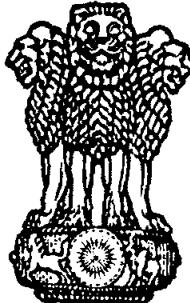


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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**MINORITY AFFAIRS AND MADRASAH EDUCATION DEPARTMENT**

No. 953-MD/O/2M-05/2021

Dated : 19.4.2023

**NOTIFICATION**

In exercise of the power conferred by section 18, read with sections 8, 9 and 24 of the West Bengal Madrasah Service Commission Act, 2008 (West Ben. Act XXV of 2008), and in supersession of the West Bengal Madrasah Service Commission Recruitment (Selection and Recommendation of persons for Appointment and Transfer to the Posts of Teacher and non-teaching Staff) Rules, 2010, issued *vide* this Department Notification No. 1641-MD dated the 11<sup>th</sup> November 2010, published in the *Kolkata Gazette, Extraordinary*, Part I, dated 12<sup>th</sup> November, 2010, the Governor is pleased hereby to make the following rules namely :—

*Rules*

**CHAPTER-I**

**Preliminary**

**1. Short title, commencement and application –**

- (a) These rules may be called the West Bengal Madrasah Service Commission Recruitment(Selection and Recommendation of persons for Appointment and Transfer to the Posts of Teacher and Non-Teaching Staff) Rules, 2023.
- (b) These rules shall come into force on the date of their publication in the *Official Gazette*.
- (c) These rules shall apply to all Recognized Non-Government Aided Madrasahs in West Bengal.

**2. Definitions**

- (a) In these rules, unless the context otherwise requires, —
  - (i) "Act" means the West Bengal Madrasah Service Commission Act, 2008 (West Bengal Act XXV of 2008) as amended from time to time;
  - (ii) "Area" means the area in which the Madrasah is situated, where vacancies/vacancy exist/exists and the same may be a district or sub-division or municipal area as may be determined by the Commission;

(iii) "Category" in relation to a post of—

- (1) "Teacher" means Headmaster/Headmistress, Superintendent, Assistant Teacher in the Post-Graduate, Graduate or Under-Graduate category;
- (2) "Non-Teaching Staff" means the non-teaching staff as defined in clause (mm) of section 2 of the Act;

(iv) "Certificate" means a certificate of passing Madhyamik Pariksha or High Madrasah Examination or Alim or Fazil or Higher Secondary Examination or equivalent obtained from the West Bengal Board of Secondary Education or West Bengal Board of Madrasah Education or from any other recognized Board or Institution constituting West Bengal Council of Higher Secondary Education or Rabindra Mukta Vidyalaya Samsad or other recognized Board of Institution, University or Certificate in Library Science obtained from an institution recognized by the Government or University or certificate of passing 8th Standard, issued by any recognized educational institution, school or madrasah or a Madrasah Shiksha Kendra, Madhyamik Shiksha Kendra or Madhyamik Shiksha Kendra (Senior Madrasah type) approved by the Director of Madrasah Education under the Minority Affairs and Madrasah Education Department or approved Madhyamik Shiksha Kendra under the Panchayat and Rural Development Department, Government of West Bengal

(v) "Commission" means the West Bengal Madrasah Service Commission;

(vi) "Compassionate ground" means a ground which arises on the death of an approved teacher or a non-teaching staff or arises due to physical inability or incapacitation before attaining 58 years of age (duly declared by the prescribed Medical Board) of an approved teacher or non-teaching staff of a Madrasah, while in service;

(vii) "Concerned subject" in relation to a post of teacher, means a subject or subjects for which State Level Selection Test will be held for the purpose of selection of a person to that post;

(viii) "Degree" means Bachelor degree or Master degree or M.Phil. degree or Ph.D. degree obtained through regular course as a regular or private or external candidate from a university recognized by or affiliated to the University Grants Commission or through distance education system or correspondence course from a university recognized by the University Grants Commission or the Distance Education Council;

(ix) "Diploma" means Diploma obtained through regular course as a regular or private or external candidate from a university recognized by or affiliated to University Grants Commission or through distance education system or correspondence course from a university recognized by the University Grants Commission or the Distance Education Council;

(x) "Director" means the Director of Madrasah Education, West Bengal;

(xi) "District Inspector of Schools", in relation to a Madrasah means the District Inspector of Schools (Secondary Education) exercising jurisdiction in respect of the Madrasah;

(xii) "Head of the Madrasah" means and includes Headmaster, Headmistress, Superintendent and Teacher-in-Charge;

(xiii) "Madrasah" means and includes Recognized Non-Govt., Aided Madrasahs of the State of West Bengal as defined in the West Bengal Madrasah Service Commission Act, 2008;

(xiv) "Madrasah Authority" means and includes Managing Committee, Ad hoc Committee and Administrator of the Madrasah;

(xv) "Panel" means a list published by the Commission containing the names of finally selected candidates for appointment, strictly in order of merit, equal to number of final vacancies.

(xvi) "Post" means a full-time sanctioned post of Madrasah of any of the following :—

- (1) Teaching category of—
  - (a) Headmaster /Headmistress in High /Higher Secondary/Junior High Madrasah

- (b) Superintendent in Senior Madrasah
- (c) Assistant Teacher against Graduate/Post Graduate vacancy in concerned subject
- (d) Assistant Teacher against Graduate vacancy in—
  - (i) Social Studies Group (History and Geography)
  - (ii) Mathematics and Science Group (Biological Science and Pure Science)
  - (iii) Language Group (English, Bengali and Urdu)
- (e) Assistant Teacher in Physical Education
- (f) Assistant Teacher in Work Education
- (g) Assistant Teacher against Undergraduate vacancy,
  - (i) Arabic UG
  - (ii) General UG

(2) Non-teaching category of —

- (a) Librarian
- (b) Group - C (Clerk)
- (c) Group - D (Peon / Matron / Lab. Attendant / Night Guard, etc.)

(xvii) "Schedule" means Schedules appended to these rules;

(xviii) "School" means and includes Recognized Non-Govt., Aided Schools, Govt. Schools and Govt. sponsored Schools of the State of West Bengal;

(xix) "State" means the State of West Bengal;

(xx) "State Government" means the Government of West Bengal in the Minority Affairs and Madrasah Education Department;

(xxi) "Sub-rule" means sub-rule of a rule in which the word or expression occurs;

(xxii) "Teacher" means and includes Headmaster, Headmistress, Superintendent, Assistant Teacher of different categories, viz. Post-Graduate, Graduate, Under-Graduate, etc.;

(xxiii) "University" means a university recognized by / affiliated to University Grants Commission or constituted under the act of the Central / State Government or an institution accepted by the Central / State Government as equivalent to an Indian University;

(xxiv) "Vacancy" means a vacancy in the post of teacher including Headmaster/Headmistress/ Superintendent or Non-Teaching Staff including Librarian caused by —

- (1) Creation of new post;
- (2) Superannuation, (of a teacher or non-teaching staff);
- (3) Voluntary Retirement, (of a teacher or non-teaching staff);
- (4) Death, (of a teacher or non-teaching staff);
- (5) Acceptance of the resignation (tendered by a teacher or a non-teaching staff) by the appointing authority;
- (6) Removal or dismissal (of a teacher or a non-teaching staff) by competent authority and duly approved by the West Bengal Board of Madrasah Education;
- (7) Recognition of newly set-up Madrasah;
- (8) Up-gradation of a Jr. High Madrasah/Sr. Madrasah/ High Madrasah into High Madrasah / Sr. Madrasah with FazilCourse / Higher Secondary Madrasah, respectively;

