

## PANJIPUKUR SRIMATI TULSHI DEVI SMRITI VIDYAPITH (H.S.)

(Co-Educational Higher Secondary Govt. Sponsored School)

(Recognized by West Bengal Board of Secondary Education and West Bengal Council of Higher Secondary Education under the management of Bharat Sevashram Sangha by Special Rules)

VIII.-PANJIPUKUR, P.O.-SINET, BLOCK-POLBA-DADPUR, SUB DIVISION –SADAR, DIST – HOOGHLY, PIN- 712305

Email- [panjipukurhighschool@gmail.com](mailto:panjipukurhighschool@gmail.com) website:-[www.panjipukursrimatitulshidevismritividyalpith.com](http://www.panjipukursrimatitulshidevismritividyalpith.com)

Date:-28.10.2020

### PROSPECTUS

PANJIPUKUR SRIMATI TULSHI DEVI SMRITI VIDYAPITH (H.S.) (Bengali Medium) [A Unit of Bharat Sevashram Sangha which is a Branch Centre of Bharat Sevashram Sangha, Ballygaunge , Kolkata-700019] P.O.- Sinhet, Dist- Hooghly, Pin-712305, Mobile No. 9002542706, and a recognized Government Sponsored School is going to hold a Selection Test for the appointment to the posts of Asstt. Teachers (MALE/FEMALE) and post of Clerk and Gr. –D (Peon) against the vacancies advertised herewith in conformity with the autonomy regulations issued for the Bharat Sevashram Sangha by the Government of West Bengal vide memo no 371-SE/S/10M-315/2012, date 19.02.2013.

#### 1. Eligibility& Essential Qualification Required:

A) **Teaching Posts:** - Any Male/ Female citizen of India may apply only for a single post of Asstt. Teacher. Every candidate shall require to possess such relevant qualifications as mentioned in the West Bengal School Service Commission (selections of persons for Appointment to the Post of Asstt. Teachers) Rules, 2007 as subsequently amended. B.Ed. or an equivalent degree in Teacher's Training is mandatory for all teaching posts.

#### B) **Non-teaching Post**

i) **Clerk:** - Any Male/ Female citizen of India may apply only for a single post of Clerk. Every candidate shall require to possess such relevant qualifications as mentioned in the West Bengal School Service Commission (selections of persons for Appointment to the Post of Clerk) Rules, 2009 as subsequently amended.

ii) **Gr.-D (Peon):** Any Male/ Female citizen of India may apply only for single post of Gr.-D, Peon. Every candidate shall require to possess such relevant qualifications as mentioned in the West Bengal School Service Commission (selections of persons for Appointment to the Post of Gr. –D (Peon) Rules, 2009 as subsequently amended.

## 2. Age:

A) **Teaching Post:**-Minimum 20 and Maximum 40 years for General Category. Upper Age limit is relaxable by 5 years for SC/ST, 08 years for Physically Handicapped and 3 years for OBC (both A & B Category).

B) **Nont-eaching Post:** - Minimum 18 and Maximum 40 years for General Category. Upper Age limit is relaxable by 5 years for SC/ST and Ex- service man, 08 years for Physically Handicapped and 3 years for OBC (both A & B Category).

## 3. Method of Recruitment:

The Recruitment shall be made on the basis of selection (direct recruitment) formalities.

## 4. List of Vacancies:

### A) Assistant Teacher

Sl. No.	Nature of Vacancy	Name of the Post	Group	Academic Qualification	Category
1.	Permanent	Asstt. Teacher	Social sci. group (History) NORMAL SECTION	M.A.in History,(B.Ed must)	General (PH)
2.	Permanent	Asstt. Teacher	Science and Math. Group NORMAL SECTION	M.Sc. in chemistry (B.Ed. must)	S.C.
3.	Permanent	Asstt. Teacher	H.S. SECTION	M.Sc. in Math. (B.Ed. must)	OBC-A
4.	Permanent	Asstt. Teacher	H.S. SECTION	M.A. in Education (B.Ed. must)	S.T.

