

GOVERNMENT OF WEST BENGAL
Minority Affairs & Madrasah Education Department

No.1175-MD

Date : 12.08.2009.

NOTIFICATION

Guidelines for recruitment of Assistant Superintendent/Headmaster/Headmistress of recognized aided non-Government Senior Madrasah/High Madrasah/Higher Secondary Madrasah.

1. **Sanctioned Post :** Recruitment may be made only against sanctioned post.
2. **Prior Permission :** The Madrasah authority shall have to obtain prior permission for recruitment in such post. The Managing Committee/Adhoc Committee/Administrator of the Madrasah concerned shall approach the District Inspector of Schools (SE)/ Additional District Inspector of Schools or any other authorized person (officer) concerned with post sanctioning memo and other relevant records. The competent officer shall accord prior permission within a month from the date of receipt of such papers.
3. **Eligibility**
 - A. **Qualification :**
 - (i) **Academic :** Regular Honours/Post-Graduate Degree.
 - (ii) **Professional :** B.Ed/B.T/P.G.B.T.
 - B. **Experience :** 5 (five) years' teaching experience in approved service.
 - C. **Age :** Upto the age of superannuation.
4. **Notification :** After obtaining prior permission, the Madrasah authority shall notify the vacancy inviting application(s) from the eligible approved assistant teachers of the Madrasah in the Notice Board of the Madrasah and through Notice Book to all the teachers.
5. **Application :** The eligible approved assistant teachers of the Madrasah may apply for the post in duplicate to the Secretary/Administrator through the Headmaster/Headmistress/ Superintendent/ Teacher-in-Charge who will return one copy after due receipt and keep the other for office use. In any case, if any willing teacher fails to submit application direct, he/she may apply through registered post within the stipulated period. The application registered within the last date of submission shall be accepted, even if the same reached the Madrasah later on.
6. **Screening of applications :** The Head of the institution and the Secretary shall check the applications and classify the applications into valid ones and invalid ones, if any, mentioning reasons within 7 (seven) days from the last date for submission of application. All the applications including invalid ones shall have to be submitted to the Selection Committee and also to the Approving Authority at the time of Submission of panel.
7. **Date of Interview :** The Head of the Madrasah in consultation with the Secretary/Administrator shall fix the date of interview on any Sunday/holiday within the 30 (thirty) days from the date of Screening.
8. **Selection Committee :** The Madrasah Authority shall form a selection committee for

Selection of Assistant Superintendent/Assistant Headmaster/Assistant Headmistress with the following Persons—

- (a) Secretary of the Managing/Adhoc Committee, Administrator of the concerned Madrasah. If the Superintendent/Headmaster/Headmistress/TIC is the Secretary, the President of the Committee shall be included as a member.
- (b) The Superintendent, Headmaster, Headmistress & TIC of the concerned Madrasah.
- (c) One Teachers Representative to be selected by the Managing Committee/ Adhoc Committee as the case may be and in case of Madrasah having Administrator Teachers Representative shall be selected by the teaching staff in a meeting convened by the Head of the Madrasah.
- (d) The nominee of Panchayet Samity in the Managing Committee for institution situated in Rural Area or PIE in the Managing Committee for Madrasah in Urban Area. The post shall remain vacant in case of Madrasah having Adhoc Committee or Administrator.
- (e) External Expert :

An approved Head of a recognized High or Higher Secondary Madrasah/School having at least 5 years continuations teaching experience as Head of Madrasah(s)/ School(s) situated with the Sub-Division where the Madrasah is situated.

In case of Municipality/Corporation/Notified Area Authority Managed Non-Government Recognised Madrasah having no individual Managing Committee and Managed by the Corporation/Municipality/Notified Area Authority Centrally, the Selection Committee shall be formed with the following members :-

- (a) Headmaster/Superintendent of Madrasah (b) subject expert (c) one of the representative from Teacher to be selected by the Teachers (d) one Nominee of the DI/S(SE) (e) one nominee of the Corporation/Municipality.