(9) Transfer;

(10) Any other reason, as the State Government may, by order determine;

(xxv) "Waiting List" means in relation to—

- (1) Headmaster/Headmistress/Superintendent—  
a list of candidates from the merit list containing names of candidates equal to 0.25 times the number of vacancies declared within the stipulated period [for a State Level Selection Test] Subject wise, category wise, medium & gender wise but not included in the panel;
- (2) Assistant Teachers –  
a list of candidates from the merit list containing names of candidates equal to 0.10 times the number of vacancies declared within the stipulated period [for a State Level Selection Test] Subject wise, category wise, medium & gender wise but not included in the panel;
- (3) Librarian –  
a list of candidates from the merit list containing names of candidates equal to 0.10 times the number of vacancies medium wise declared within the stipulated period [of time for a State Level Selection Test, and reported] within the stipulated period of time but not included in the panel;
- (4) Group-C staff (Clerk)—  
a list of candidates from the merit list containing names of candidates equal to 0.10 times the number of vacancies medium wise declared within the stipulated period [of time for a State/ Region/Area Level Selection Test] for the said category, but not included in the panel;
- (5) Group-D staff (Peon, Matron, Lab. Attendant)—  
a list of candidates from the merit list containing names of candidates equal to 0.10 times the number of vacancies medium wise declared within the stipulated period for the said category, but not included in the panel;

*N.B.— Separate panels/lists may be prepared for the Group-D category post-wise e.g., Lab. Attendant/ Matron etc., as may be determined by the Commission.*

(xxvi) "State Level Selection Test (SLST)" means— the test to be conducted by the West Bengal Madrasah Service Commission for recruitment of Teachers and Non-teaching categories stated in these rules;

(xxvii) "NCTE" means the National Council of Teacher Education (A statutory body of the Govt. of India);

(xxviii) "Teacher Eligibility Test (TET)" means Teacher Eligibility Test for Primary and Upper Primary Level covered under these rules conducted by the Commission as per NCTE guidelines;

(xxix) "Primary" means and includes Classes I to IV;

(xxx) "Upper Primary" means and includes Classes V to VIII;

(xxxi) "Physical Education/Work Education vacancy" means vacancy for the post of a teacher in a Madrasah for classes covered under these rules for the purpose of teaching in Physical Education/Work Education subjects;

(xxxii) "Undergraduate Vacancy" means vacancy for the post of a teacher in a Madrasah against which a person having at least passed the H. S. or Fazil or equivalent examination (as the case may be), as per NCTE norms, can be appointed;

(xxxiii) "Graduate Vacancy" means a vacancy for the post of a teacher in a Madrasah against which a person holding a Bachelor degree, as per NCTE norms, can be appointed;

(xxxiv) "Post Graduate Vacancy" means a vacancy for the post of a teacher in a Madrasah against which only the person holding a Post Graduate degree, as per NCTE norms, can be appointed;

(xxxv) "Professional Qualification (except Physical Education and Work Education)" includes as follows :-

- (1) 2 years Diploma in Elementary Education (by whatever name known);
- (2) 1 year Bachelor in Education (B.Ed.);
- (3) 1 year Bachelor in Education (B.Ed.) in accordance with the NCTE (Recognition norms and procedure) Regulation issued from time to time in this regard;
- (4) 2 years Bachelor in Education (B.Ed.) in accordance with the NCTE (Recognition norms and procedure) Regulation issued from time to time in this regard;
- (5) 4 years B.A./B.Sc. E.Ed. or B.A.E.Ed./ B.Sc. E.Ed.;
- (6) 4 years Bachelor in Elementary Education (B.Ed.) includes Bachelor degree along with professional qualification as integrated course;
- (7) 2 years B.Ed. program through Open Distance Learning (ODL) method conducted by Netaji Subhas Open University/IGNOU/ Moulana Azad National Urdu University;

*Note 1-* Diploma/Degree Course in Teacher Education recognized by the National Council for Teacher Education (NCTE) only shall be considered;

(xxxvi) "Qualification" means qualification of the Teachers as mentioned in these rules and as notified by the NCTE, as far as applicable in case of Non-Govt. Aided Madrasahs of West Bengal.

(b) 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

### Provision regarding post, qualification, age etc.

#### 3. Names of post, qualification and age.—

- (1) The name of the post and qualification for recruitment shall, subject to rules 4 and 5, be such as specified respectively in columns (2) and (3) of Schedule I.
- (2) The age-limit for the post referred to in column (2) shall be such as specified in column (4) of the Schedule I.

#### 4. Essential qualification of candidate.—

A candidate willing to be selected as a Teacher or Non-teaching Staff in any Madrasah, having Bengali or English or Urdu as the medium of instruction, must have Bengali or English or Urdu, as the case may be, as first or second or third language subject of at least 100 marks at any of the Secondary or Higher Secondary or Graduation level - at Secondary level of the West Bengal Board of Secondary Education or West Bengal Board of Madrasah Education or equivalent or at Higher Secondary level of the West Bengal Council of Higher Secondary Education or equivalent or at Fazil level of the West Bengal Board of Madrasah Education or equivalent; or at any subsequent higher level of education in that language paper.

#### 5. Disqualification—

- (1) No person shall be eligible for selection for appointment to any post – Teaching or Non-Teaching, in any Madrasah unless, she/he is a citizen of India.
- (2) No person shall be eligible for selection for appointment to the post of teacher or non-teaching staff in any Madrasah if he/she is convicted by any court of law or removed from service from any School or Madrasah by competent authority.
- (3) No male candidate shall be eligible for selection for appointment to the post of teacher of a Girls' Madrasah, However, a male candidate may be appointed to a post of non-teaching staff of a Girls' Madrasah provided that there is at least one lady staff in the Non-teaching Category.

### CHAPTER-III

#### Method & Manner of selection

##### 6. Method of selection.—

The selection of persons to the different posts mentioned in column (2) of Schedule I shall be made through the Commission—

- (a) by selection (direct recruitment) through the Commission;
- (b) on compassionate ground in the manner as specified in Chapter-X of these rules.

##### 7. Manner of selection.—

- (1) Selection to any post shall be made on the basis of the result of State Level Selection Test (SLST), which may comprise any or some or all of the following, as may be decided by the Commission :
  - (a) TET (General) and TET (Arabic) for Under Graduate category Teachers for classes I-IV & TET (General) and TET (Arabic) for Graduate category teachers for classes V-VIII, all in MCQ-OMR format;
  - (b) Preliminary Test for all categories of Non-Teaching Staff;
  - (c) Main Examination (MCQ-OMR) for all categories of Teaching Staff – Post-Graduate, Graduate (all), Under Graduate (all) and Headmaster/Headmistress/Superintendent and all categories of Non-Teaching Staff;
  - (d) Computer Typing and Computer Proficiency Test for Clerk;
  - (e) Interview for all categories of Teaching and Non-Teaching Staff;
  - (f) Verification of Qualification (Academic and Professional), as applicable for all categories of teaching and non-teaching staff.
- (2) The Commission may fix the minimum qualifying marks in Preliminary Test.
- (3) Candidates who qualify in Teacher Eligibility Test (TET) will be allowed to appear for the Main Examination of corresponding SLST and also the Main Examinations of subsequent SLSTs, subject to age limit and fulfilment of other requisite criteria.
- (4) The Commission may introduce negative marking for wrong choice of option.
- (5) Candidates will be called for Interview on the basis of marks obtained in the Main Examination.
- (6) Final Merit List will be prepared on the basis of marks obtained in Main Examination, marks obtained in Interview, and Computer Typing Skill and Computer Proficiency, as the case may be, as specified in Schedule II and Schedule III.
- (7) Marks of TET will not be taken into consideration for preparation and publication of Final Merit List.
- (8) In case of recommendation on compassionate ground i.e., Death-in-harness & permanently incapacitation category, the Commission may select from the enlisted candidates on the basis of Interview and verification of qualifications even in relaxation of the any test or examination as may be decided by the Commission.

