

THE WEST BENGAL MADRASAH SERVICE COMMISSION



APPLICATION FORM

&

BRIEF INFORMATION FOR THE CANDIDATES APPEARING IN 5th STATE LEVEL SELECTION TEST, 2011

FOR APPOINTMENT TO THE POST OF ASSISTANT TEACHER IN

RECOGNISED NON-GOVT.

AIDED JUNIOR HIGH/HIGH/HIGHER SECONDARY/ SENIOR MADRASAHS IN WEST BENGAL

THE WEST BENGAL MADRASAH SERVICE COMMISSION

Bikash Bhavan, East Block, 2nd Floor, Salt Lake, Kolkata-700091

Brochure containing Application Form for the Post of Assistant Teacher,
5th State Level Selection Test (AT/UG) 2011 Conducted by the West Bengal Madrasah Service
Commission

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The Commission

The West Bengal Madrasah Service Commission Act, 2008 (West Bengal Act XXV of 2008) enacted by Notification No. 1605L dated 22.10.2008 came into force with effect from 22.10.2008 for the purpose of recruitment of Teachers including Headmasters/Headmistresses of recognized non-Government aided Jr.High/High/Higher Secondary and Senior Madrasahs in West Bengal. Afterwards, the recruitment of non-teaching staff including Librarians has been entrusted with the Commission by amendment of the Act.

The Madrasah Service Commission selects persons for appointment to the posts of Teachers and will soon select non-teaching staff in Madrasahs in West Bengal. A Teacher under the Act means an Assistant Teacher or any other person holding a teaching post in a Madrasah recognized as such by the Board or the Council, as the case may be, and includes the Headmaster/Headmistress, but shall not include the Assistant Headmaster or Assistant Headmistress or the teacher holding a post against short term vacancy caused by deputation, leave or lien.

Advertisement inviting applications for 5th State Level Selection Test, 2011 showing tentative vacancies mediumwise, subjectwise, categorywise and genderwise is made. Qualified candidates to the extent of not exceeding 1.5 times of the final vacancies declared are called for Personality Test, Provided further that if the marks at the last Position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the Personality Test.

Panel is prepared to the extent of 1.00 times of such final vacancies and a Waiting List is prepared to the extent of 0.10 time of the final vacancies declared.

Distribution of marks for selection of Assistant Teachers under 5th State Level Selection Test, 2011 is as follows:

Paper-II	(i) Child Development and Pedagogy	30 marks
(OMR/MCQ)	(ii) Language I	30 marks
	(iii) Language II	30 marks
Paper-I	(i) Subject Test	60 marks
Academic & Experience	(i) Academic Qualification including Professional Qualifications as on the last date of Application	30 marks
	(ii) Experience in Teaching (0.5 marks for each complete year of continuous teaching experience up to maximum ceiling limit of 5 marks i.e. maximum 10 years of continuous teaching experience)	5 marks
Personality Test	(i) Personality Test [Appearance before the P.T. Board is compulsory]	5 marks

Distribution of marks for selection of Under Graduate Teachers under 5th State Level Selection Test, 2011 is as follows:

Paper-II (OMR/MCQ)	(i) Child Development and Pedagogy	30 marks
	(ii) Language I	30 marks
	(iii) Language II	30 marks
	(iv) Subject Test(Mathematics for General UG) OR Arabic(For Arabic UG)	30 marks
	(v) Environmental Studies	30 marks
Academic & Professional Qualification	(i) Academic Qualification including Professional Qualifications as on the last date of Application	20 marks
	ii) Junior basic training / Primary teachers training	05 marks
	iii) Co-curricular activities	05 marks
Personality Test	(i) Personality Test [Appearance before the PT Board Compulsary)	10 Marks

INFORMATION BRIEF FOR THE 5TH STATE LEVEL SELECTION TEST FOR APPOINTMENT TO THE POST OF ASSISTANT TEACHERS IN RECOGNISED NON-GOVT.AIDED MADRASAHs

The West Bengal Madrasah Service Commission is going to hold the 5th State Level Selection Test 2011 or, appointment to the Post of Assistant Teacher in recognized Non-Govt. aided Madrasahs in West Bengal in terms of the Provisions of the West Bengal Madrasah Service Commission Act, 2008. & related State Government Orders.

A. (1) ELIGIBILITY

(2) **AGE** As per Advertisement published

(3) MEDIUM OF WRITTEN EXAMINATION

B. MODE OF SELECTION

Mode of Selection: Eligible candidates will have to appear at a Written Test comprising 2 (Two) Parts. Questions in Part I are designed to test the knowledge of the candidates in the relevant subject/subjects for which the candidates will sit for the examination under prescribed syllabus. Questions in Part II will focus on (i) Child Development and Pedagogy (ii) the elements of language, grammar and comprehension abilities of the language opted by the candidate.

(i) For Assistant Teachers (H/PG & Pass Category): The examination of Paper II will be of 90 minutes' duration will carry 90 marks. The candidates will have to darken the circle with black ball point pen for correct response for each item on the a specific OMR sheet provided for the purpose.