## B) Non- teaching ( Gr.-C and Gr.-D)

Sl. No	Nature of Vacancy	Name of the Post	Academic Qualification	Category
1.	Permanent	Gr.-C, Clerk	Passed School Final/Madhyamik or its Equivalent, with test of typing by using computer and computer proficiencies	S.C
2.	Permanent	Gr.-D, Peon	Passed Class-VIII	S.C
3.	Permanent	Gr.-D, Peon	Passed Class-VIII	General

\* Ability to write and read Bengali fluently is must.

### 5. Salary Structure as per State Govt. rules:

The Asstt. Teacher and non-teaching staff appointed against these vacancies will be entitled to enjoy all the facilities due to teaching staff and non- teaching staff of a Govt. sponsored School (W.B).

### 6. Medium of Instruction in the Institution applied for:

A candidate willing to be selected as an Asstt. Teacher and non –teaching staff in the Panjipukur Smt. Tulshi Devi Smriti Vidyapith must have Bengali as first or second or third language at any of the Secondary or Higher Secondary or at any subsequent higher level of education.

### 7. Question Paper:

For Pass category the medium of question paper will be Bengali only. For PG category the medium of question paper will be either in Bengali or English. For non- teaching category the medium of question paper will be Bengali only. However, candidates are allowed to give their answers either in Bengali or English. There will be both objective and subjective questions. There will be no negative marking.

## 8. Admit Card:

The Admit Cards for written examination for the post of Asstt. Teacher shall be issued by the Secretary, Panjipukur Smt. Tulshi Devi Smriti Vidyapith. The Admit Card will be sent to the candidates to their e-mail id in due time. Candidates must submit their valid e-mail id in the application form in prescribed place.

## 9. Fees for Examination:

For general candidates and OBC (A &B) (All Posts) the Examination fees is Rs.-500/-. For SC, ST and Physically handicapped candidates (All posts) the Examination fees is Rs.-200/-(not refundable under any circumstances)

A demand draft is drawn in favour of **Hooghly District Central Cooperative Bank Ltd. Harit Branch A/C PANJIPUKUR SMT.T.D.S VIDYAPITH MISC.** Payable at **Kolkata** (Rs. 500/- or Rs. 200/- as per category) should be attached with the application form.

## 10. Syllabus: (Teaching and Non-teaching)

Syllabus for the written examination which will contain two parts, namely

- a) **Part-I:** Containing questions related to the subject for which candidates have applied. For detailed syllabus, visit website:-[www.panjipukursrimatitulshidevismritividypith.com](http://www.panjipukursrimatitulshidevismritividypith.com)
- b) **Part-II:** Containing questions related to the candidate's aptitude in imparting value-based education and also on the ideals of the Bharat Sevashram Sangha.

## 11. Allotment of Marks:-

### A) Teaching Staff

a) The total marks allotted to the Written Examination shall be fifty five (55) and allotment of marks in two parts of the Written Examination shall be as follows.

i) In Part -I, marks will be 45

ii) In Part II, marks will be 10.

b) Academic including Professional qualifications: 35 marks.

c) The marks for the Personality Test shall be 10 (Viva-voce: - 5 marks and Classroom Demonstration: - 5 marks).

Total: 100 Marks.

**Note:** The marks allotted for academic including professional qualifications shall be such as mentioned in Memo No. 175-SE/JS/13 dated 27.08.2013 as subsequently amended.

## B) Non-Teaching Staff

### i) Clerk

a) The total marks allotted to the Written Examination shall be sixty (60) and allotment of marks in two parts of the Written Examination shall be as follows.

i) In Part -I, marks will be 45

ii) In Part II, marks will be 15

b) Academic marks will be 10

c) Personality test with typing and computer proficiency will be 30

[Personality test- 05 + typing using computer (English & Bengali) and computer proficiency- 25]

Total: 100 Marks.

**Note:** Note: The marks allotted for academic including professional qualifications shall be such as mentioned in Memo No. 175-SE/JS/13 dated 27.08.2013 and subsequently amended.

### ii) Group-D (Peon)

a) The total marks allotted to the Written Examination shall be forty five (45) and allotment of marks in two parts of the Written Examination shall be as follows.

i) In Part -I, marks will be 30

ii) In Part II, marks will be 15

b) Personality test will be 05

Total: 50 Marks.

**Note:** The marks allotted for academic including professional qualifications shall be such as mentioned in Memo No. 175-SE/JS/13 dated 27.08.2013 and subsequently amended.