### CHAPTER-IV

#### Vacancies and Advertisement

##### 8. Vacancies.—

1. **Tentative Vacancies** – The Commission shall publish, at the time of publication of advertisement for the concerned State Level Selection Test, the total number of tentative vacancies, subject wise, medium wise, category wise and gender wise, as determined by the Commission, based on the vacancies, in the form of original PPO, reported to the Commission by concerned District Inspectors of Schools (S.E.) at least fifteen (15) days before the publication of such advertisement.

2. **Final Vacancies** – The Commission shall publish, at the time of publication of result of Main Examination, the total number of final vacancies – subject wise, medium wise, category wise and gender wise, as determined by the Commission, based on the tentative vacancies reported to the Commission, by concerned District Inspectors of Schools (S.E.).

**9. Advertisement.—**

The Commission shall, on the basis of available tentative vacancies, issue/publish an advertisement, specifying the number of tentative vacancies, through local daily newspapers and through the Website of the Commission :

Provided that the Commission, if necessary, may seek District-wise application for the posts of Librarian, Clerk and Group-'D'.

**CHAPTER-V**  
**Application & Screening**

**10. Form of application.—**

The form and manner of application for State Level Selection Test for appointment to any post shall be such as may be determined by the Commission from time to time and may be published in the Official website of the Commission or as may be determined by the Commission.

**11. Submission of applications.—**

The duly filled-in application form in the prescribed format shall be submitted within such time and in such manner at such place(s) as may be specified by the Commission.

**12. Processing, Screening of applications.—**

- (1) The Commission shall arrange for proper custody of all the applications which may be received against different vacancies.
- (2) The Commission shall generate a computerized data-base of all the candidates (applicants), prepare a list of eligible candidates as well as list of rejected applications – medium, post, category, subject and gender wise after due screening.
- (3) In case of rejection of any application, the cause of rejection should be stated against the application in the data base to be displayed in the Commission's Website so that any applicant may know the reason of rejection of his / her application.

**CHAPTER-VI**  
**Conduct of State Level Selection Test**

**13. Conduct of Test.—**

The Commission shall decide the procedure and the manner of conducting the State Level Selection Test of all the eligible candidates under its direct supervision and control :

Provided that the Commission may hold Preliminary Test before holding Main Examination, in case the number of candidates/ applicants in any category of post is huge, in such manner as the Commission may deem fit and proper.

**CHAPTER-VII**  
**Evaluation of Answer Sheets/ Digital Answer Sheets and Interview**

**14. Evaluation of Answer Sheets/ OMR sheets/ Digital Answer Sheets.—**

The Commission shall get the answer sheets/ OMR sheets/ digital answer sheets of TET / Preliminary Test evaluated by the examiners/computer-based technique, as the case may be.

The Commission shall get the answer sheets / OMR sheets/ digital answer sheets of Main Examination evaluated by the examiners/computer-based technique, as the case may be, and prepare evaluation sheet medium, post, subject, category and gender wise on the basis of such evaluation.

**15. Preparation of list of candidates for Interview—**

- (1) After evaluation of the answer sheets/ OMR sheets/ digital answer sheets of Main Examination, the Commission shall prepare medium, post, subject, category and gender-wise list of the candidates in order of merit; who shall provisionally qualify for interview on the basis of marks obtained by him/her in the Main Examination. In case of the post of Clerk, the marks of Computer Typing and Computer Proficiency Test along with the marks of Main Examination to be taken for preparation of such list.
- (2) Number of qualified candidates for every category of post and/or subject (Teaching and Non-teaching staff) to be called for Interview in order of merit, shall be 1.5 times of the number of actual vacancies :

Provided that if more than one candidate scores same marks at the last rank/position of the list of qualified candidates, all such candidates at that position shall be called for Interview.

**16. Mode of Intimation.—** After preparation of the list of eligible qualified candidates, the Commission shall call the candidates for Interview by any mode as the Commission may deem fit.

**17. Formation of Interview Boards—** The Interview Boards, to be constituted for the purpose of holding Interview of the State Level Selection Tests, shall comprise the following members :-

- (a) Chairman of the Commission or a Member of the Commission nominated by him to act as Chairman of the Interview Board;
- (b) An expert in the relevant field/subject of a recognized University/College/Higher Secondary School/Higher Secondary Madrasah to be appointed by the Chairman of the Commission;
- (c) An Officer of the State Government or Academician from relevant field nominated by the Secretary, Minority Affairs and Madrasah Education Department;
- (d) Director of Madrasah Education or an Officer nominated by him.
- (e) President of the West Bengal Board of Madrasah Education or an Officer nominated by him.

**CHAPTER-VIII**  
**Panel and Waiting list**

**18. Preparation of Panel(s) & Waiting List(s)—**

The Commission, on the basis of marks obtained in Main Examination and marks obtained in Interview, Computer Typing Skill and Computer Proficiency, as the case may be, as specified in Schedule II and Schedule III, shall publish, strictly in order of merit :-

- (a) A panel of candidates found fit for recommendation, and each such panel shall include names equal to the number of vacancies, and
- (b) A waiting list of candidates

*Note :* Subject to proviso to Rule 15 if more than one candidate obtain the same aggregate marks (total marks), the merit position of the candidates shall be determined according to the seniority in age i.e. candidates with earlier date of birth shall be preferred, and if the aggregate marks and also the date of birth be the same, the candidates obtaining higher academic score be preferred; and if the aggregate marks, date of birth and also the academic score shall be the same, the candidates obtaining higher marks in main examination shall be preferred.

**19. Publication of Panel —** The Commission shall publish the panel(s) and waiting list(s) of candidates in the Commission's Website and the Notice Board of the Commission.

**20. Validity of Panel —**

The panel and the waiting list, prepared by the Commission shall remain valid for one year from the date of publication of the panel and the waiting list.

## CHAPTER-IX

### Counselling, Recommendation and Appointment

**21. Counselling.—**

- (1) The Commission shall hold counselling of the empanelled candidates on the basis of their rank / position, as per the mode to be decided by the Commission from time to time, for the purpose of recommendation to the vacancies as published in the website of the Commission.
- (2) The Commission shall publish/display in its website, the lists of vacancies— medium, post, subject, category and gender wise for Madrasahs at least seven days before the date of counselling.
- (3) The candidates shall exercise their option to choose vacancies during counselling strictly as per instruction to be given by the Commission from time to time.
- (4) If a candidate refuses to exercise option for a post his/her candidature shall be treated as cancelled.
- (5) The candidates in the waiting list, if necessary, may be called for Counselling in case of refusal under sub-rule (4) of this rule and in case of absentee or non-joining candidates.
- (6) A recommended candidate may be called for re-counselling, if necessary, in case of non-existence of vacancy reported or for any dispute relating to the vacancy/post against which the candidate was recommended.