The examination of Paper- I (Subject Test as mentioned) will be of 90 minutes' duration will carry 60 marks and contain 30 short/descriptive type questions in all subjects, except Biological Science (H/PG), to be answered on the question booklet provided for the purpose. In Biological Science (H/PG), there will be 10 questions in each group of Botany, Zoology & Physiology carrying 02 marks in each.

(ii) For Assistant Teachers (Undergraduate Category): The examination of Paper-II will be of 120 minutes' duration will carry 150 marks. The candidates will have to darken the circle with black ball point pen for correct response for each item on the a specific OMR sheet provided for the purpose. There will be no Paper-I Examination for UG category.

Personality Test : Personality Test letter will be issued to the selected candidates on the basis of academic score and marks obtained in Paper I (including score in Training & Co-curricular activities for Undergraduate category) to the extent of not exceeding 1.5 times of the advertised final reported vacancies Mediumwise, Subjectwise & Genderwise . All candidates will be considered against General (unreserved) vacancies in terms of existing Govt. order (s) in Minority Affairs and Madrasah Education Department, Govt. of West Bengal.

There will be no negative marking. COMPILATION OF THE MARKS OF PART I (Subject Test) SHALL BE DONE ONLY FOR THOSE CANDIDATES WHO WILL SECURE THE QUALIFYING MARKS (60%) IN PAPER-II (OMR/MCQ). HOWEVER NO RELAXATION SHALL BE ALLOWED TO THE CANDIDATES.

THE QUALIFYING MARKS IN PAPER-I (Subject Test) is 40% (FORTY PERCENT). Relaxable on reasonable grounds Subject wise, Medium wise and Category wise under the provisions of rules of The West Bengal Madrasah Service Commission . For Pass and Honourse Category Marks obtained in Paper –II shall not be added for preparation of final merit list.

No mark-sheet shall be issued to the candidates. **Answer sheets will be preserved for six months after publication of the Panel and the Waiting List.**

For being considered as belonging to Physically Challenge (PH) categories only the certificates issued by the competent authorities in West Bengal will be treated as valid document. **Candidates belonging to such categories from other States may appear as General Category candidates only.** The code list for PC Categories is provided for use by the candidates while filling up the application forms.

There shall be no re-evaluation/scrutiny of answer scripts, nor shall any request for perusal of answer scripts by the candidates be entertained. No mark-sheet shall be issued to the candidates. Answer sheets will be preserved as per rules after publication of the Panel and the Waiting List.

Age: Minimum: 20 years as on 01.01.2012 (i.e. not born after 01.01.1992)
Maximum : 40 years as on 01.01.2012 (i.e. not born before 01.01.1972)

Relaxable upto 55 years of age for approved teaching and non-teaching staff in recognized non-Govt. aided Madrasahs / Schools and Sr. Madrasahs approved by the West Bengal Board of Madrasah Education/West Bengal Board of Secondary Education /West Bengal Council of Higher Secondary Education.

Medium of instruction in the Madrasah: . Candidates applying for Madrasah with particular language as medium must have that language of the medium as first or second or third language at any of the Secondary level or Higher Secondary level or must have succeeded at any subsequent higher level of education in that subject.

Tentative Date & Time of Test: Mid of May,2012 at the allotted Centers all over the State for paper I & paper II (Time : 12.00 Noon to 15.00P.M. & for undergraduate Category : 12.00 Noon to 14.00 P.M. **Visually handicapped candidates shall be allowed 15 minutes extra time and separate sitting arrangement shall be made for them.**

Medium of Answers: Questions will be set in English & Bengali. Answers to be given either in English or Bengali except in language papers.

Fees for examination: Application Form & Brochure: Rs. 250/- for General candidates, for Physically Challenged (PH) Rs. 100/- and for female candidates Rs.100/-

Syllabus: Syllabus of each subject is available in the commission's website www.wbmsc.com

Date of collection of Application Form: 29.02.2012 to 15.03.2012 during Banking hours.

Date of Submission of Application Form duly filled in: 29.02.2012 to 16.03.2012 during Banking hours.

Purchase and submission of application form must be from and to the same designated Bank (United Bank of India Branch).

Note: Admission to the Test is purely provisional subject to verification of the candidate's eligibility at various stages.

C. THE SCHEDULE OF THE TEST

(i) For Assistant Teachers (Pass, Hons./PG categories): The Test shall be held in Mid of May, 2012 in One Sessions all over West Bengal. The Session will commence at 12 Noon. When Both Question Booklets for Paper I and Paper II will be handed over to the candidates. The completed Question Booklets for Paper II are to be answered first and will be collected by the invigilators exactly at 13.30 P.M. The completed Question Booklets for Paper I are to be answered next and will be collected at 15.00 P.M. when the final bell will be rung. **(VISUALLY HANDICAPPED CANDIDATES SHALL BE ALLOWED 15 MINS EXTRA TIME AND SEPARATE SITTING ARRANGEMENT SHALL BE MADE FOR THEM).**

(ii) For Assistant Teachers (Undergraduate Category) : The Test shall be held in Mid of May , 2012 in one sessions all over West Bengal. The First Session will commence at 12 Noon. when Question Booklets for Paper(OMR/MCQ) will be handed over to the candidates. The Completed Question Booklets for Paper are to be answered first and will be collected by the invigilators exactly at 14.00 P.M. **(VISUALLY HANDICAPPED CANDIDATES SHALL BE ALLOWED 10 MINS. EXTRA TIME AND SEPARATE SITTING ARRANGEMENT SHALL BE MADE FOR THEM).**

D. FORM COLLECTION AND LAST DATE : As per advertisement published. Application Money shall not be refunded under any circumstances. Application not in the prescribed format or incomplete or unsigned or not received through the designated Bank branches of the concerned areas or received after the last date shall not be entertained and shall be rejected.

