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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
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLOGY DEPARTMENT
BIKASH BHABAN, SALT LAKE
KOLKATA - 700 091

NOTIFICATION

No. 977—Edn (CS)/4E-25/10, date, 20.08.2018, in exercise of the power conferred by sub-section (3) of section 5, read with clause (iii) of sub-section (2) of section 24, of the West Bengal College Service Commission Act, 2012 (West Ben. Act XXIX of 2012), the Governor is hereby pleased to make the following rules regulating the recruitment and promotion to the various posts in the West Bengal College Service Commission:—

Rules

1. Short title and commencement:—
 - (a) These rules may be called the West Bengal College Service Commission (Recruitment and Promotion) Rules, 2018.
 - (b) They shall come into force on the date of their publication in the *Official Gazette*.
2. **Definition:**— In these rules, unless there is anything repugnant to the subject or context,—
 - (a) ‘Act’ means the West Bengal College Service Commission Act, 2012 (West Ben. Act XXIX of 2012);
 - (b) “Appointing authority” in respect of all posts in the Commission shall mean the State Government;
 - (c) “Commission” means the West Bengal College Service Commission;
 - (d) “Promotion” means the movement in upper scale of pay in accordance with the provisions of these rules;
 - (e) “Service Commission” means the West Bengal Public Service Commission;
 - (f) “Qualifications” means qualifications mentioned under rule 4 of these rules.

3. **Method of recruitment:-** The method of, and the qualifications required for, recruitment to the various posts of the West Bengal College Service Commission shall be as follows:-

(A) By Deputation or Promotion:-

- (i) **Secretary:-** The Secretary of the Commission shall be appointed by the State Government by order on deputation from amongst the officers not below the rank of Deputy Secretary in the Administrative or Legal Service of the State and in terms of sub-section (1) of section 5 of the Act.
- (ii) **Finance Officer:-** The Finance Officer of the Commission shall be appointed by the State Government in terms of sub-section (4) of section 5 of the Act.
- (iii) **Controller of Examinations:-** The Controller of Examinations of the Commission shall be appointed by the State Government by order on deputation from amongst the eligible Principals, teachers or officers of the Government or Government-aided colleges or from the State-aided Universities or from Government establishments or Government undertakings or State-aided Statutory Bodies for such post as may be specified in the order.
- (iv) **Assistant Secretary:-** The post of Assistant Secretary shall be filled up by the State Government either by Deputation or by intra-departmental promotion from amongst the eligible Section Officer of the Commission on the basis of merit-cum-seniority.
- (v) **Section Officer:-** The post of Section Officer of the Commission shall be filled up by inter-departmental promotion from amongst the eligible Head Assistants of the Commission on the basis of merit-cum-seniority.
- (vi) **Head Assistant :-** The posts of Head Assistant of the Commission shall be filled up by intra-departmental promotion from amongst the eligible Upper Division Assistants of the Commission on the basis of merit-cum-seniority.
- (vii) **Accountant:-** The post of Accountant shall be filled up through promotion from amongst the eligible Lower Division Assistants of the Commission on the basis of merit-cum-seniority.
- (viii) **Cashier:-** The post of Cashier shall be filled up through promotion from amongst the eligible Lower Division Assistants of the Commission on the basis of merit-cum-seniority.
- (ix) **Upper Division Assistant:-** The post of Upper Division Assistants shall be filled up by intra-departmental promotion from amongst the eligible Lower Division Assistants of the Commission on the basis of merit-cum-seniority.
- (x) **Record Supplier:-** The post of Record Supplier shall be filled up by promotion from amongst the eligible Group-D employees of the Commission.

(B) Departmental Promotional Committee:-

- (i) For promotion of the Officers and employees of the Commission, a Departmental Promotion Committee shall be constituted by the State Government consisting of the Chairman of the Commission and an Officer of the State Government, not below the rank of Joint Secretary to the Government of West Bengal.
- (ii) In all cases of Departmental Promotion, the Performance Appraisal Report/ Annual Confidential Report of the concerned incumbent shall be considered by the Departmental Promotional Committee.
- (iii) The State Government may place the service of a Government employee on deputation or the service of a retired Government employee on re-employment in the Commission as and when it considers necessary.

(C) For Direct Recruitment:-

- (i) **Lower Division Assistants:-** The posts of Lower Division Assistants (LDA), of the Commission shall be filled up by direct recruitment on recommendation of the West Bengal Public Service Commission.
- (ii) **Group D posts:-** Other Group-D posts shall be filled up by direct recruitment on recommendation of the West Bengal Group-D Recruitment Board.

- (D) **Appointing Authority:**— The appointing authority in all cases shall be the State Government.
- (E) **Recruitment through advertisement:**— The direct recruitment to all posts shall be made through open advertisement as per the decision of the Service Commission.
- (F) **Recommendation by Service Commission:**— The Service Commission shall forward to the State Government the panel of successful candidates and upon successful verification of personal antecedents and medical examination, the concerned incumbent will be provided with a letter of appointment.
- (G) **Probationary Period:**— Every appointee on direct recruitment shall ordinarily be on probation for a period of three years from the date of his joining in the concerned post.
4. **Qualifications:**— The qualifications for direct recruitment shall be as follows:—
- (i) **For the post of Lower Division Assistants:**—
- (a) A candidate must have passed in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.
- (b) acquisition of knowledge in Computer operation with the ability of typing on Computer at the speed of 35 words per minute in English and 25 words per minute in Bengali from a reputed organization for period not less than six months.
- (ii) For other Group-D Post:—
- Applicant must have passed class VIII and be able to read and write in Bengali/ Nepali/Urdu.
5. **Age:**—
- (i) The age for direct recruitment shall be not less than eighteen years and not more than forty years on the 1st day of January of the year of advertisement.
- (ii) Relaxation of age shall be made available to the SC/ST/OBC and Physically Challenged candidates as per Government Order for the time being in force.
6. **Scheme of examination:**— The Scheme of Examination shall be such as may be prescribed by the Service Commission or the Group-D Recruitment Board.
7. **Savings:**— Notwithstanding anything contained in these rules the persons appointed on regular basis or substantively to the posts covered under these rules or in such cases where the process for appointment to such posts has been started prior to coming into force of these rules the persons so appointed shall be deemed to have been appointed as per provisions of these rules.

By order of the Governor,

DR. R. S. SHUKLA

*Additional Chief Secretary to the
Government of West Bengal.*