**22. Recommendation —**

- (1) The Commission shall recommend the name of only one candidate against each vacancy as per his/her option/choice exercised under sub-rule (3) of rule 21.
- (2) In case of any dispute / confusion / problem regarding the vacancy against which the recommendation has been made, the matter shall immediately be brought to the notice of the Commission so that it may take further step to recommend his/her name for any other appropriate vacancy.
- (3) The recommendation letter shall remain valid for a period of ninety (90) days :  
Provided that the Commission may, if it thinks expedient to extend the validity of recommendation beyond the period of ninety (90) days for any reasonable cause, extend the period of validity of such recommendation for a further period not exceeding sixty (60) days.
- (4) After recommendation, if it is detected that the candidate has misrepresented facts or given false information relating to his/her selection, his/her recommendation shall be cancelled. Commission may withdraw the recommendation of a candidate who has been recommended wrongly.
- (5) Recommendation on compassionate ground shall not be confined to the Madrasah where the deceased/ incapacitated, teacher or non-teaching staff, had worked/had been working. Recommendation can be made anywhere depending upon the availability of suitable vacancy(ies). The convenience and choice of a female candidates shall be given preference over male candidates.

**23. Bar on recommendation.—** Notwithstanding anything contained in these rules, the Commission shall not recommend the name of a person under rule 22, in the same category of post, who, at the time of or after the submission of application, was earlier recommended to a post in a Madrasah on the basis of earlier counselling for recruitment conducted by the Commission and continues his/her service as such, but has not completed continuous two years approved service in the same category of post.**24. Issue of appointment letter.—** The concerned Madrasah Authority/ Managing Committee/Ad-hoc Committee/ Administrator/authorized person shall, on the basis of such recommendation of the Commission, issue appointment letter to the candidate by Email or Registered Speed Post with AD, as directed by the Commission, within the stipulated period.

*Note 1.—* In absence of Managing Committee/ Ad-hoc Committee/ Administrator, the Headmaster/Headmistress/ Superintendent/Teacher-in-Charge, as the case may be, shall issue appointment letter. The same shall be ratified/ vetted by resolution to be adopted in the first meeting/sitting by the Managing Committee/Ad-hoc Committee/ Administrator.

*Note 2.—* In case of non-issuance of appointment letter, the same shall be intimated to the Commission immediately with explanation. The Commission shall refer the explanation to the Minority Affairs and Madrasah Education Department for opinion, in writing, and the Commission shall act on the basis of such opinion, in writing, of the Department.

*Note 3.—* Appointment of a recommended candidate is subject to Police Verification and medical examination.

**25. Failure to appointment-Effect :** If the Madrasah authority – Managing Committee/Ad-hoc Committee / Administrator / Head of the Madrasah, as the case may be, does not issue appointment letter to the recommended candidate without reasonable ground or does not intimate the Commission about the same with explanation, the Commission shall refer the matter to the Minority Affairs and Madrasah Education Department for necessary steps in accordance with the Section 12 of the Act and the Commission shall not recommend any other name to any post in that Madrasah till the clearance from the Minority Affairs and Madrasah Education Department.

**26. Joining :** On receipt of the appointment letter from the Madrasah authority, the candidate shall join the post within the stipulated period as mentioned in the appointment letter.

**27. Effect of non-joining : If—**

(a) a recommended candidate—

- (i) refuses to accept appointment or appointment letter is refused, or
- (ii) does not join the post within the stipulated period after getting the appointment letter, or

(b) the Commission gets any information from Madrasah, or from the concerned District Inspector of Schools (SE), or otherwise, that a candidate recommended for appointment has not accepted the offer of appointment within the stipulated period,

the Commission may cancel and withdraw the recommendation or strike off the name of such candidate from the panel and recommend the name of a candidate from the waiting list strictly in order of merit within the validity period of the panel and waiting list.

## CHAPTER-X

### Provision for Recruitment/ Appointment on Compassionate Ground

**28. (1) Criteria:** When a staff, teaching or non-teaching, —

(a) Dies-in-harness before the date of superannuation, leaving his/her family in such extreme financial hardship whereby the family fails to provide two square meals and other essentials (bare necessities) to the surviving members of the deceased's family,

or

(b) Becomes permanently incapacitated by accident or on medical ground in the opinion of the Medical Board before attaining 58 years of age and is allowed by the Director of Madrasah Education, West Bengal, to retire before attaining 58 years of age and due to his/her early retirement, if the family is in such extreme financial hardship fails to provide two square meals and other essentials (bare necessities) to the family members of the retired staff,

A family member (spouse, son or daughter) may be appointed on compassionate ground in the post of Group-C or Group-D, suitable to his/her qualification, subject to the availability of vacancy and the condition laid down hereinafter in sub-rule (2) of this Rule and following the procedures stated later on.

**(2) Conditions :** (i) The dependent family member, other than the spouse of the deceased/Permanently incapacitated teacher or non-teaching staff under Rule 28 (1) (a) or (b) seeking appointment on compassionate ground,—

- (a) Shall be bound to look after and maintain the dependent member(s) of the deceased/permanently incapacitated staff, particularly the incapacitated staff and his/ her spouse, if appointed.
- (b) The candidate has to submit an affidavit in original, in prescribed format, sworn before First Class Judicial Magistrate, along with the application for appointment on compassionate ground.

(ii) The failure to perform the duty to the dependent member(s) shall entail termination of the appointment/ service.

(iii) He/she is not entitled to any post higher than that held by the Staff while dying in harness or retiring prematurely, as the case may be, subject to higher limit of Group-C post.

**(3) Limitation.**— Only one eligible member of the family may be appointed under the provision of the sub-rule (2) of this rule. In case of appointment of a dependent member of the deceased/permanently incapacitated teacher or non-teaching staff other than the spouse, the decision of the incapacitated teacher/staff or the spouse of the deceased shall be final. In case of absence of the both, the decision, of the majority of the dependent members, to be recorded by Affidavit before the First-Class Executive/Judicial Magistrate, shall be final.

**(4) Application.**— The spouse or a ward of an approved staff, subject to any criterion and condition laid down in sub-Rules (1) and (2) respectively of this Rule having requisite qualification, not below 18 years of age and not above 45 years of age, may apply in writing in the prescribed format within two years of the death or incapacitation as per sub-rule (1) (a) or (b) of rule 28 to the District Inspector of Schools (SE) concerned or any authorized person for appointment on compassionate ground :

Provided that in case of academic ineligibility of the spouse and under-age of the dependent wards, the application may be made beyond two years from the date of death/incapacity, as the case may be, upon the attainment of the minimum age and/or minimum academic eligibility of the dependents.

**(5) Enlistment :** The District Inspector of Schools (SE)/any authorized officer concerned shall process the application(s), enter the names of all eligible applicants praying for appointments on compassionate ground in separate registers. In case of rejection of any prayer, the same shall be intimated to the applicant with reason.

**(6) Forwarding :** The District Inspector of Schools (SE) shall forward all such names of the enlisted candidates with recommendations mentioning particulars like educational qualifications, address, date of birth, choice of posting (area) along with authenticated copies of certificates of qualification, birth, etc. directly to the Commission with an intimation to the applicants.

**(7) Panel (s):** The Commission shall maintain such information in separate register or database mentioning the date of receipt of such applications from the concerned District Inspector of Schools (SE) or authorized officer. Thereafter, the Commission shall prepare the panel(s) and dispose them in accordance with the provisions of rules 7 (8) and 21.

**(8) Scope of recommendation :** Recommendation on compassionate ground shall not be confined to the Madrasah where the deceased/incapacitated, teacher or non-teaching staff, had worked/had been working. Recommendation can be made anywhere depending upon the availability of suitable vacancy(ies). The convenience and choice of a female candidates shall be given preference over male candidates.

**(9) Issue of Appointment Letter :** The provisions of rules 24, 25, 26 and 27 shall apply *mutatis mutandis* in case of appointment on compassionate ground.