E. Separate Panel & related Waiting List in each subject and each Medium will be prepared against the final vacancies reported from the concerned Madrasahs in the State.

F. TEST CENTRES : Actual Test Centres (Venue) for Written Examination will be decided solely

by the Madrasah Service Commission and will be communicated to the **eligible** candidates through their mailing addresses by issuing Admit Cards in due course. Request for change of Centre (Venue) shall not be entertained under any circumstances.

RECOMMENDATION OF THE EMPANELLED CANDIDATES SHALL BE DONE THROUGH COUNSELLING DEPENDING ON HIS/HER COMBINED RANK AGAINST THEIR EMPANELLED CATEGORY IN THE COMBINED MERIT LIST PREPARED ON THE BASIS OF THE REPORTED DECLARED FINAL VACANCIES TO BE PUBLISHED IN WEBSITE WELL AHEAD OF COUNSELLING IN THE COMMISSION'S WEBSITE.

A CANDIDATE CAN APPLY FOR ONLY IN ONE SUBJECT AND ONLY IN ONE CATEGORY OF POST i.e. FOR PASS OR FOR HONS./PG OR FOR UNDERGRADUATE (UG) POST. ANY CANDIDATE FOUND TO HAVE SUBMITTED APPLICATION VIOLATING THE AFORESAID CRITERIA WOULD BE DISQUALIFIED. IF DETECTED AT ANY STAGE, AND MIGHT BE DEBARRED FROM FUTURE EXAMINATIONS.

THE CANDIDATURE IS LIABLE TO BE CANCELLED AT ANY STAGE IN THE EXAMINATION PROCESS OR IN FUTURE, IF IT IS FOUND BY PRACTISING FROUD/MISINFORMATION/FALSE DECLARATION PROVIDED BY THE CANDIDATE.

G. Disqualification for Candidature: (1) No person shall be eligible for selection for appointment to the post of Teacher in any Madrasah within its territorial jurisdiction unless he is a citizen of India.

(2) No person shall be eligible for selection for appointment to the post of Teacher in any Madrasah if he has accepted or offered dowry in any form at the time of his marriage or his son's or daughter's marriage.

H. Disqualification of in-Service Teachers in the same Category of Post: Candidates once appointed through the West Bengal Madrasah Service Commission are not eligible to apply during a period of two years to the post of a teacher in the same category of Post from the date of last appointment in any Madrasah.

I. Bar on Recommendation : The Madrasah Service Commission shall not recommend the name of a person:

- (a) who, at the time of submission of application or after submission of application, is appointed to the post of a Teacher in a School or Madrasah on the basis of recommendation made by the West Bengal School Service Commission or the West Bengal Madrasah Service Commission and continues his service as such Teacher, but has not completed continuous three years' approved service in the said post.
- (b) who, while in-service, having obtained required degree for being considered for the post applied for fails to submit before the Madrasah Service Commission the requisite document of his/her approved study leave, or any kind of leave for the purpose of relevant higher studies, or permission from the appropriate authority for prosecuting the studies for the said degree.

J. Additional essential qualification of candidate for the Post of Teacher : (1) A candidate willing to be selected as a teacher 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 or as a subject at any of the Secondary or Higher Secondary or Graduation or Post Graduation level-(a) at Secondary level of the Board or equivalent; or
(b) at High Secondary level of the Council or equivalent; or
(c) at any subsequent higher level of education in that language Paper.

