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Notification No. 1127-SL/5S/241/2025

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**SCHOOL EDUCATION DEPARTMENT**  
**SECONDARY BRANCH**

**NOTIFICATION**

No. 1127-SL/5S/241/2025

Date : 4<sup>th</sup> August, 2025

In exercise of the power conferred by clause (d) of sub-section (2), read with sub-section (1), of section 17 of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997), and in supersession all previous rule, orders, notification and directions on the subject, the Governor is pleased hereby to make the following rules regulating the selection of persons for appointment to the posts of non-teaching staff.

**Rules**

**CHAPTER I**

**Preliminary**

**1. Short title and commencement.** - (1) These rules may be called the West Bengal School Service Commission (Selection of Persons for Appointment to the Posts of Non-Teaching Staff) Rules, 2025.

(2) They shall come into force on the date of their publication in the *Official Gazette*.

**2. Definitions.** - (1) In these rules, unless the context otherwise requires -

(a) “Act” means The West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997);

(b) “Appointing authority” means any officer of the Board not below the rank of Deputy Secretary as designated by the Board;

- (c) **“Bachelor’s degree”** means- Bachelor’s degree, obtained from a University recognised by the University Grants Commission or from University established by law;
- (d) **“Board”** means the West Bengal Board of Secondary Education established under the West Bengal Board of Secondary Education Act, 1963;
- (e) **“Category”** in relation to a vacancy reported, means and includes its post-wise, medium of instruction wise, gender wise, reservation category wise vacancy so reported;
- (f) **“Central Commission”** means the West Bengal Central School Service Commission constituted under the Act;
- (g) **“Director”** means the Director of School Education, West Bengal and includes the Commissioner of School Education, West Bengal;
- (h) **“Group D staff”** means the IVth grade staff of a school, by whatever name called ;
- (i) **“Interview list”** means a list of candidates to be called **on merit** for interview, on the basis of **preliminary merit score** [i.e. score from written test, academic performance, (wherever applicable) and similar experience, (wherever applicable)] in the ratio of 2:1 of final vacancies;
- (j) **“Merit list”** means the category wise list of eligible candidates, in terms of descending order of aggregate score, which includes, besides the preliminary merit score, the score obtained in interview (inclusive of a computer typing-cum-computer proficiency test for the post of clerk only);

*Provided that appearance in interview is mandatory for being placed in the merit list.*

- (k) **“Panel”** means a list to be published by the Central Commission containing the serial wise names of candidates from the merit list, equal to number of vacancies against posts declared for the respective categories in a region, as the case may be, found fit for recommendation for appointment strictly in order of merit on the basis of Selection Test:
- (l) **“Post”** means whole-time sanctioned posts of non-teaching staff comprising the posts of Librarian, Clerk and Group D staff, as mentioned in column (2) of Schedule I.
- (m) **“Regional Commission”** means the West Bengal Regional School Service Commission constituted under the Act;
- (n) **“Schedule”** means Schedules appended to these rules;
- (o) **“State”** means the State of West Bengal;
- (p) **“State Government”** means the Government of West Bengal in the School Education Department;
- (q) **“Sub-rule”** means sub-rule of a rule in which the word or expression occurs,
- (r) **“Vacancy”** means a vacancy in the post of a non-teaching staff caused by-
- (i) creation of a new post,
  - (ii) superannuation of a non-teaching staff,
  - (iii) death of a non-teaching staff,
  - (iv) acceptance by the appointing authority of the resignation tendered by a non-teaching staff,
  - (v) removal or dismissal of a non-teaching staff, or
  - (vi) any other reason, as the State Government may, by order, determine;

- (s) **“Waiting list”** in relation to non-teaching staff means a list of candidates who are in the list, but who are not in the panel;
- (t) **“Website”** means the official website(s) of the Central Commission;

(2) Words and expressions used and not defined in these rules but defined in the Act shall have the same meaning as respectively assigned to them in the Act.

## CHAPTER II

### Provisions regarding selection, qualification, age etc.

**3. Method of selection.** - The selection of person to the post shall be made through the Central Commission by direct recruitment in the manner as specified in Chapter III of these rules;

**4. Qualification and age of the post.** (1) Subject to Rule 5, the qualification for the post shall be such as specified in column (3) of Schedule I.

(2) The age-limit for the post shall, subject to provision of this sub-rule, be such as specified in column (4) of Schedule I: Upper age limit is however relaxable as per State Government norms for Scheduled Castes/Scheduled Tribes, OBC and Physically Handicapped Candidates.