**Explanation.**—

The expression "**Financial hardship**" in relation to income of a deceased/permanently incapacitated Teacher or non-teaching staff consisting of up to five members in his family, shall mean an amount of income

less than the initial gross salary of Group 'D' staff of the State Government at that material point of time. For computation of income of such family, the income of an amount earned by each family member from any other sources than Provident Fund, Gratuity and 40% of Family Pension of the first seven years or upon the attainment of sixty-seven years of age of the deceased teacher, had he been alive, whichever is earlier, at the material point of time, shall be taken into account :

Provided that if the family of the deceased/permanently incapacitated teacher or non-teaching staff exceeds five members, the income so computed under this explanation shall be reduced by 20% for each member exceeding five and the amount so arrived at, shall be taken into consideration in computing the income for the purpose of comparing it with the gross salary income of Group 'D' staff at the initial stage at the material point of time.

*N.B. –* The calculation should be made as per fixation under the ROPA Rules prevailing at that material point of time.

## CHAPTER-XI

### General Transfer, Mutual Transfer and Transfer on Special Ground

#### 29. General Transfer :

- (1) The applicant (teachers/ non-teaching staff) must be full time approved staff and shall be eligible to apply for general transfer only after the confirmation of service.
- (2) An incumbent shall be eligible for General Transfer only if he/she completes two years of service in that particular Madrasah, in particular post, from which he/she seeks General Transfer :  
Provided that the Commission may transfer any teaching and non-teaching staff of Madrasahs as and when required in the interest of public service.
- (3) No application under General Transfer shall be entertained if he/she intends to get transferred to a Madrasah within a distance of 20 KMs from the present serving Madrasah.
- (4) Where a candidate under transfer is not released by the current serving Madrasah after transfer recommendation by the Commission, the candidate shall be stand released by the concerned District Inspector of Schools and be directed to report to new Madrasah within due time.
- (5) Where an incumbent refuses to join his/her preferred Madrasah after due recommendation by the Commission, such incumbent concerned shall not be allowed to submit application for three subsequent terms of General Transfer either for inter district transfer or for within district transfer.
- (6) An incumbent, who has been transferred under General Transfer before coming into force of these rules, shall not be considered for General Transfer under these Rules.
- (7) No staff shall get the benefit of General Transfer more than once in the same category of post.
- (8) A teacher or non-teaching staff appointed in Bengali Medium Madrasah shall not be eligible for transfer in Urdu Medium Madrasah and vice versa.
- (9) Seniority/preference for transfer shall be determined in the modes specified in Schedule IV on the basis of date of joining in the current serving Madrasah.

#### 30. Procedure of General Transfer.—

- (1) The teacher/non-teaching staff seeking transfer against the notification of the Commission shall have to apply online in the prescribed format through the concerned Madrasah and concerned District Inspector of Schools (S.E.) to the Commission in case of transfer within the District; or, through the concerned Madrasah, concerned District Inspector of Schools (SE) and the Director of Madrasah Education, to the Commission in case of transfer from one district to another, with necessary document(s) as per notification of the Commission.

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- (2) The Head of the Madrasah (H.M./Superintendent/TIC) shall, after proper verification and scrutiny, forward the eligible transfer application(s) with specific comments/views, along with relevant papers to the District Inspector of Schools (SE)/authorized officer within 15 days from the date of submission of the application.
- (3) The District Inspector of Schools (SE)/authorized officer concerned shall, after proper verification and scrutiny, forward the eligible transfer applications with specific comment/views to the Commission direct, in case of transfer within the district or to the Director of Madrasah Education, in case of transfer from one district to another, within 15 days from the date of receipt of such application.
- (4) Director of Madrasah Education shall, after proper verification and scrutiny, forward the eligible transfer applications (inter-district transfer) with specific comment/views to the Commission within 15 days.
- (5) If the concerned authority does not forward any eligible application with specific comments /views within 15 days then it will be automatically forwarded to the next level authority.
- (6) The Commission shall recommend the name of the candidate to the vacancy selected by the candidate from the available vacancies published by the Commission before counselling.
- (7) The Commission shall recommend a suitable candidate to fill up the vacancy so occurred due to such transfer, from the panel as and when prepared.
- (8) The applicant may not exercise choice if none of the available vacancies is convenient to him/ her.
- (9) The concerned Madrasah Authority/the Head of the Madrasah in absence of Madrasah Authority shall, on the basis of such recommendation of the Commission, issue appointment letter to the candidate by email/Speed Post /Registered Post with AD within the stipulated period as per Rule 24.
- (10) The Madrasah Authority/the Head of the Madrasah in absence of Madrasah Authority, shall release him/her with Release Order, Last Pay Certificate, etc. as per application for release with a copy of appointment letter, to join the new Madrasah.
- (11) In case of failure on the part of the Madrasah Authority or the Head of the Madrasah to release, the applicant shall apply to the concerned District Inspector of Schools (SE)/authorized officer who shall take necessary steps for immediate release along with necessary certificate (s)/paper (s) or the concerned District Inspector of Schools (SE)/authorized officer shall release the applicant.
- (12) If there is more than one candidate (applicant) for a particular vacancy, seniority/preference shall be determined in terms of Schedule-IV
- (13) No TA/DA or any grant for such transfer is admissible.
- (14) The applicant teachers or non-teaching staff shall, after general transfer, draw the pay he/she drew in his/her previous Madrasah.

### **31. Mutual Transfer.—**

Mutual Transfer of two teachers or non-teaching staff of two different Madrasahs, who have agreed to mutual transfer among themselves, may apply subject to the following conditions—

- (1) The applicants (teachers/non-teaching staff) must be full time approved staff.
- (2) The approved teachers or non-teaching staff shall be eligible to apply for mutual transfer only after the confirmation of their services.
- (3) They must belong to the same category of post in the same subject/same medium in the same scale of Pay.
- (4) The applicant teachers or non-teaching staff shall, after mutual transfer, draw the pay he/she drew in his/her previous Madrasah.
- (5) No TA/DA or any grant for such transfer is admissible.

(6) No male teacher is allowed mutual transfer to a Girls' Madrasah. However, male non-teaching staff may be allowed mutual transfer to a Girls' Madrasah provided that there is at least one female non-teaching staff.

**32. Procedure of Mutual transfer :**

- (1) The willing teachers/non-teaching staff of two different Madrasahs agreed to mutual transfer shall have to submit application in the prescribed format along with necessary documents to the Commission through the concerned Madrasah and concerned District Inspector of Schools (SE) in case of Mutual Transfer within the District or through the concerned Madrasah, concerned District Inspector of Schools (SE) and the Director of Madrasah Education in case of inter District Mutual Transfer.
- (2) The Head of the Madrasah (H.M./Superintendent/TIC) shall, after proper verification and scrutiny, forward the eligible transfer application(s) with specific comments/views, along with relevant papers to the District Inspector of Schools (SE)/authorized officer within 15 days from the date of submission of the application.
- (3) The District Inspector of Schools (SE)/authorized officer concerned shall, after proper verification and scrutiny, forward the eligible applications, with specific comments/views to the Commission in case of mutual transfer within the district and to the Director of Madrasah Education, in case of mutual transfer from one district to another, within 15 days from the date of receipt of such application.
- (4) The Director of Madrasah Education, after scrutiny, shall, after proper verification and scrutiny, forward the prayer for mutual transfer to the Commission with specific comments /views.
- (5) The Commission shall recommend the eligible applicants and communicate the same to the concerned Madrasahs recommending appointment of incoming teacher/non-teaching staff and release of outgoing teacher/non-teaching staff.
- (6) The Madrasah Authorities/the Heads of both the Madrasahs in absence of Madrasah Authority, shall release the existing staff and allow the staff of other Madrasah to join the Madrasah as per recommendation of the Commission.