GENERAL INFORMATION

1. Before submitting the Application Form, the candidate should satisfy himself/herself that he/she fulfills all the eligibility conditions as laid down in the advertisement to avoid rejection of the Application Form. Academic Qualifications (Degree/Hons./PG/B.T./B.Ed/B.P.Ed./JBT etc) obtained after submission of the application form shall not be entertained.
2. Candidates having obtained at least B.A./B.Sc./B.Com./ Kamil Pass/Hons. Degree is eligible to apply for Pass or Hons./ PG Vacancies. Candidates having Passed at least H.S./Fazil/equivalent is eligible to apply for undergraduate (UG) vacancies.
3. Admit Card for the Written Examination for State Level Selection Test (SLST) indicating the Venue (Centre of Written Examination) will be despatched to all the eligible candidates well ahead of the commencement of the Written Examination by RMS Registered or Speed Post in order to ensure that the Admit Cards reach the candidates in time. The date of holding the SLST will be announced in the important daily newspapers and Commission's website www.wbmsc.com.
4. The acceptance or rejection of candidature of each candidate shall be published in the Commission's website approximately 2 (two) weeks before the commencement of the Written Examination.
5. If any candidate does not receive the Admit Card within one week before the Written Examination, he/she must immediately contact the office of the Commission. On receipt of the Admit Card the candidate should check it very carefully and bring the discrepancy/discrepancies, if any, to the notice of the Commission. The candidate must bring the Admit Card to the Examination Hall to secure admission for the Written Examination.
6. Candidates should carefully note that this permission for appearing at the Written Examination is **provisional**. The decision of the authority as to the eligibility or otherwise of the candidate for admission to the Written Examination shall be final.
7. Candidates must abide by the instructions as may be specified on the cover page of the Examination Booklet or any other instructions as may be printed in the Admit Card or may be given by the Officer-in-Charge of the Centre.
8. No T.A. will be paid to the candidate for appearing at the Examination Centre.
9. Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Examination Booklet) is not permitted.
10. A candidate found **canvassing in any form and/or guilty of indiscipline** in the Examination Hall or using unfair means of any nature or noting down the question, except on Answer Sheet, shall liable to be disqualified from this Examination and also in future Examinations.
11. **If a candidate writes his/her name or puts any special mark at any place in the Examination booklet, which may disclose, in any way, the identity of the candidate, he/she will render himself/herself liable to disqualification.**
12. Any dispute will be subject to the jurisdiction of the Calcutta High Court only.
13. Incomplete Application Form in regard to submission of relevant information will be rejected forthwith.
14. **Incorrect/False information will lead to cancellation of candidature if detected before or after the Examination and appropriate action will be initiated, even if detected after publication of the Panel.**
15. Attested copies (Attested by Gazetted officer/HEAD MASTER/SUPERINTENDENT of all documents relating to items **3,8,12,16,17.1/17.2,21 to 23** ,**21A** (for Hons./PG Category only), **21B** (for Pass Category only), **21C** (for Physical Education only), **21D** (for Work Education only) & **21E** (for B.ED/JBT/Co-curricular etc. only)] shall have to be enclosed and stitched with the Application Form. PHOTOGRAPH in ITEM NO.73 in the Application Form is to be Pasted only and the PHOTOGRAPH is not to be stamped or attested.
16. **Candidate must keep photocopy of their filled up application form.**
17. **Candidate must Mention their Choice of Language in 15.2**

QUALIFICATION (ACADEMIC & PROFESSIONAL) REQUIRED FOR THE POST OF ASSISTANT TEACHER OF JUNIOR HIGH/HIGH/HIGHER SECONDARY / SENIOR MADRASAH

A) For the Posts meant for Hons./PG Vacancies:

(i) **Essential** : Bachelor's degree with Honours or Master's Degree in the concerned subject from any UGC recognized University. For Biological Science a candidate must have Bachelor Degree with Hons./Post Graduate degree in any of the subjects viz. Zoology, Botany & Physiology. . ii) Knowledge in Islamic Studies and Culture.

(ii) **Desirable** : i) B.Ed./B.T./P.G.B.T from any recognized University or any training recognized by the State Government as equivalent to B.Ed./B.T./P.G.B.T. from a Teachers' Training Institution duly recognized by NCTE in the relevant academic session

A₁ For the Posts meant for Theology/Advanced Arabic (Islam Parichay)/Arabic Madrasah Vacancies (Hons./PG Category):

(i) **Essential** : Kamil (Honours) from Aliah University or M.M/MF/MU with Kamil/Kamil General/Kamil(Hons.)from West Bengal Board of Madrasah Education / Aliah University or any others University. (ii) Knowledge in Islamic Studies and Culture. B. For Posts meant for Pass Vacancies :

(ii) **Desirable** : i) B.Ed./B.T./P.G.B.T from any recognized University or any training recognized by the State Government as equivalent to B.Ed./B.T./P.G.B.T. from a Teachers' Training Institution duly recognized by NCTE in the relevant academic session.

B 1. For the Posts meant for Arabic (Madrasah), Theology/Advance Arabic (Islam Parichay) Vacancies (Pass Category) :

(i) **Essential** : M.M/M.F/MU without Kamil/Kamil/Kamil (General)/Kamil(Hons.) from the West Bengal Board of Madrasah Education/Aliah University or any others University.

. iii) Knowledge in Islamic Studies and Culture.

(ii) **Desirable** : i) B.Ed./B.T./P.G.B.T from any recognized University or any training recognized by the State Government as equivalent to B.Ed./B.T./P.G.B.T. from a Teachers' Training Institution duly recognized by NCTE in the relevant academic session.

B 2. For The posts meant for Work Education Vacancies:

(I) **Essential** : (i) Bachelor's Degree in General Stream in Arts/Science/Commerce from a UGC Recognized University or M.M/M.F/MU without Kamil/Kamil (General)/Kamil(Hons.) from the West Bengal Board of Madrasah Education/Aliah University or any other University with Post Graduate Basic Training from any Teachers' Training Institution duly recognized by NCTE or Bachelor's Degree in General Stream in Art's/ Science/Commerce with Work Education as a Subject in Bachelor of Education in regular Course from a Teachers Training Institution duly recognized by the NCTE in the relevant academic session or (ii) Bachelor's Degree in General Stream in Arts/Science/Commerce with Degree or

Diploma in Arts and Craft from any UGC recognized University/any UGC recognized educational Institution affiliated to any University **Or**

(iii) Bachelor's Degree in Home Science or Agriculture or Bachelor of Science in Computer Science or Information Technology or Soft ware system from any UGC recognized University **or**

(iv) Bachelor's Degree 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 UGC recognized university.