Note 1 - Age relaxation in connection with fresh selection process for recruitment of candidates to the posts of non-Teaching Staff, commenced pursuant to the directions contained in the judgment and order of the Hon'ble Supreme Court in Civil Appeal No. 4800 of 2024 dated 3<sup>rd</sup> April, 2025, shall be given in accordance with the directions contained therein and to be passed in connection therewith from time to time.

Note 2- Age relaxation with regard to OBC candidates is subject to the orders passed by the Hon'ble Courts from time to time.

Explanation - The age for the posts of Librarian or Clerk shall be calculated on the basis of the date of birth recorded in the certificate or admit card of Madhyamik Examination or its equivalent examinations issued by other recognized Boards/Bodies and the age for the post of Group D Staff shall be calculated on the basis of date of birth recorded in the Birth Certificate issued by the Birth Registrar, to be corroborated by the certificate issued by the Headmaster of a School, where the candidate actually studied, on the basis of date of birth recorded in the Admission Register.

**5. Additional essential qualification of candidate.** - A candidate willing to be selected as a non-teaching staff in any School in West Bengal, must have mandatorily passed the language which is the medium of instruction of the concerned schools, as his first/second or third language subject at class VIII or at School Final/Madhyamik level, or at any higher level of examination, as may be applicable :-

- (a) at Secondary level of the Board or its equivalent examination conducting Bodies, or Higher Secondary level of the Council or its equivalent; or at any subsequent higher level of education in that language paper for the post of Librarian;
- (b) at Secondary level of the Board or its equivalent examination conducting Bodies or at any subsequent higher level of education in that language paper for the post of Clerk;
- (c) at School Level up to Class VIII for the post of Group D staff or at any subsequent higher level of education in that language paper.

**6. Disqualification** - (1) No person shall be eligible for selection for appointment to the post of non-Teaching Staff in any School unless he is a citizen of India.

(2) No person shall be eligible for selection for appointment to the post of non-Teaching Staff if he/she is convicted by any Court of law or who is under suspension or dismissed from service by the State Government.

### CHAPTER III

#### Manner of selection of non-teaching staff by direct recruitment

##### 7. Manner of selection by direct recruitment. - Selection to the post of -

- (a) Librarian shall be made on the basis of aggregate marks of the candidates in the written examination conducted by the Central Commission, evaluation of academic performance, similar experience and interview in the manner as specified in Schedule II;
- (b) Clerk shall be made on the basis of aggregate marks of the candidates in the written examination to be conducted by the Central Commission, evaluation of academic performance, similar experience and interview (inclusive of a typing-cum-computer proficiency test) in the manner as specified in Schedule II;
- (c) Group D Staff, shall be made on the basis of aggregate marks the candidates in the written examination to be conducted by the Central Commission and interview in the manner as specified in Schedule II;

##### 8. Information regarding vacancies. –

- (1) The Director of School Education shall, on being asked by the Board, as and when deemed appropriate by the Board, prepare a vacancy statement of non-Teaching Staff and with the approval of the State Government and send the same to the Board. The Board shall, with due approval of the State Government, send a region-wise, medium wise, gender wise and reservation category-wise vacancy report, to the Central Commission.
- (2) The report as mentioned above shall be sent to the Central Commission in the following manner:-
  - (a) Firstly, a region-wise, medium wise, gender wise vacancy before the date of publication of the advertisement inviting application. This shall be termed as **indicative vacancy report**; and
  - (b) Finally, a region-wise, medium-wise, gender-wise and reservation category-wise vacancy before the date of publication of the interview list. This shall be termed as the **final vacancy report**.

*Provided that the State Government shall prior to sending the final vacancy report to the Board take steps to freeze and /or de-notify such vacancies from transfer process of non-teaching staff.*

##### 9. Advertisement. –

The Central Commission may, on receipt of indicative vacancy report under Rule 8(2)(a), issue a short advertisement through newspapers in the State in English, Bengali, and Hindi and in any other languages, if necessary, as may be decided by the Central Commission and also through the website of the Commission.

The details regarding the recruitment process, that is, the number of vacancies, qualification, age and other necessary information relating to such posts, shall be made available in the website of the Commission.

##### 10. Form of application.–

Application for recruitment to all posts of non-teaching staff in the State Level Selection Test shall be made through online mode and no other mode. After successful submission of applications, candidates will be able to download their application forms filled up by them.

**11. Submission of applications.** - The applications shall be required to be submitted within such time and in such manner as may be specified by the Central Commission in the advertisement.

##### 12. Selection of candidates and preparation of panel for the post of Librarian.

- (1) The Central Commission shall, on receipt of the information about the posts of Librarian, advertise for each of such vacancies, region wise and medium wise and gender wise with qualification, age and other requirements as per Schedule I and no candidate shall be permitted to apply for more than one region in the State Level Selection Test for the post of Librarian.