9. Intimation : Intimation letter mentioning date, time and place of interview shall be handed over to all the eligible candidates with due receipt. In case the teacher is on leave, the intimation on inland letter/postcard shall be sent through registered post with AD to the residential address as intimated to/recorded in the office of the Madrasah.

10. Interview : Before starting of the interview, the Selection Committee members shall select/ elect one among them as the president of the committee or Interview Board. No person related to any of the candidates to be interviewed shall be a member of the Interview Board/Selection Committee. In such case, the position shall remain vacant. All the candidates for interview shall record their attendance on the Attendance Sheet to be maintained by the Selection Committee before the interview. After the interview of every candidate, the President of the Selection Committee shall sign with date on the intimation letter as a proof of appearance at the interview. All the members shall allot marks on the performance of the candidates at the interview in individual score-sheet and sign on it. Thereafter, a consolidated score sheet with marks awarded by all the members of the Selection Committee and average marks scored by every candidate shall be prepared on the basis of individual score-sheets. This consolidated score-sheet shall be signed by every member.

11. Evaluation : Evaluation shall be made on the basis marks scored by each candidate on academic qualification, experience and personality test.

12. Preparation of panel : After evaluation a panel consisting up to 3 (three) candidates shall be prepared in order of merit. All the Selection Committee members shall sign on the panel prepared in order of merit. If any member abstains/refrains himself from signing the panel, the panel signed by at least 50% of the Selection Committee Members shall be valid. Any member may note his dissent/remarks mentioning reasons. Then the panel shall be placed to the Managing Committee for examination and forwarding to the D.I. of Schools (SE)/Authorised Officer.

13. Examination, endorsement & forwarding by MC : The panel prepared by the Selection Committee shall be examined by the Managing Committee. After examination the same shall be submitted to the Office of the D.I./S(SE)/Authorised Officer for approval. The Managing Committee may express their observation/opinion/remarks, if any, in the forwarding of the said panel.

14. Approval of panel : The panel shall be checked and verified with reference to the recruitment rules by the Office of the District Inspection of Schools (SE)/Authorised Officer and D.I./S(SE)/ Authorised Officer shall approve the panel and send the same to the Madrasah authority within 30 days with a direction to appoint candidate of the approved panel in order of merit. If any discrepancy/wanting is noticed, the same shall be brought to the notice of the Madrasah Authority for rectification, modification or submission of additional papers/records as wanted. But in no way the panel shall be held for more than 45 days in total. If the District Inspection of Schools (SE)/ Authorised Officer is unable to approve the panel even after rectification/modification, the same shall be referred to the Director of Madrasah Education whose decision shall be final and binding.

15. Validity of Panel : The panel so prepared shall be valid for one year from the date of approval.

16. Issue of appointment letter : After getting approval of the panel from the District Inspection of Schools (SE)/ Authorised Officer, the Administrator/Secretary shall issue appointment letter within 10 days to the candidate by hand on proper receipt or through Registered Post to the residential address provided to the Madrasah, if the candidate is on leave or out of station. In absence of Administrator/M.C., the Headmaster/Headmistress/Superintendent is empowered to issue appointment letter. In that case, the same shall be vetted/approved by the Administrator/MC at the earliest opportunity.

17. Joining time : The appointment candidate shall have to join within 30 days from the date of receipt of the appointment letter. The appointed candidate may pray for time upto six months to the Managing Committee and the Committee shall allow the candidate for the said period. If the candidate fails to join within the extended period upto six months, the Administrator Secretary of the committee shall issue appointment letter to the next candidate in order of merit.

18. Approval of appointment : After joining of the appointed candidate, the Secretary shall convene a meeting within 10 days for approval of the appointment and send the same to the District Inspection of Schools (SE)/Authorised Officer for approval. District Inspection of Schools (SE)/Authorised Officer shall normally approve the appointment of the candidate and send the approval letter within 30 days but not later than 45 days in any circumstances.

19. Interpretation : In regard to interpretation/explanation of any term, expression or clause, the decision of the Director of Madrasah Education, West Bengal shall be final.

Sd/- A.A. Siddique
Joint Secretary, to the Govt. of West Bengal.