(v) Bachelor's Degree in General Stream in Arts/Commerce/Science with Degree or Diploma in Tailoring and needle work (at least 2 years course) from any institution duly recognized by any UGC recognized University/from any UGC recognized University; or (vi) Bachelor's Degree in General Stream in Arts/Science/Commerce with at least two years Degree or Diploma in the work Education Curriculum awarded by any University or any Department of the State Government; vii) Knowledge in Islamic Studies and Culture.

(II) Desirable i) B.T./B.Ed./P.G.B.T. from any recognized University or any training recognized by the State Govt as Equivalent to B.T./B.Ed./P.G.B.T from Teachers Training Institution duly recognized by the NCTE in the relevant academic session.

B3. For the posts meant for Physical Education:

(i) **Essential** : M.M/M.F/MU without Kamil/Kamil (General)/Kamil(Hons.) from the West Bengal Board of Madrasah Education/Aliah University or any other University or Bachelor's Degree in General Stream of Arts/Science/Commerce with Degree/Diploma in physical Education from a Teachers Training Institution duly recognized by the NCTE in the relevant academic session. (ii) Knowledge in Islamic Studies and Culture.

C. For the Posts meant for Under Graduate Vacancies :

a) For post of Arabic:

(i) **Qualification Essential** : Fazil held from 1993 onwards of West Bengal Board of Madrasah Education or M.M. prior to 1998*. (ii) Knowledge in Islamic Studies and Culture.

(ii) Desirable : (i) Junior Basic Training or any training recognized by the State Govt. as equivalent to Junior Basic Training from a Teachers' Training Institution duly recognized by the NCTE in the relevant academic session,

Note : *The post is meant for under graduate scale irrespective of whatever qualification (higher) the holder might have.

b) For Post of General Subject:

(i) Qualification Essential : Higher Secondary with Urdu or Bengali as the case may be, from the West Bengal Council of Higher Secondary Education or Equivalent. (ii) Knowledge in Islamic Studies and Culture.

(ii) Desirable : (i) Junior Basic Training or any training recognized by the State Govt. as equivalent to Junior Basic Training from a Teachers' Training Institution duly recognized by the NCTE in the relevant academic session,

Important Definitions :

"concerned subject", in relation to a post, means a subject against which a vacancy has been reported for the purpose of selection of a person to the post.

Provided that the Commission may determine equivalence of any subject vis a vis the concerned subject, and may, by order, declare that subject as equivalent of concerned subject.

"degree or diploma" means

(i) Bachelor's or Master's degree, or any diploma, obtained through regular course as a regular or private or external candidate from a University recognized by the University Grants Commission.

(ii) Bachelor's or Master's degree, or any diploma, obtained through distance education system or correspondence

course from a University recognized by the University Grants Commission.

"panel" means a list published by the Commission for Madrasahs containing the names of candidates equal to number of vacancies declared for State Level Selection Test found fit for appointment strictly in order of merit.

"waiting list" means in relation to Assistant Teachers, a list of candidates named in order of merit containing names of candidates equal to 0.10 times the number of vacancies declared for State Level Selection Test Category wise, subjectwise and mediumwise.

GENERAL INSTRUCTION FOR FILLING IN THE APPLICATION FORM

You are requested to make yourself sure, before purchase and filling up of Application Form whether you will apply for the post of Assistant Teacher in **PASS CATEGORY SUBJECT IN MADRASAH** or **HONS./PG CATEGORY SUBJECT IN MADRASAH OR UNDER GRADUATE CATEGORY SUBJECT IN MADRASAH**.

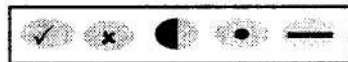
1. You are further requested to ensure before purchase and filling up of the Application Form, that you are eligible for the subject and the medium of instruction for which you intend to apply and that vacancy in that subject and in that particular category and gender you belong to has been advertised.
2. Fill in the application form in your **own handwriting** and submit it intact to the Bank Branch against receipt from where it is purchased.
3. **No addition/alteration** shall be allowed after the Commission has received the Application Form.
4. **The Photo copies** enclosed with the Application Form should be **clear, readable**, and should be attested by Gazetted officer/Head Master/Head Mistress/Superintendent.
5. **The B.Ed./B.P.Ed./JBT degree holders are required to submit the copy of the letter of recognition of B.Ed./B.P.Ed./JBT course by NCTE in respect of relevant Teachers' Training Institution, in the relevant academic session duly authenticated by the Head of such Institution, (the candidate passed B.Ed./B.P.Ed, upto 01.07.1995 does not require to submit the same).**
6. Since the machine will read the data, use only **black ball ink pen**. Put tick (✓) code/Single/Figure in appropriate box only in normal capital letters centering the boxes provided.
7. Do not scribble/or make any mark on the Application Form.
8. Do not wrinkle/fold/tear/staple the Application Form.
10. Put tick mark clearly, as shown below, where necessary

Correct Method



11. Boxes (■) are for writing single alphabet/character/number only; they are NOT to be shaded.
12. Darken the appropriate circles fully. The correct method of darkening is shown below

Wrong Method :



Correct Method :



13. Signature of the Candidate made elsewhere **not tallying with the signature** put in the Application Form, in item No. 3 and in item No. 19 (Declaration & attestation) may cause rejection of the candidature at any subsequent stage.
14. Missing of Signature in item No. 3 and in item No.19 (Declaration & attestation) in the Application Form may cause rejection of the candidature at initial stage.
15. Bank receipt should be carefully preserved for presentation before the Commission to duplicate Admit Card for the Written Examination, if necessary.