- (2) After receiving the online applications, the Central Commission shall prepare a database of applicants and after making a preliminary scrutiny of the age and qualification of the candidates, which make them eligible to appear in the OMR based written examination, shall prepare a list of candidates for the written examination.
- (3) The admit cards for written examination shall be issued by the Central Commission through the official website only and a candidate can download his admit card from the website of the Commission.
- (4) The Central Commission shall arrange for the written examination.
- (5) The Central Commission shall determine the syllabus for the written examination, duration of examination and other matters relating to the State Level Selection Test.

*Provided that the written examination shall be an OMR-based test with multiple choice type questions, with only one correct answer out of the options provided.*

*Provided that the OMRs shall be in duplicate and the candidates can retain the duplicate copy after the examination.*

- (6) The Central Commission shall issue detailed instructions in this regard in accordance with the provisions of the Act and the Rules made thereunder:

*Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.*

- (7) The Central Commission shall upload, on its website, the final model answer key after taking the opinion of an expert committee comprising at least three experts not below the rank of Associate Professor and shall evaluate the OMR Sheets on the basis of this final model answer key after uploading the final model answer key on its website. Such final model answer key, prepared by the expert committee shall be binding upon the Commission and the candidates.
- (8) After evaluation of the OMR sheets of the written examination, the Central Commission shall, in co-operation with the Regional Commissions, prepare a category wise list of the candidates, qualified for interview on the basis of the **preliminary merit score**, that is, the aggregate of marks obtained by them in the written examination, similar experience and evaluation of academic score taken together as per the provisions of Part A of Schedule II.

*Provided that the number of qualified candidates to be called for the interview shall not exceed 02 (two) times of the number of final vacancies published for each category at the time of declaration of the result of the written examination. The marks obtained by the last candidate to be called for interview in order of merit shall be referred to as the **Cut-off marks** for that category and attaining the **Cut-off marks** for a category is mandatory for being merit listed for that category.*

*Provided further that if the preliminary merit score of the last candidate qualified for interview be same for more than one candidate, all such candidates obtaining same marks shall be called for interview.*

- (9) The candidates can obtain information about interview from the website of the Central Commission and of the Regional Commissions.
- (10) The Central Commission shall, on the basis of the marks obtained in the preliminary merit score and marks obtained in the interview, all added together, and with assistance of the Regional Commission; prepare and publish, with full breakup of score, strictly in order of merit,-
  - (a) a **region wise** panel of candidates, formed in terms of the provisions of Part A of Schedule II, found fit for recommendation and each such panel shall include names equal to the number of vacancies referred to in sub-rule (2) of Rule 8, and
  - (b) a Waiting List comprising the candidates not in the panel but in the Merit list, prepared as per this sub-rule.

- (11) If more than one candidate obtain the same aggregate marks the merit position of the candidates shall be determined according to the marks they have obtained in the written examination and if the scores are still tied, the candidate with higher academic score will be preferred and even after such exercise if the scores are still tied, then the date of birth shall be considered, that is, the candidates with earlier date of birth shall be preferred.

Provided further that inclusion in the Waiting List does not confer any right to a candidate for being recommended or appointed.

- (12) The Central Commission shall publish such panel and Waiting List of candidates in the Commission's Website. The panel and Waiting List shall also be displayed in the notice board of the respective Regional Commissions.

### 13. Selection of candidates and preparation of panel for the posts of Clerk—

- (1) The Central Commission shall, on receipt of the information about indicative vacancies in the posts of Clerk, advertise for each of such vacancies, region-wise and medium wise and gender wise with qualification, age and other requirements as per Schedule-I.
- (2) After receiving the online applications, the Central Commission shall prepare a database of applicants, after a preliminary scrutiny of the age and qualification of the candidates, which make them eligible to appear in the OMR based written examination, and prepare a list of candidates for the written examination.
- (3) The admit cards for written examination shall be issued by the Central Commission through the official website only and a candidate can download his admit card from the website of the Commission.
- (4) The Central Commission shall arrange for written examination with the assistance of the Regional Commissions.
- (5) The Central Commission shall determine the syllabus for the written examination, duration of examination and other matters relating to the State Level Selection Test.

*Provided that the written examination shall be an OMR-based test with multiple choice type questions, with only one correct answer out of the options provided.*

*Provided that the OMRs shall be in duplicate and the candidates can retain the duplicate copy after the examination.*

- (6) The Central Commission shall issue detailed instructions in this regard in accordance with the provisions of the Act and the Rules made thereunder:

*Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before instructions are issued.*

- (7) The Central Commission shall upload, on its website, the final model answer key after taking the opinion of an expert committee comprising at least three experts not below the rank of Associate Professor and shall evaluate the OMR Sheets on the basis of this final model answer key after uploading the final model answer key on its website. Such model answer key, prepared by the expert committee shall be binding on the Commission and the candidates.
- (8) After evaluation of the OMR sheets of the written examination, the Central Commission shall, in co-operation with the Regional Commissions, prepare a category wise list of the candidates, qualified for interview on the basis of the **preliminary merit score**, that is, the aggregate of marks obtained by them in the written examination, similar experience and evaluation of academic score taken together as per the provisions of Part B of Schedule II.

