

Hooghly District Primary School Council

Pankhatuli Road, Pipulpati, P.O. & Dist.-Hooghly

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E-mail : dpschooghly@gmail.com

Memo No. 1356/DPSC, Hooghly

Date : 15-09-2023

- From :** The Chairperson,
Hooghly District Primary School Council.
- To :** The Sub-Inspector of Schools,
47 Circles, Hooghly.
- Sub :** Process to filling up Circle wise & Medium wise available vacancies to the post of the HEAD TEACHER under DPSC, Hooghly.
- Ref. :** In continuation to this office memo no. 1295/DPSC, Hooghly, dated 12-09-2023 & 1296/DPSC, Hooghly, dated 12-09-2023

In the light of the Memo No. 68-SED-13037/196/2022-Elementary Education Branch dated 07-02-2023 issued by the Joint Secretary to the Govt. of West Bengal, School education Department, Elementary Education Branch and following the Primary Teachers' Recruitment Rules-2016 (as amended time to time), Notification for filling up the available Circle wise and Medium wise vacancies to the post of HEAD TEACHER has been published vide Memo No. 1355/DPSC, Hooghly dated 15-09-2023 and the said Notification (REVISED) will be published in this office website (www.Hooghly District Primary School Council.com).

He / She is requested to take necessary action as follows:-

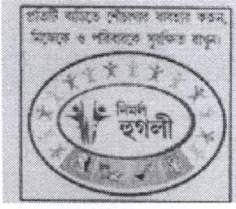
- 1) Display the Notification in OFFICE NOTICE BOARD, School E-mail Id (if any) and share the Notification in Teachers' Whatsapp Group for information of all the teachers of the respective Circle.
- 2) Provide prescribed APPLICATION FORM to all the willing & unwilling teachers and simultaneously send the Application Form in School E-mail Id and share Teachers' Whatsapp Group.
- 3) Filled-in Application Form, self attested Academic & Professional Qualification documents, copy of Appointment Letter, 1st Joining Report, Joining Report coming from other DPSC (if any), Service Confirmation order, copy of the Approval for changing category from B to A should be received with acknowledgement up to 29-09-2023 up to 5:00 p.m.
- 4) At the time of receiving the applications, CHECK LIST should be followed and applicant wise individual Check List Duly signed by the respective S.I./S should be send to the DPSC, Hooghly.
- 5) Display the Medium wise list of the teachers prepared according to seniority in his/her office Notice Board positively for a period from 03-10-2023 to 06-10-2023 with a request to the teachers for giving their written objection with self attested supporting documents to Substantiate their claim, if any.
- 6) Name of the applied teachers should be assembled Medium wise and according to seniority in excel sheet in prescribed Format (Enclosed herewith) and should be sent to the DPSC, Hooghly positively by 13-10-2023 (both Hard & Soft Copy).
- 7) For any clarification or query in this respect, please keep close touch with DPSC, Hooghly.

His / Her cooperation will be highly appreciated.


Chairperson/ Secretary,
Hooghly District Primary School Council.

Encl : 1) Notification (REVISED) Memo No. 1355/DPSC, Hooghly dated 15-09-2023

- 2) Consolidated Vacancy Statement.
- 3) Application Format
- 4) Unwilling Application Format.
- 5) Check List
- 6) Excel Format for HEAD TEACHER Panel.



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Memo No. . 1355/DPSC, Hooghly

Date : . 15-09-2023

NOTIFICATION (REVISED)

In continuation to this office memo no. 1295/DPSC, Hooghly, dated 12-09-2023 and in the light of the Memo No. 68-SED-13037/196/2022-Elementary Sec. dated 07-02-2023 issued by the Joint Secretary to the Govt. of West Bengal, School Education Department, Elementary education Branch and following the Primary Teachers' Recruitment Rules-2016 (as amended time to time), application is hereby invited from the eligible In-Service Primary Teachers of the district in prescribed Format for filling up the Circle-wise and Medium wise vacancies as available (taking into the account of the vacancies to be occurred up to 31-12-2023) to the post of HEAD TEACHER in Primary/Jr. Basic Schools under the control of the District Primary School Council, Hooghly under the following terms and conditions:-