## 12. The schedule of Written Test:

The schedule of written test for both teaching and non-teaching posts will be intimated in due time on the School Website <https://www.panjipukursrimatitushidevismrividypith.com/>

The applicants are requested to follow the School Website for necessary instruction from time to time.

## 13. Application Procedure:

Application forms are available by Online only. Candidates can download the Application Form from our website- [www.panjipukursrimatitushidevismrividypith.com](http://www.panjipukursrimatitushidevismrividypith.com) from 28<sup>th</sup> October, 2020 to 16<sup>th</sup> November 2020 (up to 11:55 p.m.). Submission of filled in Application Form by post only from 28<sup>th</sup> October, 2020 to 19<sup>th</sup> November 2020, excluding Sundays and other holidays at our School Office. Before filling up, please read this prospectus for proper post /vacancy (See Sl. No. 4). Overwriting and use of white ink are strictly prohibited.

## 14. Submission of filled forms:

The duly filled-up application form must be sent along with self- attested photo-copies of all necessary documents/testimonials and two passport size recent photographs. The following documents to be submitted along with the application form:

### A) Teaching posts:

- a) Photo-copy of the Admit Card of Madhyamik Examination or equivalent standard.
- b) Photo-copies of all relevant educational qualifications, mark sheets and certificates.
- c) Photo identity proof. Caste certificate issued by the competent authority, if applicable.
- d) Letter of recognition of the B.Ed. course in the relevant academic sessions by the Head of such institution.
- e) Two recent color passport size photographs.
- f) Demand Draft as mentioned earlier.
- g) Any applicant who is serving any Govt. post and wants to apply for the post of Asstt. Teacher of our school, must submit the No Objection Certificate (NOC) issued by concerned authority at the time of personality test.

## B) Non-teaching (Clerk):

- a) Photo-copy of the Admit Card of Madhyamik Examination or equivalent standard.
- b) Photo-copies of all relevant educational qualifications, mark sheets and certificates.
- c) Photo identity proof. Caste certificate issued by the competent authority, if applicable.
- d) Certificates of computer knowledge from any Govt. recognized computer center.
- e) Two recent color passport size photographs.
- f) Demand Draft as mentioned earlier.
- g) Any applicant who is serving any Govt. post and wants to apply for the post of Clerk of our school, must submit the No Objection Certificate (NOC) issued by concerned authority at the time of personality test.

## C) Non-teaching Group- D (Peon):

- a) Photo copy of School certificate regarding Class- VIII passed (mentioning date of birth as age proof) / Photo-copy of the Admit Card of Madhyamik Examination or equivalent standard.
- b) Photo identity proof. Caste certificate issued by the competent authority, if applicable.
- c) Two recent color passport size photographs.
- d) Demand Draft as mentioned earlier.
- e) Any applicant who is serving any Govt. post and wants to apply for the post of Peon of our school, must submit the No Objection Certificate(NOC) issued by concerned authority at the time of personality test.

## 15. Method of Selection:

### A) Teaching posts

Step I: After receiving the applications, a list of eligible candidates will be given on our website and in School Notice Board approximately one week before the written examination along with the date, time and venue of the written test.

Step II: A shortlist of the candidates will be prepared based on the marks secured in the written examination, plus the marks awarded against his academic and professional qualifications, post-wise and category wise. These shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post', 'Speed Post' or 'E-mail'.

Step III: The Personality Test will be for 10 marks and includes test on ability of controlling classroom situation and viva-voce.

Step IV: The final panel prepared by the selection committee will be submitted to the D.I. of Schools (SE) Hooghly MC of the School for approval. After receiving approved panel the Secretary on behalf of Managing Committee of School will issue the appointment letter to the candidate as per preference.

## C) Non-Teaching Posts

### i) Clerk

Step I: After receiving the applications, a list of eligible candidates will be given on our website and in School Notice Board approximately one week before the written examination along with the date, time and venue of the written test.

Step II: A shortlist of the candidates will be prepared based on the marks secured in the written examination, plus the marks awarded against his academic qualification, post-wise and category wise. These shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post', 'Speed Post' or 'E-mail'.