CODE LIST

Code List - 1	
CATEGORY OF POST	CODE
HONS./ POST GRADUATE	1
PASS GRADUATE	2
UNDER GRADUATE	3

Code List - 2	
HONOURS/POST GRADUATE SUBJECT	CODE
ARABIC MADRASAH	01
ARABIC (H.S)	02
ADV.ARAB1C (Islam Parichay)/ Theology	03
BENGALI	04
BIOLOGICAL SCIENCE	05
CHEMISTRY	06
ECONOMICS	07
EDUCATION	08
ENGLISH	09
GEOGRAPHY	10
HISTORY	11
HOME MANAGEMENT & HOME NURSING	12
ISLAMIC HISTORY	13
MATHEMATICS	14
NUTRITION	15
PHILOSOPHY	16
PHYSICS	17
POLITICAL SCIENCE	18
SOCIOLOGY	19
STATISTICS	20

Code List - 2	
PASS SUBJECT	CODE
ARABIC (Madrakah)	21
Adv. Arabic (Islam Parichay) / Theology	22
BENGALI	23
BIO. SCIENCE (ZOOLOGY, BOTANY, PHYSIOLOGY)	24
ENGLISH	25
GEOGRAPHY	26
HISTORY	27
PHYSICAL EDUCATION	28
PURE SCIENCE (PHYSICS, CHEMISTRY,	29
WORK EDUCATION	30

UNDER GRADUATE SUBJECT	CODE
ARABIC	31

CODE LIST 3

MEDIUM INSTRUCTION	CODE
Bengali	1
Urdu	2

Codelist – 4	
SUB CATEGORY OF PH	CODE
VH-Visually Handicapped	1
Others	2
Note: VH candidate may apply for SCRIBE in APPLICATION FORM as in Brochure	

Code List -7	
Choice of Language for Paper-2	Code
Bengali	01
English	02
Urdu	03

CODE LIST 5

RELIGION	CODE
Islam	1
Hinduism	2
Christianity	3
Sikhism	4
Buddhisim	5
Jainism	6
Zoroastrianism	7
Others	8

CODE LIST 6

CHOICE OF PASS SUBJECT IN PURE SC. (PASS)	CODE
PHYSICS (PASS)	1
CHEMISTRY (PASS)	2
MATHEMATICS (PASS)	3
CHOICE OF PASS SUBJECT IN BIO. SC. (PASS)	CODE
ZOOLOGY (PASS)	4
BOTANY (PASS)	5
PHYSIOLOGY (PASS)	6

NOTE : candidate for the subject "Pure Science" must mention the 'CHOICE OF SUBJECTS' at item No. 9 and write the correct codes of the two papers out of Physics, Chemistry and Mathematics from Code list 6 in which he/she intends to take in the Examination, in addition to the subject code for "Pure Science (Pass)" at "Subject applied for". Similarly, for a candidate for the subject "Bio Science (Pass)", he/she should mention the 'CHOICE OF SUBJECTS' at item No. 9 and write the correct codes of the two papers out of Zoology, Botany and Physiology from Code list 6 in which he/she intends to take in the examination, in addition to the subject code for "Bio-Science (Pass)" at "Subject applied for." At the item No. 4

GUIDELINES FOR FILLING UP APPLICATION FORM

Important Note : Please do not write anything or put any mark on the Application Form Use only Black ball point pen for filling up the Application Form. Write in only capital letters to fill up the Application Form except signature of the applicant.

Now fill up the Application Form as per instructions given below :

Item No. 1:

Write your name as per Secondary level Board Examination Admit Card/Board's Certificate leaving gaps between first, middle and last name. (Don't leave gaps between every letter of your name.)

Item No. 2:

Mark your Gender, i.e whether Male or Female, by darkening the circle.

Item No. 3:

Write your date of birth in the format of DD/MM/YYYY (as per Secondary level Board Examination Admit Card/ Board's Certificate)

Item No. 5:

Mention the name of the subject, mentioning Pass or Hons/PG or Undergraduate Category, which you are applying for in the item no.5 in words and write the subject code in the boxes with reference to the code list 2.

Item No. 6:

Write your Father's/Mother's name as per Secondary level Board Examination Admit Card/ Board's Certificate leaving gaps between first, middle and Last name. (Don't leave gaps between every letter of name.)

Item No. 7:

Mention the category of Post which you are applying for in the Item No. 7 with reference to code list 1.

Item No. 8:

Write the Code of the Suitable sub-category you are willing to apply for, with reference to Code list 4.