ELIGIBILITY:-

- 1) Trained Primary Teacher getting 'A' category benefit as per existing rules.
- 2) Confirmed Primary Teachers having at least 5 years of continuous and satisfactory service as on 01-01-2023.
- 3) Teachers having eligibility as stated above but in Medical/Child Care/ Maternity Leave are also eligible to apply.
- 4) Application should be made for the concerned circle where he/she is presently posted.

NON-ELIGIBILITY :-

- 1) Teacher marked for un-authorized Long Absence.
- 2) Previously was designated as HEAD TEACHER but relieved from the post by the DPSC, Hooghly considering his/her application and designated as ASSISTANT TEACHER.
- 3) Having only B.Ed qualification prior to 1-7-96 and enjoying 'A' category benefit.
- 4) Criminal Case or Cases is / are pending against the/those teacher/s and placed under order of Suspension.
- 5) Teacher against whom Disciplinary Proceeding is pending.
- 6) Primary Teacher having B.Ed/ B.Ed (Special Education)and D.Ed/D.Ed (Special Education)without 6 months special Programme in elementary education.
- 7) Incomplete Application and insufficient Documents are liable to be cancelled.

DETERMINATION OF SENIORITY :-

- 1) Date of 1st Joining as an Assistant Teacher under DPSC, Hooghly.
- 2) Date of joining as an Assistant Teacher under DPSC, Hooghly coming from other District by virtue of Inter-District Transfer.
- 3) In case of date of joining is same of more than 1 teacher within same Circle, determination of seniority will be calculated according to date of birth of teachers.
- 4) In case of date of joining and date of birth of more than 1 teacher within same Circle is found same, determination of seniority will be considered as per date of effect of training benefit.

TIME FRAME FOR SUBMITTING OF APPLICATION :-

- 1) Application in prescribed Format (enclosed herewith) and relevant self signed documents should be submitted to the office of the respective Sub-Inspector of Schools within office hours from 13-09-2023 to 29-09-2023 (5:00 p.m.)
- 2) No application will be entertained directly to the office of the DPSC, Hooghly or submitted after the stipulated time frame.

VALIDITY OF HEAD TEACHER PANEL :-

- 1) Panel of Head Teacher will be in force for 1 year from the date of approval as per rules.
- 2) In case of NON-JOINING / SURRENDER, appointment letter of Head Teacher will be issued in favour of the candidates appeared next in the panel.

POSTING :-

- 1) Posting of Head Teacher in schools having enrolment less than 10(ten), decision of the authorities of DPSC, Hooghly will stand final.
- 2) Teacher shall join the post of Head Teacher positively within a period as specified in the Appointment letter. In special circumstances (Medical / Maternity Leave/C.C.L), decision of the authorities will stand final.
- 3) **Teacher who fails to join the post of Head Teacher within specified period of time, his/her appointment will be cancelled and name will be stuck off from the Head Teacher Panel without any further communication.**

VACANCIES :- List of Circle wise and Medium wise vacancies enclosed.


Chairperson/ Secretary,
Hooghly District Primary School Council.

Memo No. 1355/1(48)/DPSC, Hooghly

Dated : 15-09-2023

Copy forwarded for information and necessary action to :-

- 1) The District Inspector of Schools (Primary Education), Hooghly.
- 2) All Sub-Inspector of Schools, 47 Circles, Hooghly with a request to circulate among all the TIC /AT under his/her Jurisdiction and also requested to send a consolidated list of eligible teachers applied for the post of Head Teacher within time in Excel Format (both Hard & Soft Copy) along with all applications as received positively Within 29-09-23(5:00 p.m.) He / She is also requested to display the Notification in Notice Board.


Chairperson/ Secretary,
Hooghly District Primary School Council.