Step III: The Personality Test will be for 30 marks with typing and computer proficiency.

Step IV: The final panel prepared by the selection committee will be submitted to the D.I. of Schools (SE) Hooghly MC of the School for approval. After receiving approved panel the Secretary on behalf of Managing Committee of School will issue the appointment letter to the candidate as per preference.

### ii) Gr. D (Peon)

Step I: After receiving the applications, a list of eligible candidates will be given on our website and in School Notice Board approximately one week before the written examination along with the date, time and venue of the written test.

Step II: A shortlist of the candidates will be prepared based on the marks secured in the written examination, post-wise and category wise. These shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post', 'Speed Post' or 'E-mail'.

Step III: The Personality Test will be for 05 marks.

Step IV: The final panel prepared by the selection committee will be submitted to the D.I. of Schools (SE) Hooghly by MC of the School for approval. After receiving approved panel the Secretary on behalf of Managing Committee of School will issue the appointment letter to the candidate as per preference.

**Note:** In case, grand total marks obtained by two or more candidates becomes equal, the preference will be given to the candidate who have scored more marks in written examination



first, subsequently on academic qualifications further on the candidate who is having more teaching experience.

## 16. Appointment:

- a) The appointment process will be as per the notification 175-SE/JS/13 dated 27.08.2013 clause 16.
- b) After receiving the approval of the final Panel from the School Management Committee and the D.I. (SE), Hooghly, the school authority shall issue the appointment letter to the 1st rank holder in the Panel, Post-wise, Category-wise.

## General Information:-

A) Disqualification of the candidates:-

- i) No person shall be eligible for selection for appointment to the post of assistant teacher unless he is a citizen of India.
- ii) Incomplete application form is liable to be rejected.

## iv) Admit Card shall not be issued for the following ineligibilities:

- a) Signature of applicant in capital letters or signature of the applicant in the testimonials not tallying with the signature put in the application form.
- b) Signature is missing in any part of the application where it is required.
- c) Under age or over age with respect to caste category.
- d) Vacancy/Post not advertised.
- e) Applicant does not have proper educational qualification.
- f) Date of birth missing or age proof certificate not submitted.
- g) Candidate has applied for more than one post or duplicate candidate.
- h) Caste Certificate of other state, caste certificate not from competent authority.
- i) Caste Certificate not submitted, if applied for particular caste category.
- j) Degree not recognized or approved by the UGC (ONLY FOR TEACHING POSTS).

k) Subject studied neither at the Graduation Level nor at Post Graduation Level for the post of H/PG vacancy (ONLY FOR TEACHING POSTS).

l) B.Ed. degree from an institution not recognized by NCTE (ONLY FOR TEACHING POSTS).

m) The form should be fill up Black/Blue ball pen only.

n) Application form will be rejected without examination fees, in the form of valid Bank Draft.

## B) Disqualification of In-Service Teachers in the same Category of Post:-

In service teachers, without completion of 02 (two) years of continuous approved service as on the last date of the submission of application form for Assistant Teacher, as teacher in the institution he has last joined, cannot apply for the post of Assistant Teacher in the same category/post, as per the rules of School Education Department, Government of West Bengal.

## C) Other Information:

i) Before submitting the Application Form, the candidate should satisfy himself that he or she fulfils all the eligibility criteria as laid down in the advertisement to avoid rejection of the Application Form.

ii) No mark sheet shall be issued to the candidates.

iii) Application fees shall not be refunded under any circumstances.

iv) The candidate must bring the Admit Card to the Examination Hall to secure Admission for the Written Examination.

v) If a candidate writes his or her name or put any special marks at any place in the Examination Booklet, which may disclose in any way the identity of the candidate, he or she shall render himself or herself liable to be disqualified.

vi) Candidate must abide by the instructions as may be specified by the Officer-in-Charge of the Centre.

vii) No T.A/DA will be paid to the candidate for appearing at the Examination Centre.

viii) Use of Calculator/Mobile Phone/Log Tables and other electronics device will not be permitted in the Examination Hall.

ix) A candidate found canvassing in any form and/or guilty of indiscipline in the Examination Hall or using unfair means of any nature or noting down the question, except on Answer Sheet shall be liable to be disqualified from this Examination and future Tests also.