



THE WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION  
ACHARYA SADAN  
11 & 11/1, BLOCK - EE, SALT LAKE, SECTOR - II, KOLKATA - 700091

**NOTIFICATION**

**1st State Level Selection Test for Recruitment to the posts of  
Headmaster/ Headmistress in Secondary and Higher  
Secondary Schools  
(Except Hill Region), 2017**

Memo No. 620 /6856/CSSC/ESTT/2017

Date: 12.06.2017

As per the instruction vide ref. No.1114-S(S)/1S-26/2010 (Pt.- III) the 21.09.2016– In exercise of the power conferred by sub-section (1) of section 17, *read* with section 8 and clause (d) of sub-section (2) section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997), The West Bengal School Service Commission has been designated to conduct the 1<sup>ST</sup> SLST Headmaster / Headmistress in Recognized Non-Govt. aided/Sponsored/Secondary/Higher Secondary Schools in West Bengal against the vacancies available under the above rule.

The entire processes will be guided by The West Bengal School Service Commission Act, 1997, The West Bengal School Service Commission (Selection for Appointment to the Posts of Headmaster / Headmistress in Secondary or Higher Secondary and Jr. High Schools) Rules, 2016 and subsequent Amendments vide no: 254-SE(S)/1S-26/2010(Part III) dated : 23.03.2017.

**1.**

Any citizen of India may only apply for the post of Headmaster / Headmistress in Recognized Non-Govt. aided/Sponsored/Secondary/Higher Secondary Schools.

**2.**

Eligible candidates for **1<sup>st</sup> State Level Selection Test** as per the Minimum Qualification laid down by the The West Bengal School Service Commission (Selection for Appointment to the Posts of Headmaster / Headmistress in Secondary or Higher Secondary and Jr. High Schools) Rules, 2016 and subsequent amendments may apply **Online only (and by no other mode)** visiting the official website of The West Bengal School Service Commission (i.e., **www.westbengalssc.com** )

**3.**

(i) Eligible Candidates must enclose passport size Colour photograph with signature there under, mentioning District Inspector of schools of present posting and academic qualification till date of submission of Application for 1<sup>ST</sup> SLST Headmaster / Headmistress and fill in all details required and make necessary payment of fees as applicable.

(ii) Candidate has to furnish his/her options of regions in order of references for the purpose of Counseling, Recommendation and appointment.

SL NO	DISTRICT NAME	REGION
1	BIRBHUM	EASTERN
2	BURDWAN	
3	HOOGHLY	
4	COOCHBEHAR	NORTHERN
5	JALPAIGURI	
6	SILIGURI (DARJEELING)	
7	UTTAR DINAJPUR	
8	DAKSHIN DINAJPUR	
9	MALDA	
10	MURSHIDABAD	
11	ALIPURDUAR	
12	HOWRAH	SOUTHERN
13	KOLKATA	
14	SOUTH 24 PARGANAS	
15	PURULIA	WESTERN
16	BANKURA	
17	PASHCHIM MEDINIPUR	
18	PURBA MEDINIPUR	
19	NADIA	SOUTH-EASTERN
20	NORTH 24 PGS	

- ❖ **Incomplete and wrong applications will be treated as cancelled.**
- ❖ It is instructed to every candidate to submit his/her form carefully as after submission of Online Application form no further rectification will be allowed.
- ❖ Information Brochure (How To Apply) may be referred.

**4. Scheduled Dates for 1st SLST 1<sup>ST</sup> SLST Headmaster / Headmistress, 2017**

- (i) Submission of Online Application: **Opening: 13-06-2017 (5pm)**  
**Closing: 27-06-2017(5pm)**

last date of Deposit of Application Fees is : **30.06.2017 (5 pm)**.

- (ii) Fees Payments through CASH-e-Challan : Opening : After 24 Hours (During Banking Hours) of submission of online Application Form.