*Provided that the number of qualified candidates to be called for interview shall not exceed 02 (two) times the number of final vacancies published for each category at the time of declaration of the result of the written examination. The marks obtained by the last candidate to be called for interview in order of merit shall be referred to as the **Cut-off***

marks for that category and attaining the **Cut-off** marks for a category is mandatory for being merit listed for that category.

*Provided further that if the preliminary merit score of the last candidate qualified for interview be same for more than one candidate, all such candidates obtaining same marks shall be called for interview.*

- (9) The candidates can obtain information about interview from the website of the Central Commission and from the Regional Commissions.
- (10) The Central Commission shall, on the basis of marks obtained in the preliminary merit score and marks obtained in the interview, all added together, and with assistance of the Regional Commission; prepare and publish, with full breakup of score, strictly in order of merit,-
  - (a) a **region wise** panel of candidates, formed in terms of the provisions of Part B of Schedule II, found fit for recommendation and each such panel shall include names equal to the number of vacancies referred to in sub-rule (2) of Rule 8, and
  - (b) a waiting list comprising the candidates not in the panel but in the Merit List, prepared as per this sub-rule,
- (11) If more than one candidate obtain the same aggregate marks the merit position of such candidates shall be determined according to the marks they have obtained in the written examination and if the scores are still tied, the candidate with higher academic score will be preferred and even after such exercise if the scores are still tied, then the date of birth shall be considered, that is, the candidates with earlier date of birth shall be preferred.

Provided further that inclusion in the Waiting List does not confer any right to a candidate for being recommended or appointed.

- (12) The Central Commission shall publish such panel and Waiting List of candidates in the Commission's Website. The panel and Waiting List shall also be displayed in the notice board of the respective Regional Commissions.

#### **14. Selection of candidates and preparation of panel for the posts of Group D Staff :-**

- (1) The Central Commission shall, on receipt of the information about indicative vacancies in the posts of Group D staff, advertise for each of such vacancies, region wise, medium wise and gender wise with qualification, age and other requirements as per Schedule-I.
- (2) After receiving the online applications, the Central Commission shall prepare a database of applicants, after a preliminary scrutiny of the age and qualifications of the candidates, which make them eligible to appear in the OMR based written examination, and prepare a list of candidates for the written examination.
- (3) The admit cards for written examination shall be issued by the Central Commission through the official website only and a candidate can download his admit card from the website of the Commission.
- (4) The Central Commission shall arrange for written examination with the assistance of the Regional Commissions.
- (5) The Central Commission shall determine the syllabus for the written examination, duration of examination and other matters relating to the State Level Selection Test.

*Provided that the written examination shall be an OMR-based test with multiple choice type questions, with only one correct answer out of the options provided.*

*Provided that the OMRs shall be in duplicate and the candidates can retain the duplicate copy after the examination.*

- (6) The Central Commission shall issue detailed instructions in this regard in accordance with the provisions of the Act and the Rules made thereunder:

*Provided that the Central Commission shall hold a meeting with the Chairpersons of the Regional Commissions before the instructions are issued.*

- (7) The Central Commission shall upload, on its website, the final model answer key after taking the opinion of an expert committee comprising at least three experts not below the rank of Associate Professor and shall evaluate the OMR Sheets on the basis of this final model answer key after uploading the final model answer key on its website. Such model answer key, prepared by the expert committee shall be binding on the Commission and the candidates.
- (8) After evaluation of the OMR sheets of the written examination, the Central Commission, shall in co-operation with the Regional Commissions, prepare a category wise list of the candidates, qualified for interview on the basis of the **preliminary merit score**, that is, the aggregate of marks obtained by them in the written examination, and similar experience taken together as per the provisions of Part C of Schedule II.