Item No. 9 & 10:

In Item No. 9&10 only in case of candidates applying for the post of Assistant Teacher in PURE SCIENCE (PASS)/ BIO SCIENCE (PASS) under PASS CATEGORY SUBJECT in MADRASAH, write the subject codes of two preferred subjects only in the Boxes provided against (a) Pure Science(Pass) or (b) Bio Science(Pass), as the case be, with reference to code list 6. The applicant must have studied the concerned subject of at least 300 marks as the combination subject at the graduation level (or 200 marks in old degree course).

Item No. 11:

Write the Code of Medium of Instruction in the Madrasah you want to apply for with reference to Code List-3. Note : Do not apply for the medium which is not advertised.

Item No. 12:

Mention your citizenship.

Item No. 13.

Mention your religion code in item no. 13, with reference to code list 5.

Item No. 14:

Darken the appropriate circle mentioning whether you have paid Rs. 250/- or Rs. 100/-

Note : All candidates have to pay Rs. 250/- except PH(Challange) candidates (PC candidates have to pay Rs. 100/-) for purchase of Brochure and Application Form.

Item No. 15.1

Darken the appropriate circle (s) in the item 15 to mention the languages studied by you in MP/its equivalent, HS/its equivalent, Graduation/its equivalent/Higher Studies. For Sample, please consult the specimen application Forms.

Item No. 15.2

Mention the choice of language for paper- II with reference to code list- 7. Choice any two languages out of three languages (Bengali , English and Urdu)

Item No. 16.1 & 16.2:

This item has to be filled up only by the In-service teacher/Non-teaching staff of a recognized Non-Government aided School/Madrasah in West Bengal only.

To fill up this item, mention the following:

- a) Your date of joining in the last post in the boxes provided in the format of DD-MM-YYYY.
- b) Category of Post, whether Pass or Hons./PG or undergraduate or Non-teaching, as the case may be, you are holding at present.
- c) Name, address of the School/Madrasah where the applicant is in-service.
- d) Memo No. & date of Recommendation letter, if applicable, of concerned Service Commission.
- e) Approval Memo No.& date of the concerned DI/S(SE)

Note : The In-service Teacher, without completion of 03 (three) years of continuous approved service as Teacher in the Institution he/she has last joined, cannot apply for the post of Assistant Teacher in the same category of post.

Item No. 17:

Affix your one recent Black and White Passport size Photograph. (Do not stitch or staple.)

Item No. 18:

Write your complete Postal address with Pin Code for communication and leave a gap between two words, as described earlier.

Item No. 19:

Sign your full name in the signature box. **Do not sign in capital letters.**

Item No. 20:

This item must be filled up by all the candidates irrespective of the category of Post applying for.

Put tick mark in the suitable row/rows

Candidate should fill up either the rows of HM/Alim/M.P/its equivalent and H.S. (+ 2)/Fazil/its equivalent, or in the row of Old H.S (XI)/PU.

THE CANDIDATE SHOULD NOT FILL UP THE COLUMN MENTIONED AS ACADEMIC SCORE. THIS IS FOR OFFICE USE ONLY.

Item No. 21 :

A) FOR HONS./PG CATEGORY : If you are willing to apply for the Hons./PG category then fill up the box provided for the post of Hons./PG category. First put a tick mark on the column of Name of Examination, whether it is an Hons. Degree, or a Pass Degree or Kamil or a Special Hons. or Condensed Hons. Degree. Then fill up the column of Full marks, Division/Class obtained, Marks obtained in Part-I, Part-II, Part-III (if applicable), Total Marks obtained and Percentage secured. Now fill up the relevant row of Post Graduate Degree or MM/MF, if applicable, in the same manner. Filled-in Speciman Application Form may

be consulted in this regard.

Note : A candidate, willing to apply for Hons./PG category of Post, has to satisfy himself/ herself that he/she has qualified successfully in at least Honours of Post Graduate level in the concerned subject,

B) FOR PASS CATEGORY : If you are willing to apply for Pass category then fill up the appropriate box provided you are a graduate of 3-year or 2-year course. Now put a tick mark on the appropriate course type you have studied, whether it is a course without Hons, or Part I of Hons, or with Hons, then fill up the column of Full marks, Marks obtained in without Hons, or Part-I of Hons, only in case of 2-year course OR Marks obtained in Part-I, Part-II, Part-III in case of 3-year course, Total Marks obtained and Percentage secured. Filled-in Specimen Application Form may be consulted in this regard. **NOTE :** A candidate, willing to apply for Pass category of Post, has to satisfy himself/ herself that he/she has graduated at the Pass level in the concerned subject as the combination subject of at least 300 marks after completing either (a) 2-year Pass course (without Honours) in the concerned subject/subjects or, after passing the Part-I Honours Examination with concerned subject/subjects before 1999 under Old Regulations or 3-year Pass course (without Honours) in the concerned Pass subject/subjects or 3-year Honours course with Honours/Pass concerned subject/subjects under New Regulations.

C) FOR THE POST OF PHYSICAL EDUCATION : If you are applying for the post of Physical Education then fill up the appropriate box/boxes in Item No. 21B [as per instruction given FOR PASS CATEGORY] and then fill up the row provided for B.P.Ed/PGPT or equi., mentioning the academic session [to be affiliated by the NCTE] of B.P.Ed Degree, NCTE recognised Institution from where the B.P.Ed Degree has been obtained, University, Full Marks, Division/Class obtained, Marks obtained and percentage of Marks. Filled-in Specimen Application Form may be consulted in this regard.