***Challan will be available on successful submission of filled in online application form***

1. **Tentative Date of the Written Exam:-** *Dates will be notified in due course.*

5. **Admit Card:-** Admit cards of the said SLST will be available on the official website ([www.westbengalssc.com](http://www.westbengalssc.com)). Candidates are requested to download the same. **Date will be announced in due course.**

6. **Fees for Examination :**

Sl no	Post Name	General & OBC Candidates	SC / ST/ PH Candidates	BANK CHARGES
1	<u>Headmaster</u> <u>/Headmistress</u>	Rs.1,000/-	Rs.750/-	Rs.5/-

7. **Manner of selection of Headmaster/ Headmistress.** –

Selection to the post of the Headmaster/ Headmistress shall be made on the basis of the results of the State Selection Test comprising written examination conducted by the Central Commission, evaluation of academic and professional qualifications and personality tests of the candidates in the manner as specified in Sl no Schedule I of The West Bengal School Service Commission (Selection for Appointment to the Posts of Headmaster / Headmistress in Secondary or Higher Secondary and Jr. High Schools) Rules, 2016.

Selection to the post of Headmaster or Headmistress of High School or Higher Secondary School shall be made on the basis of written examination, evaluation of Academic and Professional qualifications and experience of the candidates in teaching and personality tests to be determined by the Commission in the following manner:

- (a) Written Examination : 60 marks  
(b) Academic qualifications including professional qualifications : 28 marks  
(c) Experience in teaching (marks to be allotted as per the break-up detailed below) : 5 marks
- | Experience                                 | Marks     |
|--|-----------|
| (i) ten years                              | : Nil     |
| (ii) above ten years but upto twenty years | : 3 marks |
| (iii) above twenty years                   | : 5 marks |
- (d) Personality Test : 7 marks  
(Appearance before the Personality Test Board is compulsory)

*Note 1.*–The academic qualifications including professional qualification for selection to the post of Headmaster or Headmistress of High School, or Higher Secondary School shall be evaluated in accordance with Table 1 of Part C of Schedule II, of The West Bengal School Service Commission (Selection for Appointment to the Posts of Headmaster / Headmistress in Secondary or Higher Secondary and Jr. High Schools) Rules, 2016.

Note :

- ❖ Question Papers will be set in English.
- ❖ Candidates will be allowed to apply under any one medium of Instruction for the Post of Headmaster / Headmistress.

**a. Preparation of panel for the Posts of Headmaster / Headmistress in Secondary or Higher Secondary Schools**

- (1) After the evaluation of the OMR Sheet or answer-sheet of the written examination, the Central Commission shall prepare and publish in their website with all details of the candidates to be called for personality test(interview list) medium and gender wise on the basis of merit (Marks of written test , Academic & Professional Qualification) in the ratio of 1:2 of final vacancies;
- (2) WBCSSC shall Prepare and publish in Official website(www.westbengalssc.com) a Merit List of candidates prepared medium wise on the basis of marks obtained in written test ,evaluation of academic and professional qualifications and marks of personality test.
- (3) WBCSSC shall Prepare and publish in Official website (www.westbengalssc.com) a merit based Panel of candidates (medium wise) of the merit list equal to the number of vacancies and region wise list on the basis of the option exercised by the candidates and shall also prepare and publish in their website a medium-wise waiting list of the rest of the candidates of the merit list not included in the panel:

(4) Provided written answer script/OMR shall not be reviewed or re-evaluated.

(5) Provided also that if any candidate makes omission or commits error or makes any mistake of any nature to fill in the OMR sheet or any defect crept in the OMR sheet of such candidate, the answer script of such candidate will not be evaluated and the candidature of such candidate will not be considered.

(6) If more than one candidate obtain the same aggregate (total marks) the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred and if the aggregate and date of birth shall also be same, the candidates obtaining higher academic score shall be preferred and if the aggregate, date of birth and academic score shall be same, the candidates obtaining higher marks in written examination shall be preferred.

(7) The Central Commission shall publish such panel and waiting list of candidates in the website of the Commission as well as at the Offices of the concerned Regional Commissions. A copy of the same will be submitted to the School Education Department and the Directorate of School Education for information.

**Note.–Male candidate shall not be recommended for appointment in any girls' school.**

**8. Validity of Panel and Waiting list :**

Each panel and waiting list shall remain valid for one year from the date of publication of the panel and waiting list, or the date of advertisement for the next Selection Test whichever is earlier:

Provided that the names of candidates shall not be recommended against any post other than the post applied for or against any vacancy which has not been notified in terms of clause (b) of sub-rule (3) of rule (8) of the West Bengal School Service Commission (Selection for Appointment to the Posts of Headmaster / Headmistress in Secondary or Higher Secondary and Jr. High Schools) Rules, 2016.