*Provided that the number of qualified candidates to be called for interview shall not exceed 02 (two) times of the number of final vacancies published for each category at the time of declaration of the result of the written examination. The marks obtained by the last candidate to be called for interview in order of merit shall be referred to as the **Cut-off** marks for that category and attaining the **Cut-off** marks for a category is mandatory for being merit listed for that category.*

*Provided further that if the preliminary merit score of the last candidate qualified for interview be same for more than one candidate, all such candidates obtaining same marks shall be called for interview.*

- (9) The candidates can obtain information about interview from the website of the Central Commission and from the Regional Commissions.
- (10) The Central Commission shall, on the basis of marks obtained in the preliminary merit score and marks obtained in the interview, all added together, and with assistance of the Regional Commission; prepare and publish, with full breakup of score, strictly in order of merit,-
- (a) a **region wise** panel of candidates, formed in terms of the provisions of Part C of Schedule II, found fit for recommendation and each such panel shall include names equal to the number of vacancies referred to in sub-rule (2) of Rule 8, and
  - (b) a Waiting List comprising the candidates not in the panel but in the Merit list, prepared as per this sub-rule.
- (11) If more than one candidate obtain the same aggregate marks, the merit position of the candidates shall be determined according to the marks they have obtained in the written examination and if the scores are still tied, then the date of birth shall be considered, that is, the candidates with earlier date of birth shall be preferred.

*Provided that inclusion in the Waiting List does not confer any right to a candidate for being recommended or appointed.*

- (12) The Central Commission shall publish such panel and Waiting List of candidates in the Commission's Website. The panel and Waiting List shall also be displayed in the notice board of the respective Regional Commissions.

#### **15. Duties of the Central Commission in regard to selection of persons to the posts of non-teaching staff. -**

Save as otherwise provided under these Rules, the Central Commission shall, in the process of written examination and interview, as mentioned in Schedule II, under sub-rule (1) of Rule 7, select persons for appointment to the posts of non-

Teaching Staff, determine the scheme and syllabus of the examinations, prepare question papers and distribute it to the examination venues through the custodian appointed by the concerned Regional Commissions and for the purpose, it shall have-

- (i) to liaise with the State Government to resolve different issues and chalk out the programme for conducting Selection Test;
- (ii) to determine, frame and finalise the nature and manner of the Selection Test, details of the programme for Selection Tests, including the syllabus for such test and all aspects arising out of or in connection with such Selection Test or in connection therewith or arising therefrom or consequential thereto;
- (iii) to appoint paper-setters, moderators and observers;
- (iv) to approve the lists of region-wise experts as mentioned in Schedule III on the basis of the recommendations of Regional Commissions or otherwise;
- (v) to fix the rates of remuneration for paper-setters, moderators, experts, coordinators and all other persons concerned with the conduct of examinations;
- (vi) to render necessary assistance to Regional Commissions in the evaluation of qualifications and experience (wherever applicable);
- (vii) to do such other act or acts as may be necessary for proper conduct of written examination and preparation of merit list, panel and waiting list.

**16. Duties of the Regional Commission in regard to selection of persons to the posts of non-teaching staff” \_**

Save as otherwise provided in other provisions of these Rules, each Regional Commission shall, in the process of selection of persons for appointment to the posts of non-teaching staff, perform the following functions:-

- (i) to select the examination centres;
- (ii) to appoint Officers-in-Charge for examination centres, supervisors, venue-in-charge, invigilators and examiners;
- (iii) to make necessary arrangements for the conduct of examinations and evaluation of academic qualifications and experience (wherever applicable) as may be directed by the Central Commission;
- (iv) to constitute Interview Boards with the assistance of Central Commission consisting of the members as specified in Schedule III for interviewing candidates declared qualified for interview;
- (v) to recommend the name of one candidate along with his details to the appointing authority for appointment against each vacancy reported on the basis of the final merit list and after selection of a School by the candidate through counselling;
- (vi) to do such other act as may be directed by the Central Commission.

**17. Validity of panel -** (1) Each panel and Waiting List, shall remain valid for one year from the date of first counselling.

- (2) The Central Commission, may, however, with prior approval of the State Government, by a written order, extend the validity of each panel for a maximum period of 6 (six) months after the expiry of the one year period.

**18. Recommendation of candidates for appointment to post of non-teaching staff. -**

- (1) The Regional Commissions shall hold counselling with a view to allotting the candidates from the Panel and Waiting List against the vacancies in accordance with **SCHEDULE IV** hereunder.

- (2) Thereafter, the Regional Commission shall recommend the name of only 1 (one) candidate against each vacancy depending on his position in the Merit List and availability of requisite vacancy. The letter recommending the name shall be forwarded in hard copy to:
- (a) the candidate,
  - (b) the Board,
  - (c) the concerned authority of the School,
  - (d) the concerned District Inspector of Schools (Secondary Education) where the particular vacancy exists, and
  - (e) the Commissioner of School Education.
- (3) A recommendation letter shall remain valid for a period of 90 (ninety) days from the date of issuance.

Provided that the Regional Commission, may, with the prior approval of the Central Commission, if it thinks it appropriate for any reasonable cause to be recorded in writing, extend the validity of the recommendation beyond the period of 90 (ninety) days for a further period not exceeding 60 (sixty) days.

