



THE WEST BENGAL MADRASAH SERVICE COMMISSION

Bikash Bhavan (2nd floor) East Block, Salt Lake, Kolkata – 700091

Tele - Fax No. – 033-2321-3615

NOTICE

Applications are invited from assistant including superintendents/headmasters/headmistresses in recognised non-govt. Aided h.s/ high/jr.High and sr. Madrasahs for transfer and mutual transfer under the west Bengal Madrasah service commission act, 2008 as amended and rules of 2010 made there under. The last date of submission of the application is 31st may, 2013 for general transfer. In case of mutual transfer the applications are to be received throughout the year observing all formalities

A. Eligibility : - (Single Transfer)

1. The applicant must be full time approved teacher in permanent post.
2. The applicant appointed in addl. Post may apply after retention of his/her present post/service.
3. The vacancy against which the applicant wants to be appointed on transfer must conform to the category and /or subject of the applicants' appointment in the present Madrasah.

B. Eligibility : - (Mutual Transfer)

1. Two Teachers of two different Madrasah may apply for mutual transfer.
2. Both the applicants must be full time approved teacher.
3. Both the applicants appointed in additional post shall be eligible to apply after the retention of their present post/service.
4. They must belong to the same category of post and /or same subject in the same scale of pay (Except H/PG category).

Procedure:

1. The Teacher seeking transfer shall have to apply in the prescribed Format.
2. To apply to the concern District Inspector of School (SE) through proper channel with necessary documents in case of transfer within the District.
3. To apply to the Director of Madrasah Education, West Bengal through proper channel with necessary documents in case of transfer from one District to another.
4. The concerned Madrasah Authority/The Head of the applicants' Madrasah in case of absence of Madrasah Authority shall forward the application along with relevant papers to the concerned District Inspector of Schools (SE)/ authorized officer or to the Director of Madrasah Education as the case may be within 15 (fifteen) days from the date of submission of the application.
5. The District Inspector of Schools (SE)/authorised officer concerned shall forward the same to the commission direct in case of transfer within the District or to the Director of Madrasah Education, West Bengal in case of transfer from one District to another.

6. The Director of Madrasah Education, West Bengal after scrutiny shall forward the case of inter District transfer to the commission.
7. A draft of Rs. 2500/- in favour of the West Bengal Madrasah Service Commission to be submitted in case of single transfer and Rs. 5000/- (Rs. 2500/- + Rs. 2500/- each candidate) in case of mutual transfer. The name of the applicant with contact No., name of Madrasah, subject and category of the post to be noted on the reverse of the bank draft. In case of mutual transfer, the particulars of both the candidates to be noted. The original draft to be sent to the Secretary, West Bengal Madrasah Service Commission by the candidate by registered post and photo copy /copies to be enclosed with the application(s).
8. The commission shall consider the prayer of the applicants as per the West Bengal Madrasah Service Commission Rules, 2010
9. Applications shall have to be submitted jointly in the prescribed Format along with necessary papers.
10. In case of Headmaster/Headmistress, secretary/administrator of the Madrasah will sign the no objection certificate.

Note: General Information: -

- a) In case of Hons/PG category mutual transfer between Hons and P.G. candidate may be allowed though the scale of pay (Hons/PG) are different.
- b) The applicant teacher after his/her single transfer/mutual transfer shall draw the pay scale as earlier drawn by him/her in the previous Madrasah.
- c) No T.A./D.A or any grant for such transfer/mutual transfer is admissible/shall be claimed.
- d) No applicant/teacher shall get the benefit of more than one transfer in the same category or post.
- e) No male teacher is allowed for transfer/mutual transfer to a Girls' Madrasah.
- f) Both the candidates and Madrasah authority shall consult beforehand about the reciprocal release and joining (appointment) of the candidates on mutual transfer.
- g) Seniority in service towards transfer case only may be counted from his/her service in present serving Madrasah.

The teacher-applicant, who once applied for transfer earlier, need not apply further.

Secretary