9. **Vacancy Position (Tentative): Published in WBSSC Official Website with notification ([www.westbengalssc.com](http://www.westbengalssc.com)).**

Region Name	Headmaster / Headmistress
Eastern Region	431
Northern Region	333
Southern Region	304
Western Region	417
South-Eastern Region	264
<b>TOTAL</b>	<b>1749</b>

N.B. Detailed Post Wise Vacancies are available in separate sheet in Commission's Website. Final Vacancies may increase due to creation of New Vacancies and Vacancies may decrease due to General Transfer on special ground and transfer in compliance with order of Hon'ble Courts.

10. **Scale of Pay** : As admissible as per Govt. Rules.

11. **Examination Venues** : To be informed later on through Commission's Website

12. **Eligibility:**

**Educational qualification including professional qualifications for selection of Headmaster / Headmistress in Secondary or Higher Secondary Schools**

Sl. No.	Name of posts	Educational qualification including professional qualifications	Age limit
1.	Headmaster/ Headmistress of High School/ Higher Secondary School	<p><b>Essential:</b></p> <p>(i) Master's Degree from a recognized University with at least 50% marks at the Post Graduate Level, with degree in Bachelor of Teaching/Bachelor of Education/Post Graduate Basic Training from any recognized University or any training recognized by the State Government as equivalent to Bachelor of Teaching / Bachelor of Education / Post-Graduate Basic Training from a Teachers' Training Institution duly recognized by the National Council for Teacher Education (NCTE) in the relevant academic session:</p> <p>Provided that the above criteria of marks shall not apply to a Headmaster/Headmistress already appointed in Jr. High/High/Higher Secondary School prior to publication of these amendments;</p> <p>(ii) Ten years continuous teaching experience on the last date of submission of application in approved service in a Higher Secondary School/High School/Junior High School recognized by the West Bengal Council of Higher Secondary Education/West Bengal Board of Secondary Education.</p>	Upto 55 years

**N.B. :**

**Calculation of Percentage of Marks at Graduation Level may be calculated in any one manner of the following.**

1. **Honours**
2. **Pass**
3. **Honours + Pass (Aggregate)**

**13. Names of post, qualification and age. –**

The name of the posts, and its qualification shall, subject to rule 5, be such as specified respectively in columns (2) and (3) of Schedule I of The West Bengal School Service Commission (Headmaster / Headmistress in Secondary or Higher Secondary and Jr. high Schools) Rules, 2016.

The age-limit for the post referred to in column (2) shall be such as specified in column (4) of Schedule I of The West Bengal School Service Commission (Headmaster / Headmistress in Secondary or Higher Secondary and Jr. High Schools) Rules, 2016.

Provided certificates received up to the last date of the application and mentioned in the application form shall only be counted for academic and professional qualification.

**14. Medium Of Instruction :** A candidate willing to be selected as a Headmaster/ Headmistress in any School having Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu as the medium of instruction, shall have Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu, as the case may be, as first or second or third language at –

- (a) Secondary level of the Board or equivalent ;
- (b) Higher Secondary level of the Council or equivalent.

**15. ONLINE APPLICATION FORM & SUBMISSION THEREOF AND RELATED INFORMATION:**

i) Domain: [www.westbengalssc.com](http://www.westbengalssc.com)

(iii) Candidates can apply online by accessing the official website of The West Bengal School Service Commission (i.e. [www.westbengalssc.com](http://www.westbengalssc.com)) and then feeding his/her personal and educational information as required by the commission and finally he/she will get Bank Challan (Cash Challan) of Allahabad Bank. Then the various options to pay the Application Fees are mentioned below.

**16. MODES OF PAYMENT FOR APPLICATION FEE :**

**(I) Through Bank Challan (Offline Mode) :**

a) Incumbent has to contact any Branch of Allahabad Bank in West Bengal after 24 hours of online Submission of Application with printed Challan from official website of West Bengal central School Service Commission ([www.westbengalssc.com](http://www.westbengalssc.com)) till **30.06.2017** (5 pm) with required Fees (Rs.1,000/- + 5/ Rs. 750/- + 5/- for the post as a Headmaster/ Headmistress in cash. The branch representative will accept the fees, Printed Challan and will provide Journal No., date, seal & signature on the Challan and will return the candidate's portion of the Challan with Bank Branch seal.