- (4) The Board shall, on the basis of the recommendation of the Regional Commission, issue letters of appointment, through registered/ speed post or any other convenient method including through electronic mode, duly notified on its website, to the candidates allowing joining time of not less than 30 (thirty) days but not exceeding 60 (sixty) days from the date of issuance of the letters of appointment and upon receipt of the appointment letter, the candidate shall have to join the post within the period as stipulated in the appointment letter, on verification of the original credentials/documents of the candidates by the Headmaster/ Headmistress or the Teacher-in-Charge of the School concerned, as the case may be.

Provided that the appointment letter shall contain the details of the School where the candidate is to join, reservation category etc. and a clause that the candidate may be transferred to any other school in the interest of education or in the interest of public service or for other administrative reasons.

Provided further that, if:-

- (a) a candidate refuses to accept his allotment of post during counselling, or
- (b) the Regional Commission receives information from any School or from the District Inspector of Schools (Secondary Education), or otherwise, that a candidate recommended for appointment has not accepted the offer of appointment or has not joined the post within the stipulated period, or
- (c) on further scrutiny, it appears that the candidate has misrepresented facts, the Central Commission or the Regional Commission may remove the name of such candidate from the Panel or Waiting List, as the case may be,

and such candidate shall be deemed to have been de-panelled or de-waitlisted and the next candidate as per the Panel or the Waiting List, as the case may be, shall be considered in his place and stead within the period of validity of the Panel and Waiting List.

Provided however, that the Board shall issue the appointment letter by following the provisions of the West Bengal Board of Secondary Education (Requirement of Verification of Antecedents and Examination of Medical Fitness for Appointment in the Posts of Teachers and non-teaching Staff) Rules, 2018.

Provided also that in case of non-joining of such recommended candidates within the stipulated period as may be determined by the Board, the Board, upon intimation from the Schools through respective District Inspectors of Schools (SE), may seek further recommendation from the Regional Commission to fill the vacancy against such non-joining. The Regional Commission may recommend fresh candidates as per merit from the Panel or Waiting List, as the case may be, within the validity period of the Panel and Waiting List.

- (5) There shall be no counselling after the expiry of the Panel and the Waiting List.

**19. Cancellation or Withdrawal of Recommendation –**

- (1) If, prior to or after recommendation or during the course of selection process, any candidate is found to have concealed or suppressed or misrepresented or made false declaration in his application or at any stage, if any mistake or fault is found to have been committed by the Central Commission or the Regional Commission in making recommendation in favour of any candidate contrary to the provisions of the Act, Rules or otherwise, such candidate will be treated as disqualified and his recommendation shall forthwith be cancelled and his appointment, if any, shall stand terminated without further enquiry or proceedings. In all such cases, the decision of the Regional Commission (or the Central Commission, if the matter has been referred to the Central Commission) shall be final.

The Regional Commission may also take steps to fill up such post/s by recommending candidates from the Waiting List within the validity period of the Panel and Waiting List.

- (2) **Invalid Appointment-** In case any recommendation is found to be obtained on the basis of a false statement or false or forged document or by undue or unfair means, the recommendation shall be deemed as void ab-initio and any appointment made on such void recommendation shall be declared void by the Regional Commission (or the Central Commission, if the matter is referred to the Central Commission).

**20. Preservation of OMR Sheets -**

The OMR Sheets of the written examinations shall be destroyed by the Central Commission after 2 (two) years from the date of expiry of the Panel. The scanned images of the OMR Sheets shall be preserved for 10 (ten) years from the date of expiry of the Panel.

**CHAPTER IV**

**Miscellaneous**

**21. Carry-forward of vacancy. -**

The vacancies, which are not filled up for lack of availability of candidates or for any other reason, the reasons to be recorded in writing, and such vacancies shall either be carried forward to the next recruitment process or be transferred to any other School, as deemed appropriate by the State Government.

- 22. Interpretation. -** (1) Any question arising regarding any decision of Central Commission, shall be referred to the State Government, whose decision shall be final.

- (2) In regard to the interpretation of any provision of these rules, the decision of the State Government shall be final.

- 23. Savings. -** Nothing in these Rules shall affect any act done or caused to be done in accordance with the provisions of the earlier Rules made or notifications or orders issued under the Act.