*Note:* Both the candidates and the Madrasahs shall consult beforehand about the reciprocal release and joining (appointment) of the candidates on mutual transfer.

**33. Transfer on Special ground.-**

An incumbent/staff may be transferred on special ground under the following circumstances :-

- (a) Incumbent is suffering from serious illness, duly certified by a medical board of a Govt. Hospital.
- (b) The incumbent is suffering from physical injury /disabilities for which he/she is unable to attend to the Madrasah as certified by the medical board of a Govt. Hospital.
- (c) Spouse of the incumbent or his/her son/daughter or parents is/are suffering from serious illness, duly certified by a medical board of a Govt. Hospital and there is no one in his/her family to look after them.
- (d) If the Commission is satisfied on the recommendation of Directorate of Madrasah Education, that for public interest or for the welfare of the students of any Madrasah, any staff is required to be transferred irrespective of his/her willingness.

**34. Procedure for Transfer on Special ground.-**

- (1) The teacher/non-teaching staff seeking transfer on special ground shall apply online/offline in the prescribed format through the concerned Madrasah, concerned District Inspector of Schools (SE) and the Director of Madrasah Education, to the Commission with necessary document(s).
- (2) The Head of the Madrasah (H.M./Superintendent/TIC) shall, after proper verification and scrutiny, forward the eligible application(s) along with relevant papers to the District Inspector of Schools (SE)/authorized officer within 15 days from the date of submission of the application.

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- (3) The District Inspector of Schools (SE)/authorized officer shall take necessary action for medical examination of the concerned person by the Medical Board of a Govt. Hospital and inform the concerned applicant accordingly.
- (4) The District Inspector of Schools (SE)/authorized officer concerned, shall then forward the eligible transfer applications along with medical certificate with specific comments to the Director of Madrasah Education, within 15 days from the date of receipt of such Medical Report.
- (5) Director of Madrasah Education, after scrutiny, shall forward the applications with specific comment/views to the Commission within 15 days :

Provided that this rule shall not apply to the transfer on special ground under rule 33 (d).

**35. No Objection Certificate.—**

The Head of the Institution /Secretary of Managing Committee /the Administrator, of the concerned Madrasah, shall issue No Objection Certificate to an incumbent to be recommended for General Transfer or Mutual Transfer or Transfer on special ground under these rules.

**36. Counselling, Recommendation and Appointment etc. -**

For the purpose of General Transfer, Mutual Transfer and transfer on Special Ground, the provisions of Chapter IX of these rules shall be followed *mutatis mutandis*.

## **CHAPTER-XII**

### **Miscellaneous**

**37. Carry forward of vacancy.—** The vacancies which are not filled up for unsuitability of candidates or for any other reasons shall be carried forward and included with the vacancies of the next year :

Provided that the Commission may re-advertise those vacancies to be filled up in accordance with the provisions of these rules.

**38. Saving.—** (1) Nothing in these rules shall affect relaxation of age limit and other concessions as are required to be provided for candidates for recruitment on compassionate ground in accordance with the orders issued by the State Government from time to time.

(2) Nothing in these rules shall affect any act done in accordance with the provisions of the earlier Rules, Notifications or orders issued before coming into force of these Rules.

**39. Preservation of Answer Scripts of written examination and Data of State Level Selection Tests—**

The Commission shall preserve the written answer scripts/digital answer scripts/OMR sheets of examinations and the Data of the concerned State Level Selection Test upto a period of twelve (12) years from the date of publication of the panel and waiting list of the concerned State Level Selection Test, except records which are required for court cases.

**40. Interpretation.—**

Any dispute in this regard shall be referred to the Minority Affairs and Madrasah Education Department by the Commission and decision of the Government of West Bengal in the Minority Affairs and Madrasah Education Department, shall be final.

## SCHEDULE I

(See rule 3)

1	2	3	4
SI. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
1	Posts of Headmaster/ Headmistress in High/Higher Secondary Madrasah.	<p><b>(A) Essential:</b></p> <p><b>(i) Qualification &amp; Academic Eligibility:</b> Master Degree from a UGC recognized University with at least 50% marks each at the Secondary level, Higher Secondary level, Graduate level and Post-Graduate Level.</p> <p><b>(ii) Training:</b> Degree/Diploma in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or equivalent degree/diploma 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, as amended from time to time</p> <p><b>(iii) Experience:</b> Ten years' continuous teaching experience as full-time approved teacher in one or more Higher Secondary/High School/High Madrasah/Jr. High Madrasah/Jr. High School/Senior Madrasah recognized by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/West Bengal Board of Madrasah Education, as on the last date of submission of application. The applicant should be in service as on the last date of application.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	Up to 55 years
2	Superintendent of Senior Madrasah	<p><b>(A) Essential:</b></p> <p><b>i) Qualification &amp; Academic Eligibility:</b> Mumtazul Muhammadi / Mumtazul Fuqua / Mumtazul Udaba with Kamil/ Kamil (General)/Kamil Hons. from the West Bengal Board of Madrasah Education/any UGC recognized University / Master degree in Theology/Arabic from any UGC recognized University, having at least 50% marks each at the Alim level, Fazil level, Kamil/Hons. level and MM/MF/MU / MA (Theology) / MA (Arabic) level;</p> <p><b>ii) Training:</b> Degree in Bachelor of Teaching/Bachelor of Education/Post- Graduate Basic Training from any recognized University or equivalent degree/diploma 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, as amended from time to time</p> <p><b>iii) Experience:</b> Ten years' continuous teaching experience as full-time approved teacher in a Jr. High/High/ Higher Secondary Madrasah or School/ Senior Madrasah or more than one, recognized by the West Bengal Board of Madrasah Education/ West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education, as on the last date of submission of application. The applicant should be in service as on the last date of application.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	Up to 55 years

1	2	3	4
SI. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
3	Headmaster/ Headmistress of Junior High Madrasah	<p><b>(A) Essential:</b></p> <p><b>(i) Qualification &amp; Academic Eligibility:</b> Master Degree from a UGC recognized University with at least 50% marks each at the Secondary level, Higher Secondary level, Graduate level and Post-Graduate Level.</p> <p><b>(ii) Training:</b> Bachelor of Teaching/Bachelor of Education/ Post-Graduate Basic Training from any recognized University or equivalent degree/ diploma 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, as amended from time to time</p> <p><b>(iii) Experience :</b> Five years' continuous teaching experience as full-time approved teacher in a Jr. High/High/ Higher Secondary Madrasah or School/ Senior Madrasah or more than one, recognized by the West Bengal Board of Madrasah Education/West Bengal Board of Secondary Education/ West Bengal Council of Higher Secondary Education, as on the last date of submission of application. The applicant should be in service as on the last date of application.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	Up to 55 years
4	Assistant Teacher of Higher Secondary Madrasahs / Senior Madrasahs (Fazil) for the posts meant for Post Graduate vacancies of classes XI - XII	<p><b>(A) Essential:</b> Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><i>Note:</i> Eligible Branches of respective subjects to be published in the Brochures of concerned SLSTs.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture.</p>	Minimum 21 yrs. And maximum 40 yrs.  Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates
5	Assistant Teacher of Higher Secondary Madrasah/High/ Senior Madrasah for the posts meant for Graduate vacancies of classes IX - X	<p><b>(A) Essential:</b> 1) Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><i>Note:</i> Eligible Branches of respective subjects to be published in the Brochures of concerned SLSTs.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture.</p>	Minimum 21 yrs. And maximum 40 yrs.  Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates

1	2	3	4
SI. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
6	Assistant Teacher of Computer Science / Computer Application of Higher Secondary Madrasahs / Senior Madrasahs (Fazil) for the posts meant for Post Graduate vacancies for classes XI-XII	<p><b>(A) Essential:</b> Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><i>Note:</i> Eligible Branches of respective subjects to be published in the Brochures of concerned SLSTs.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture</p>	Minimum 21 yrs. And maximum 40 yrs.  Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates
7	Assistant Teacher of Computer Science / Computer Application of Higher Secondary/ High/ Senior Madrasah for the posts meant for Graduate vacancies for classes IX-X	<p><b>(A) Essential:</b> Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><i>Note:</i> Eligible Branches of respective subjects to be published in the Brochures of concerned SLSTs.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture</p>	Minimum 21 yrs. And maximum 40 yrs.  Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates
8	Assistant Teacher of Higher Secondary Madrasahs / Senior Madrasahs (Fazil) for the post of Arabic in Language Group in the Post-Graduate category for classes XI-XII	<p><b>(A) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Mumtazul Muhaddethin/ Mumtazul Fuqaha/ Mumtazul Udaba/ M.A. (Theology) / M.A.(Arabic) with 50% minimum marks from any UGC recognized University.</li> <li>(ii) Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government of West Bengal 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, as amended from time to time;</li> </ul> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture</p>	Minimum 21 yrs. And maximum 40 yrs.  Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates
9	Assistant Teacher of Higher Secondary/ High/Senior Madrasah for the post of Arabic in Language Group in the Graduate category for classes IX-X	<p><b>(A) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Kamil or Mumtazul Muhaddethin / Mumtazul Fuqaha/ Mumtazul Udaba with Kamil or B.A. / M.A. in Arabic/ M.A. in Theology with minimum 50% marks from the West Bengal Board of Madrasah Education / any UGC recognized university.</li> <li>(ii) Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training recognized by the State Government of West Bengal 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;</li> </ul> <p><b>(B) Desirable :</b> Knowledge of Madrasah Education system, Islamic Studies and Culture;</p>	Minimum 21 yrs. And maximum 40 yrs.  Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates

1	2	3	4
Sl. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
10	Assistant Teacher of Higher Secondary Madrasahs / Senior Madrasahs (Fazil) for the post of Advance Arabic (Islam Parichay/Theology) in the Post-Graduate category for classes XI-XII	<p><b>(A) Essential :</b></p> <p>(i) MA in Arabic/MA in Theology/MA in Islamic Studies/ Mumtazul Muhammadiyah/ Mumtazul Fuqaha/ Mumtazul Udaba with minimum 50% marks from the West Bengal Board of Madrasah Education / any UGC recognized University</p> <p>(ii) Degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognized University or any training institute 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, as amended from time to time</p> <p><b>(B) Desirable :</b></p> <p>Knowledge of Madrasah Education system, Islamic Studies and Culture.</p>	<p>Minimum 21 yrs. And maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates</p>
11	Assistant Teacher of Higher Secondary/ High/Senior Madrasah for the post of Advance Arabic (Islam Parichay/Theology) in Graduate category for classes IX-X	<p><b>(A) Essential :</b></p> <p>(i) BA/MA in Theology/ BA/MA in Arabic/BA/MA in Islamic Studies / Kamil or Mumtazul Muhammadiyah / Mumtazul Fuqaha/ Mumtazul Udaba with Kamil with 50% minimum marks from the West Bengal Board of Madrasah Education / any UGC recognized University</p> <p>(ii) 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><b>(B) Desirable :</b></p> <p>Knowledge of Madrasah Education system, Islamic Studies and Culture;</p>	<p>Minimum 21 yrs. And maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC / ST / OBC / Physically Handicapped candidates</p>
12	Assistant Teacher of Junior High / High Madrasah/Sr. Madrasah / Higher Secondary Madrasah for the post meant for Graduate Vacancies for Classes V-VIII	<p><b>(A) Essential :</b></p> <p>Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><b>(B) Desirable :</b></p> <p>Knowledge of Madrasah Education system, Islamic Studies and Culture</p> <p><b>Note-1:</b> For the post of Assistant Teacher in Pure Science Group a candidate shall have at least any two of the subjects: Chemistry, Physics and Mathematics as combination of subjects;</p> <p><b>Note-2:</b> For the post of Assistant Teacher in Bio-Science, a candidate shall have at least any two of the subjects, namely, Zoology, Botany and Physiology, as combination of subjects or any one of the above-mentioned subjects, namely, Zoology, Botany and Physiology and any one of subjects, namely Microbiology, Anthropology and Bio-Technology.</p> <p><b>Note-3:</b> For the purpose of this sub-clause, a Bachelor's Degree as stated under this sub-clause shall not include a Special B.A. in any Subject</p> <p><b>Note-4:</b> Eligible Branches of respective subjects to be published in the Brochures of concerned SLSTs.</p>	<p>Minimum 21 yrs. And maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates</p>

1	2	3	4
SI. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
13	Assistant Teacher for the post of Work Education in different types of Madrasahs	<p><b>(A) Essential :</b></p> <p>(i) Graduate from a recognized university with Post Graduate Basic Training or Work Education as a subject in Bachelor of Education in regular course from a Teacher's Training Institution duly recognized by the National Council for Teacher Education (NCTE);</p> <p style="text-align: center;">Or</p> <p>Graduate with Degree or Diploma in Art and Craft from any recognized University/ any recognized educational Institution affiliated to any University;</p> <p style="text-align: center;">Or</p> <p>Graduate with Degree or Diploma in Tailoring and needle work from any Institution duly recognized by any recognized University/ from any institute recognized by any Department of the Government of West Bengal;</p> <p style="text-align: center;">Or</p> <p>Graduate from recognized University with at least two years Degree or Diploma in the Work Education curriculum awarded by any recognized University;</p> <p style="text-align: center;">Or</p> <p>Graduate Degree in Home Science or Agriculture or Graduate in Computer Science or Information Technology or Software systems from any recognized University;</p> <p style="text-align: center;">Or</p> <p>Graduate in General Stream in Arts/Science/Commerce with Computer Science or Computer Application as a subject of at least 300 marks at the degree level from any recognized University;</p> <p style="text-align: center;">Or</p> <p>Graduate in any stream with any other subject as may be prescribed in the Brochures of concerned SLSTs.</p> <p>(ii) 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)</p> <p style="text-align: center;">Or</p> <p>Post-Graduation with a minimum 55% marks or equivalent grade and three-year integrated B.Ed-M.Ed.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education System, Islamic Studies and culture</p>	<p>Minimum 21 yrs. And maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/ Physically Handicapped candidates</p>
14	Assistant Teacher for the post of Physical Education in different types of Madrasahs	<p><b>(A) Essential :</b> Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><b>(B) Desirable :</b> Knowledge of Madrasah Education system, Islamic Studies and Culture</p>	<p>Minimum 21 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/ Physically Handicapped candidates</p>

