note :

- Requisition (using PROFORMA 2022) along with Annexures must be submitted in two sets.
- Requisite Annexures : i) Relevant G.B resolution and ii) Copy of the G.O., if the post is newly created.

Date : 01-11-2022

By order
Secretary-in-Charge

Please see next page for REQUISITION FORM

PROFORMA 2022 (PRINCIPAL)

THE WEST BENGAL COLLEGE SERVICE COMMISSION

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF PRINCIPAL

1. a) Name of the College :
- b) Address with PIN CODE and Contact No. :
2. Name of the TIC/Vice-Principal with contact No. :
3. Affiliating University :
4. Name of the Post : : **PRINCIPAL**
5. Language / Medium of instruction of the college :
(Please attach a separate sheet stating the subjects taught in the College)
6. Reason for creation of vacancy (Retirement/Resignation/
Death/Dismissal/New Post) :
7. a) If new post, G.O. No. of creation of new post :
b) Otherwise, name of the previous incumbent :
8. Date from which vacancy occurred :

DECLARATION

1. Data/information furnished above are correct and true to the college records.
2. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentation of information.

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Signature of the Principal/Vice- Principal/TIC/President of the Governing
Body/Administrator with date and seal

Enclosures : 1. Copy of the G.B. Resolution
2. Copy of G.O., if needed [See 7(a)]
3. List of subjects taught in the College (See 5)