## SCHEDULE I

Sl.No.	Name of post	Educational qualification including professional qualifications	Age limit
(1)	(2)	(3)	(4)
1.	Librarian	Bachelor's Degree in General Stream in Arts/Science/Commerce as regular / external / private candidate or through distance mode of education /correspondence course with degree in Library Science as regular/ external/ private candidate or through distance mode of education /correspondence course on or before the last date of receiving online application.	Minimum 20 years and maximum 40 years as on 1st January of the year of advertisement Upper age limit is however relaxable by 5 years for Scheduled Caste/ Scheduled Tribe candidates, 3 years for Other Backward Class candidates not subject matter of any litigation and 8 years for the Physically Handicapped Candidates.
2.	Clerk	Passed School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent on or before the last date of receiving online application.	Minimum 18 years and maximum 40 years as on 1st January of the year of advertisement relaxable by 5 years for Scheduled Caste / Scheduled Tribe candidates, 3 years for Other Backward Class candidates not subject matter of any litigation and 8 years for the Physically Handicapped Candidates.
3.	Group D	Passed Class VIII from any School recognized or affiliated by Board / Council or equivalent on or before the last date of receiving online application.	Minimum 18 years and maximum 40 years as on 1st January of the year of advertisement. Upper age limit is however relaxable by 5 years for Scheduled Caste /Scheduled Tribe candidates, 3 years for Other Backward Class candidates not subject matter of any litigation and 8 years for the Physically Handicapped Candidates.

N.B. - Age relaxation in connection with fresh selection process for recruitment of candidates for the posts of non-Teaching Staff, commenced pursuant to the directions contained in the judgment and order of the Hon'ble Supreme Court in Civil Appeal No. 4800 of 2024 dated 3rd April, 2025 read with order dated 17th April, 2025 in M.A. No. 709 of 2025, shall be given in accordance with the directions contained therein and to be passed in connection therewith from time to time.

N.B. - For consideration of applications in SC/ ST/ OBC / PH Categories, certificates issued by the competent authorities of only the Government of West Bengal, as on or before the last date of receiving online application, shall be treated as valid documents. Candidates who are the subject matter of any litigation and the candidates belonging to such categories from other States will have to appear as General Candidates only without any corresponding concession / relaxation in respect of age, fees and qualifying marks.

**SCHEDULE II****PART-A**

**Selection to the post of Librarian shall be made on the basis of written examination, evaluation of Qualifications, experience and Interview to be determined by the Commission in the following manner:-**

- (a) Written Examination (OMR based).....75 marks
- (b) Academic qualifications including
- Professional qualifications– 10 marks
- Similar experience– 5 marks (one mark for each completed year) .....15 marks
- (c) Oral Interview
- (Appearance before the Interview Board is compulsory).....10 marks

Note. - The academic qualifications including professional qualification for selection to the post of Librarian shall be evaluated in accordance with Table 1 of Part D of this Schedule.

**PART-B**

**Selection to the post of Clerk in School shall be made on the basis of Written Examination, evaluation of Academic Qualifications, experience and Interview with Typing and Computer proficiency to be determined by the Commission in the following manner:-**

- (a) Written Examination (OMR based).....60 marks
- (b) Academic qualifications and similar experience.....15 marks
- Academic score– 10 marks
- Similar experience – 5 marks (one mark for each completed year)
- (c) Interview with computer typing and computer proficiency.....25 marks
- (Out of which, i) Oral Interview .....10 marks
- ii) Typing using computer and Computer Proficiency.....15 marks).

(Appearance before the Interview Board is compulsory)

Note. - The academic qualifications for selection to the post of Clerk shall be evaluated in accordance with Table 2 of Part D of this Schedule.

**PART-C**

**Selection to the post of Group D Staff in School shall be made on the basis of Written examination, similar experience and Interview to be determined by the Commission in the following manner:-**

- (a) Written examination (OMR based).....40 marks  
 (b) Similar experience.....05 marks  
 (b) Oral Interview.....05 marks  
 (Appearance before the Interview Board is compulsory)

**PART-D**

**PROVISION RELATING TO EVALUATION OF ACADEMIC QUALIFICATIONS  
 INCLUDING PROFESSIONAL QUALIFICATION FOR SELECTION TO THE POST  
 OF NON-TEACHING STAFF**

Table 1

**Manner of evaluation of academic qualifications including professional qualification for the selection of Librarian:-**

Sl. No.	Examinations passed	Full marks 10	Award of Marks			Remarks
1.	(a) Bachelor's degree in Honours course from a UGC recognized University	6	6 [For 1 <sup>st</sup> Div/ Class]	4 [For 2 <sup>nd</sup> Div/ Class]	2 [For Other Div/Class]	Holders of Degree With Spl. Hons./ Condensed Hons./ Approved Proficiency courses shall not be allotted any additional marks for their pass course degree
	or (b) Bachelor's degree in Pass-course from a UGC recognized University	4	4 [For 1 <sup>st</sup> Div/Class]	3 [For 2 <sup>nd</sup> Div/Class]	2 [For Other Div/Class]	
	or (c) Degree with Spl. Hons./ Condensed Hons./ Approved Proficiency courses.	4 marks (fixed)				
2.	Degree in Library Science from a UGC recognized University	4	4 [For 1 <sup>st</sup> Div/ Class]	3 [For 2 <sup>nd</sup> Div/Class]	2 [For Other Div/Class]	