1	2	3	4
SI. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
15	Assistant Teacher in Advance Arabic (Islam Parichay) / Theology Group equivalent to Graduate category in High/Sr. Madrasah for classes V-VIII	<p><b>(A) Essential:</b></p> <p>(i) B.A. in Arabic/B.A. in Theology / BA in Islamic Studies / Kamil/Mumtazul Muhammadiyah/Mumtazul Fuqaha/Mumtazul Udabawith minimum 50% marks from the West Bengal Board of Madrasah Education/any UGC recognized University</p> <p>(ii) 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><b>(B) Desirable:</b> Knowledge of Madrasah Education System, Islamic Studies and culture</p>	<p>Minimum 21 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates</p>
16	Assistant Teacher for the post of Arabic in Language Group in the Graduate category for classes V-VIII	<p><b>(A) Essential:</b></p> <p>(i) B.A. in Arabic / B.A. in Theology / Kamil / Mumtazul Muhammadiyah / Mumtazul Fuqaha / Mumtazul Udabawith minimum 50% marks from the West Bengal Board of Madrasah Education / any UGC recognized University</p> <p>(ii) 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><b>(B) Desirable:</b> Knowledge of Madrasah Education System, Islamic Studies and culture</p>	<p>Minimum 21 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates</p>
17	Assistant Teacher (Under-Graduate category) for the post of Arabic	<p><b>(A) Essential:</b></p> <p>(i) Fazil/ Higher Secondary with Arabic as an elective subject with 50% marks as the case may be, from the West Bengal Board of Madrasah Education / West Bengal Council of Higher Secondary Education with 2-years Diploma in Elementary Education (D.El.Ed) (by whatever name known) duly recognized by the NCTE</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture.</p>	<p>Minimum 21 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates</p>
18	Assistant Teacher (Under-Graduate category) for the post of General Subject	<p><b>(A) Essential:</b> Minimum qualification as prescribed by NCTE, as amended from time to time, on the date of advertisement.</p> <p><b>(B) Desirable:</b> Knowledge of Madrasah Education system, Islamic Studies and Culture</p>	<p>Minimum 21 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/ Physically Handicapped candidates</p>

1	2	3	4
SI. No.	Name of posts	Educational qualification including Professional qualifications, Academic eligibility, Experience, etc.	Age limit
19	Librarian	<p><b>(A) Essential:</b></p> <ul style="list-style-type: none"> <li>i) Kamil/M.M. / M.F. / M.U. or Bachelor's Degree in General Stream in Arts / Science / Commerce with Arabic as language at the Madhyamik/Higher Secondary/ Graduation/Masters Level or Certificate course in Arabic of 1 year duration from any Govt. recognized Institution</li> <li>ii) Degree/Diploma in Library Science of at least one (1) year duration from a UGC recognized University/Institute</li> <li>iii) Knowledge of Madrasah Education System, Islamic Studies and Culture</li> </ul>	<p>Minimum 21 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/ Physically Handicapped candidates</p>
20.	Clerk	<p><b>(A) Essential :</b></p> <ul style="list-style-type: none"> <li>(i) Passed Madhyamik/ High Madrasah/Alim Examination or its equivalent.</li> <li>(ii) Knowledge and Skill in operating and using computer including typing along with diploma or certificate in Computer course of at least one (1) year duration from any Govt. recognized institute</li> </ul> <p><b>(B) Desirable :</b> Knowledge of Madrasah Education System, Islamic Studies and Culture.</p>	<p>Minimum 18 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/ Physically Handicapped candidates</p>
21.	Group 'D' (including Lab Attendant)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Passed Class VIII from any School/Madrasah recognized by or affiliated to the West Bengal Board of Secondary Education/ West Bengal Board of Madrasah Education/or equivalent/any approved Madrasah or Madhyamik Shiksha Kendra under Minority Affairs &amp; Madrasah Education Department/ Madhyamik Shiksha Kendra under Panchayats and Rural Development Department.</li> </ul> <p><b>Desirable :</b></p> <ul style="list-style-type: none"> <li>(ii) Knowledge of Madrasah Education System, Islamic Studies and Culture.</li> </ul>	<p>Minimum 18 yrs. and maximum 40 yrs.</p> <p>Upper age limit is, however, relaxable as per Govt. norms for SC/ST/OBC/Physically Handicapped candidates</p>

## SCHEDULE II

## Manner of selection to the post of Teaching and non-Teaching Staff in Madrasahs

Sl. No.	Name of the posts	Main Examination	Interview ***	Computer Typing & Computer Proficiency
1.	Posts of Headmaster/ Headmistress in High Madrasah/Higer Secondary Madrasah	90	10	-
2.	Superintendent of Senior Madrasah	90	10	-
3.	Headmaster/Headmistress of Junior High Madrasah	90	10	-
4.	Assistant Teacher of High or Higher Secondary Madrasah/Senior Madrasah/Junior High Madrasah for the posts, meant for Graduate / Post-Graduate vacancies	90	10	-
5.	Assistant Teacher of High Madrasah/Senior Madrasah/Junior High Madrasah for the post of Arabic in language Group in the Graduate / Post-Graduate category.	90	10	-
6.	Assistant Teacher in Advance Arabic (Islam Parichoy)/Theology (Group) equivalent to Graduate/Post-Graduate category; in High/ HS/ Sr. Madrasah	90	10	-
7.	Assistant Teacher of High Madrasah/Senior Madrasah/Junior High Madrasah for the posts meant for Graduate vacancies.	90	10	-
8.	Assistant Teacher for the post of Work Education in different types of Madrasahs	90	10	-
9.	Assistant Teacher for the post of Physical Education in different types of Madrasahs	90	10	-
10.	Assistant Teacher in Advance Arabic (Islam Parichay)/Theology Group equivalent to Graduate category in High/Sr. Madrasah	90	10	-
11.	Assistant Teacher for the post of Arabic in language Group in the Graduate category.	90	10	-
12.	Assistant Teacher (Under-graduate category) for the post of Arabic	90	10	-
13.	Assistant Teacher (Under-graduate category) for the post of Genl. Subjects	90	10	-
14.	Librarian	90	10	-
15.	Clerk	70	10	20 (10+10)
16.	Group 'D' and Lab Attendant	90	10	-

### **SCHEDULE III**

TABLE NO. 1

### **Manner of selection to the post of Clerk in Madrasahs**

(a) Preliminary Examination	...	...	...	...	100 marks
[The marks obtained in the preliminary examination shall not be added to the marks obtained in the Main Examinations/Tests conducted afterwards]					
(b) Main Examination	...	...	...	...	70 marks
(c) Computer Typing Test	...	...	...	...	10 marks
(d) Computer Proficiency Test	...	...	...	...	10 marks
(e) Interview	...	...	...	...	10 marks

TABLE NO. 2

## **Manner of selection to the post of Group-D Staff in Madrasahs**

(a) Preliminary Examination ... ... ... ... 100 marks  
[The marks obtained in the preliminary examination shall not be added to the marks obtained in the Main Examination]

(b) Main Examination ... ... ... ... 90 marks

(c) Interview ... ... ... ... 10 marks

## **SCHEDULE IV**

*Mode to determine seniority/preference for transfer :*

1. Length of service in current serving Madrasah weightage 60%

Weightage = 
$$\frac{\text{No. of years of actual service in current serving Madrasah}}{\text{Maximum no. of years of service of the applicant}} \times 60$$

2. Distance of present Madrasah from permanent residence (to be certified by Govt. authority) weightage 20%

Distance (one side)	Weightage
Below 20 km	Not eligible to apply
20 km to 49 km	No weightage
50 km to 200	5
201km to 400 km	10
401 km to 600 km	15
601 km to above	20

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3. Female candidate weightage 10%  
4. Female candidate Single (unmarried/widow/divorcee /separated) weightage 10%

OR

Female candidate posted in an institution which is more than 50 km  
from the place of work of spouse

weightage 10%

1 + 2 + 3 +4 shall determine the merit/preference for transfer.

By order of the Governor,

MD. GHULAM ALI ANSARI, IAS

*Secretary to the Government of West Bengal*