B) Candidate can check the payment status after 48 hours of cash deposit. All the applicants are instructed to retain the sealed & signed Challan copy of the bank for future reference. Any manually modified Challan will not be accepted at selected Bank counters.

**(II) Through SAHAJ TATHYA MITRA KENDRA (From Second Day of Starting of Application):**

Candidates can also submit online application visiting any "[Sahaj Tathya Mitra Kendra . Common Service centre \(C.S.C.\)](#)" with his/her documents with recent passport size photograph(Colour). At Sahaj Tathya Mitra Kendra, applicant can apply online with the help of representative of Sahaj Tathya Mitra Kendra and also can pay the fees in cash instantly at Sahaj Tathya Mitra Kendra and get a Receipt.

**(III) Online Payment Through Credit Card/Debit Card/Internet Banking:**

During Online Application Submission an incumbent can deposit the requisite Application Fees instantly by using his/her Credit/Debit card or using Net-Banking. In this mode, after filling all the personal and educational information, the candidates will click on the button "Credit Card/Debit Card/Net-Banking" and then he/she will be redirected to the concerned Bank's page. After successful payment, the candidate will be transferred back to WBSSC's domain, where he/she will get receipt for successful submission of fees.

(A) **For uploading the Photograph and the Signature** – Please paste the colour photograph on a white paper and put your full signature just below the Photograph. Now scan the photograph and the signature below it and crop it. Next save it such a way that the file size is between **10 KB and 30 KB**. Now upload the photograph by clicking the button and click on the final submit button. For details please follow the instruction given in Information Brochure.

(B) After successful uploading of all the requisite information and the photo –with signature, candidates will be able to print their filled in Application form where he/she will get an Application ID which can be used for future reference. Candidate can also take a print-out of the application form with Payment –Done status after 48 hours of payment of the fees.

- (C) The Bank official will return the Customer Acknowledgement slip to the applicant and the applicant will retain the Acknowledgement slip for future reference.
- (D) Every Candidate is requested to visit the official website ([www.westbengalssc.com](http://www.westbengalssc.com)) every Friday. All updated information will be given in the website from time to time.
- (E) **Citizenship:** Only citizens of India can apply for the said State Level Selection Test for Appointment to the posts of as a Headmaster/ Headmistress,2017
- (F) The candidate should satisfy himself/herself about his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria. It is to be noted that if a candidate has been allowed to appear in the State Level Selection Test for Appointment to the posts of Headmaster/ Headmistress,2017, it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for appointment. The eligibility even for a candidate, who has qualified in State Level Selection Test for Appointment to the posts of Headmaster/ Headmistress, 2017 shall be finally verified by the concerned selecting/ appointing authority.
- (G) No. T.A / D.A will be paid to the candidates for appearing for the Interview.

**17. Important Notes:**

- (a) Candidates can only apply Online for State Level Selection Test for Appointment to the posts of Headmaster/ Headmistress, 2017
- (b) The candidature of candidates not complying with the instructions shall be summarily rejected.
- (c) Candidate should enter his/her particulars i.e. Name, Father's Name/ Mother's Name & Date of Birth as per his/her Madhyamik Certificate.
- (d) It is requested to every candidate to submit his/her form carefully as after submission of Online Application form no further rectification will be allowed.



**18. (I) Commission's Helpline:** To assist the candidates to submit the online application for, Headmaster/ Headmistress, 2017, the following centres will be available for assistance in this regard. Candidates may utilize the facility on contacting these from 11:00 am to 5:00 pm on all working days:

Addresses and Contact Numbers of The Central Commission and Regional Commissions:

SI NO	Name of the office with Address	Contact No.
1	W.B. Central School Service Commission. 'Acharya Sadan ', Salt Lake. EE -11 & 11/1, Bidhannagar, Sector – II , Kolkata – 700091	033-2321-4550
2	W.B. Regional School Service Commission. (Eastern Region) MBC Institute of Engineering & Technology Campus Sadhanpur, PO & District – Bardhaman, Pin – 713101	0342-2625596
3	W.B. Regional School Service Commission. (Northern Region) Govt Teachers' Training College Hostel (Ground Floor), PO : Makdumpur, Dist : Malda , Pin : 732103	03512-278014
4	W.B. Regional School Service Commission. (Southern Region) 84, Sarat Bose Road , Kolkata – 700026	033-2485-1415
5	W.B. Regional School Service Commission. (Western Region) Acharya Bhavan, Machantala, PO & Dist – Bankura, Pin – 722101	03242-255895
6	W.B. Regional School Service Commission. (South – Eastern Region ) Zilla Parishad Bhavan (Annex Building) 1 <sup>st</sup> Floor, Rishi Bankim Sarani, PO – Barasat, District – North 24 Parganas , Pin -700124	033-2584-1060
Official Website : <a href="http://www.westbengalscc.com">http://www.westbengalscc.com</a>		
<u>Help Line Ph No.for Application Form Fillup related Queries : -</u> <u>033-2321-4550/9051176500/9051174600/9051174700/9830454218</u>		

(II) **Help Lines for getting information regarding Sahaj Tathya Mitra Kendras :**

Candidates may utilize the facility on contacting there from 11:00 am to 5:00 pm on all working days.

CLUSTER	DISTRICT	AM	MOBILE NO.
	JALPAIGURI	Kajal Debnath	9800072832
	ALIPUDUAR	Kajal Debnath	9800072832
	UTTAR DINAJPUR	Ajoy Biswas	9800897160
	DAKSHIN DINAJPUR	Ajoy Biswas	9800897160
	MALDA	Bikash Chandra Majhi	9831867900
	MURSHIDABAD	Abdul Wadud	9002837033
	<i>BIRBHUM</i>	Pankaj Kr. Mukherjee	9002034121
	NADIA	Kousik Chatterjee	9002372013
	<b>NB CLUSTER</b>	<b>Somnath Kundu</b>	<b>9800897156</b>
	<b>MRIGANKA DUTTA (9002008275)</b>	NORTH 24-PARGANAS	Mriganka Dutta
<i>PURULIA</i>		Pankaj Kr. Mukherjee	9002034121
SOUTH 24-PARGANAS		Biman Das	7603039700
HOWRAH		Saikat Rakshit	9933355827
HOOGHLY		Subir Routh	9800469813
BURDWAN		Protap rez	8697969688
<i>PASCHIM MIDNAPORE</i>		Chandan Majhi	9007199426
PURBA MIDNAPORE		Binay Dey	7407270006
<b>SB CLUSTER</b>		<b>Mriganka Dutta</b>	<b>9002008275</b>

(III) **Allahabad Bank Help Line Nos. (Only for Bank related queries and payment related queries through Allahabad Bank :**

1. AJEET KUMAR : 8210580955

(IV) NEEVA KUMARI : **8583006505**

**.Help Lines for getting information regarding Billdesk (India Ideas.com Limited) :**

033-40035101/02/03/04

Candidates may utilize the facility on contacting there from 11:00 am to 5:00 pm on all working days.

**19. VACANCIES FOR THE POST OF Headmaster/ Headmistress,2017 are AVAILABLE IN SEPARATE LINK (TENTATIVE VACANCIES FOR 1<sup>st</sup> State Level Selection Test for Recruitment of Headmaster/ Headmistress,2017 in Govt. aided / Sponsored/Secondary/ Higher Secondary Schools IN WEBSITE( [www.westbengalscc.com](http://www.westbengalscc.com))**

**22) CANDIDATES MAY DOWNLOAD**

**1. THE NOTIFICATION.**

**2. RECRUITMENT RULES and amendments**

**3. INFORMATION BROCHURE (HOW TO APPLY)**

**4. SYLLABUS In THE WEBSITE ([www.westbengalscc.com](http://www.westbengalscc.com))**

**5. EQUIVALENCE OF DEGREES**

**6. VACANCY COUNT REGION WISE AND CATEGORY WISE**

**[C]. HARDCOPY OF APPLICATION FORM, CERTIFICATES, BANK CHALLANS ETC SHOULD NOT BE SENT TO COMMISSION. THE SAME MAY BE KEPT FOR FUTURE REFERENCE.**

Date - 12.06.2017

Place - Kolkata



Secretary

W.B. Central School Service Commission