Table 2

**Manner of evaluation of academic qualifications for the selection of Clerk**

Sl. No.	Examinations	Full Marks 10	Award of Marks		
1.	School Final /Madhyamik or its equivalent or Old H.S. in lieu of School Final/Madhyamik or its equivalent	10	10 [For 1 <sup>st</sup> Div/Class]	8 [For 2 <sup>nd</sup> Div/Class]	6 [For Other Div/Class]

**SCHEDULE III****PROVISIONS RELATING TO CONSTITUTION OF INTERVIEW BOARD**

1. For the purpose of holding Interview in the State Level Selection Test for the post of Librarian, the Interview Board, to be constituted by the Commission, shall comprise the following members:-
  - (a) one nominee of the Regional Commission, not below the rank of Assistant Professor;
  - (b) an expert in Library Science (not below the rank of Associate Professor) from a recognised College/University to be appointed by the Central Commission, who will preside;
  - (c) a nominee of the Central Commission, having experience of working as Principal or Librarian of a recognised College.
2. For the purpose of holding interview in the State Level Selection Test for the post of Clerk, the Interview Board, to be constituted by the Central Commission, shall comprise the following members:-
  - (a) one member nominated by the Regional Commission, having working experience, not below the rank of a Headmaster/Headmistress of a School;
  - (b) an expert having working experience, either as Principal of any recognized College or having administrative experience as an Officer of a minimum of 10 years of experience in a recognized University of West Bengal, to be appointed by the Central Commission, who will preside;
  - (c) a nominee of the Central Commission not below the rank of Assistant Professor with adequate knowledge in computer applications.
3. For the purpose of holding Interview in the State Level Selection Test for the post of Group D Staff, the Interview Board, to be constituted by the Commission, shall comprise the following members:-
  - (a) one member nominated by the Regional Commission, having working experience not below the rank of a Headmaster/Headmistress of a School;
  - (b) an expert having working experience, either as Principal of any recognised College or having administrative experience as an Officer of a minimum of 5 years of experience in a recognized University of West Bengal, to be appointed by the Central Commission, who will preside;
  - (c) a nominee of the Central Commission, not below the rank of an Assistant Professor of a College/University having some administrative experience.

**SCHEDULE IV****Provision relating to counselling for recommendation of name to the posts of non-Teaching Staff**

1. The process of counselling is based on the principle that the higher ranked candidate in a particular category shall get a greater number of vacancies of that category to choose from as compared to a lower ranked candidate of that category.
2. A Combined Merit List (CML hereafter) for each Region will have to be published for each post before the commencement of counselling. The purpose of publishing the said CML is only to conduct the counselling in a fair manner. The CML shows the rank of each candidate in accordance with his total score (in descending order), irrespective of his category. The principle is to prioritise the choices of the candidates based on their merit every time, subject to availability of suitable matching vacancies.
3. Once a candidate chooses a particular vacancy or refuses to choose a vacancy on his turn during counselling, he relinquishes his right to take part in the subsequent counselling process.

4. During counselling the candidates shall have to submit a declaration of:
  - (i) Selection and acceptance of the School during counselling is as per his/her choice available at the time of his/her turn during counselling; or
  - (ii) Refusal to exercise his/her option in respect of selection and acceptance of any School available at the time of his/her turn during the counselling.
5. The counselling ends when (i) all the notified vacancies are chosen by candidates called for counselling, or (ii) on the expiry of the panel, or (iii) all the merit listed candidates have been called for counselling, whichever is earlier.

*Provided, however, that if a recommended candidate is not allowed to join his chosen school for reasons beyond his control, such as absence of any vacancy in reality, he shall be re-recommended to another school, as received from the Board.*

Provided also that if a recommended candidate does not join his chosen school out of his own reasons, the vacancy may be allotted to the existing top-ranked candidate who is yet to be recommended at the material point of time. The said recommendation should be done by a proper counselling process after duly notifying the same in the website, and the said counselling must be conducted within the lifetime of the panel.

- (a) The empanelled candidates for the post of non Teaching Staff qualified for counselling will be informed of their rank category-wise mentioning all relevant information in respect of counselling through website notification. Website publication shall be the only mandatory obligation on the part of the Commission.

By order of the Governor,

BINOD KUMAR

Principal Secretary to the Government of West Bengal