Note : A candidate, willing to apply for the post of Physical Education, has to satisfy himself/herself that he/she has graduated at least at the Pass level and then has obtained B.P.Ed Degree from a NCTE recognised Institution.

D) FOR THE POST OF WORK EDUCATION : If you are applying for the post of Work Education then put tick mark in the appropriate box in the relevant row applicable for you in Item No. 21 D, i.e. either in (a) B.A./B.Sc./B.Com/M.M/M.U/M.F without Kamil/kamil(General)/Kamil(Hons). plus Work Education as a subject in B.Ed, or (b) B.A./B.Sc./B.Com/M.M/M.U/M.F without Kamil/kamil(General)/Kamil(Hons). plus PGBT or (c) B.A./B.Sc./B.Com/M.M/M.U/M.F without Kamil/kamil(General)/Kamil(Hons). plus Degree/Diploma in Art & Craft or (d) B.A./B.Sc./B.Com/M.M/M.U/M.F without Kamil/kamil(General)/Kamil(Hons). plus Degree/Diploma in Tailoring (2 year course) etc. or (e) B.A./B.Sc./B.Com/M.M/M.U/M.F without Kamil/kamil(General)/Kamil(Hons). plus Degree/Diploma in Work Education or (f) B.A./B.Sc./B.Com with Computer Science/Computer Application of at least 300 marks at Degree level or (g) Bachelor's Degree in Home Science/Agriculture/Computer Science/Information Technology/Software Systems.

Then in the relevant row, fill up the other required columns. Full Marks have to be calculated in the following way:

In case of (a), it should be the Total Marks in B.A./B.Sc./B.Com/M.M/M.U/M.F without Kamil/kamil(General)/Kamil(Hons). including compulsory papers + (plus) Marks in Work Education as one of the Papers in B.Ed. In case of (b) or (c) or (d) or (e), it should be the Total Marks in B.A./B.Sc./B.Com/ M.M/M.U/M.F without Kamil/kamil(General)/ Kamil(Hons). including compulsory papers + (plus) Total Marks in PGBT or Degree/Diploma in Art/Craft or Degree/Diploma in Tailoring or Degree/Diploma in Work Education, as the case may be.

In case of (f), it should be the Total Marks in B.A./B.Sc./B.Com., where Computer Science/Computer Application is one of the Papers of at least 300 marks.

In case of (g), it should be the Total Marks either in Home Science or Agriculture or Computer Science or Information Technology or Software Systems, as the case may be, in the Degree Level. Write the Marks obtained against the above mentioned appropriate Total Marks in the appropriate row and percentage secured accordingly. Filled-in Specimen Application Form maybe consulted in this regard.

E) DESIRABLE QUALIFICATION : If you have completed B.Ed/BT/PGBT/JBT Degree then fill up the row provided for B.Ed/BT/PGBT/JBT, mentioning the academic session [from which affiliated by the NCTE] of the said course, NCTE recognized Institution from where the B.Ed/BT/PGBT/JBT has been obtained, University, Full Marks, Division/Class obtained, Marks obtained and percentage of Marks. Filled-in Specimen Application Form may be consulted in this regard.

**DO NOT FILL UP THE COLUMN 'ACADEMIC SCORE'
IN ITEM NO. 20, 21(A), 21(B), 21(C), 21(D) AND 21(E)
WHICH IS MEANT FOR OFFICE USE ONLY**

Item No. 22:

In Item No. 22, write the additional information as 'YES' or 'NO' and if 'YES', attach separate sheets with the Application Form.

Item No. 23 :

In Item No. 23, the candidate should sign in full, mentioning the date and place. **Signature in Block letters will not be entertained.** The Candidate should also attest the records/facts against the item numbers shown at the left side of item no-23.

INSTRUCTIONS FOR FILLING IN THE ANSWER SHEET OF PAPER-II

1. Darken with **Black Ball Point Pen only** the circle, which you consider to be correct,

Correct Method: ●

2. Do not wrinkle/fold/tear/staple the Answer Sheet of Paper-II
3. Do not scabble/put any stray marks on the Answer Sheet of Paper-II
4. Do not use Eraser or Correction fluid & diluter to erase while darkening the ans' that of Paper-II
5. **Use Black Ink Ball Pen** for writing Roll No. and other information, including Booklet Series in the Answer Sheet of Paper II.
6. Use Black Ball Point Pen only for marking response against each question in Booklet.
7. **BOOKLET SERIES MUST BE MARKED. IF THE BOOKLET SERIES NOT MARKED, THE MACHINE CANNOT EVALUATE THE ANSWER SHEET**
8. **(a) For PASS or HONS./PG categories:** Answer Sheet together with Booklet of Paper II must be handed over to the Invigilator by 13.30 P.M.
(b) For UG categories : Answer Sheet together with Booklet of Paper II must be handed over to the Invigilator by 14.00 P.M.

N.B. One filled in Paper II Answer Sheet is given in the next page