

BRAHMO BALIKA SHIKSHALAYA (HIGHER SECONDARY)
294, ACHRYA PRAFULLA CHANDRA ROAD, KOLKATA-700009

NOTICE

Application for appointment to following posts of Asstt. Teachers in different categories in Brahmo Balika Shikshalaya (Bengali Medium) are invited from **LADY** candidates who have the required qualifications for the posts. Application Form will be available from our website (www.bbs.thesadharanbrahmosamaj.org) during period from 16.11.2015 to 18.11.2015. The applications form completed in all respects will be received in our school office from 17.11.2015 to 19.11.2015 between 12 noon to 2.30 p.m. (excluding Sunday) on payment of Rs.-1000/- only for Headmistress post, Rs.-500.00 (Rupees five hundred) only for general categories & Rs.- 400/- (Rupees four hundred) only for SC,ST and OBC categories for further processing.

For all other details visit our school Website(www.bbs.thesadharanbrahmosamaj.org)

Particulars of Posts:-

Sl No	Post	Subject/ Group / Cause / Cause of vacancy	Category	Qualification
01	A.T. Normal Section	English Language Group	SC (E.C)	Pass Graduate with English Preferably trained.
02	A.T. Normal Section	English, Language Group	OBC-A	Pass Graduate with English Preferably trained
03	A.T. Normal Section	English Language Group	General (E.C)	Pass Graduate with English Preferably trained
04	A.T. Normal Section	English Language Group	OBC-B	Pass Graduate with English, Preferably trained
05.	A.T Normal Section	Pure Science Science & Mathematics Group	S.C	B.Sc. (Pure Science) Preferably trained
06	A.T. Normal Section	Pure Science Science & Mathematics Group	General	B.Sc. (Pure Science) Pass Graduate, Preferably trained

07.	A.T. Normal Section	Bio. Science Science & Math Group	OBC-B (E.C)	B.Sc. (Bio. Science) Pass Graduate, Preferably trained
08.	A.T. Normal Section	Bio. Science Science & Math Group	S.C	B.Sc. (Bio. Science) Pass Graduate, Preferably trained
09	A.T. Normal Section	Geography Social Science Group,	S.C.	Honours/ P.G. in Geography, Preferably trained
10	A.T. Normal Section	History Social Science Group,	General	Pass Graduate with History, Preferably trained
11	A.T Normal Section	Geography Social Science Group,	General	Pass Graduate with Geography Preferably trained
12.	A.T Normal Section	Physical Education Work Education & Physical Education	OBC-A (E.C)	Pass Graduate with B.P.Ed.
13	A.T. Normal Section	Work Education Work Education & Physical Education Group	General (E.C)	Qualification as laid down in Notification No.1585- SE(S)/ES/S/1S- 26/2010(Part) dt.21.12.2011
14.	A.T. Normal Section	Work Education Work Education & Physical Education Group	General (E.C)	Qualification as laid down in Notification No.1585- SE(S)/ES/S/1S- 26/2010(Part) dt.21.12.2011
15	A.T. H.S. Section	English for H.S. Section,	General	Honours / P.G. in English, Preferably trained

16	A.T. H.S. Section	Geography H.S. Section,	General	Honours / P.G. in Geography, Preferably trained
17	A.T. H.S. Section	Physics for H.S. Section	S.C.	Honours / P.G. in Physics, Preferably trained
18.	Headmistress	H.M. (Single Cadre Post)	(Single Cadre Post)	Post Graduate, B.Ed, with 10 years teaching experience.

1. Salary Structure as per State Govt. rules:

Note:

The Assistant Teacher appointed against these vacancies will be entitled to enjoy all the facilities due to teaching staff of a Non Government Aided School.

2. **Medium of Instruction in the Institution applied for:**

A candidate willing to be selected as an Assistant Teacher in the Brahmo Balika Shikshalaya (H.S) must have Bengali as first or second language at any of the Secondary or Higher Secondary or at any subsequent higher level of education.

3. **Question Paper:**

For Hons./PG category the medium of question paper will be English only. For pass(B.A & B.Sc.) category the medium of question paper will be Bengali only. However, candidates for both categories are allowed to give their answers either in Bengali or English. There will be both objective and subjective questions. There will be no negative marking.

4. **Admit Card:**

The Admit Cards for written examination for the post of Assistant Teacher shall be issued by the Secretary, Brahmo Balika Shikshalaya (H.S). The Admit Card will be handed over to the candidates on 06.12.15 to 08.12.2015 from 12.00 noon to 2.30 p.m.

5. **Fees for Examination**

_____ : Rs.500.00 (Rupees five hundred) only for General Candidates & Rs. 400.00 Rupees four hundred) only for SC, ST and OBC Candidates (not refundable under any circumstances). This amount of money is to be deposited in cash only at the time of issuance of admit card. Rs.- 1000/- only for Headmistress post.

6 . **Syllabus:**

Syllabus for the written examination will contain two parts, for Assistant Teacher namely

- Part-I : Containing questions related to the subject for which candidates have applied .
- Part II: Containing questions related to the candidate's aptitude in imparting value based education and also on the ideals of the Brahmo Samaj.

For The Post of Headmistress.

Syllabus : There shall be written test as per SSC rules 2007 & amended from time to time.

7. Allotment of Marks :-

- a) The total marks allotted to the written examination shall be sixty (60) and allotment of marks in two parts of the written examination shall be as follows.

i) In Part -I, marks will be 45

ii) In Part II, marks will be 15.

b) The marks allotted for academic including professional qualifications shall be such as mentioned in Table -3 to Table -6, as the case may be in the West Bengal School Service Commission (Selection of persons for Appointment to the post of Teachers) Rules, 2007, as subsequently amended vide Government of West Bengal notification dated 21st December 2011.

c) The marks for the Personality Test shall be 10 (Viva-voce:-5 marks and Classroom Demonstration:- 5 marks).

To Summarize: a) Written Examination- Part I : 45 marks & Part II : 15 marks.

b) Academic including Professional qualifications: 30 marks.

c) Personality Test-

Viva voce : 5 marks & Classroom demonstration : 5 marks.

TOTAL : 100 Marks.

8. The schedule of Written Test:

The Written Test shall be held on a single day for all the eligible candidates and will be for 90 minutes.

9. **Application Procedure:** Application forms are available by Online only. Candidates can download the Application Form from our We site(www.bbs.thesadharanbrahmosamaj.org) from 16th November to 18th November, 2015. Submission of filled in Form by hand only from 17th November to 19th November, 2015 (from 12.00 noon to 2.30 pm.) excluding Sunday at our School Office. To fill up the application forms use BLACK PEN only.. Over-writing and use of white ink are strictly prohibited. Applicants shall not use typed/handwritten copy of the said form. Such forms will be rejected.

The following documents to be submitted along with the application form:

- a) Self attested Photo - copy of the Admit Card of Madhyamik Examination or equivalent standard.
- b) Self attested Photo -copies of all relevant educational qualifications, mark sheets and certificates.
- c) Self attested Photo identity proof. Caste certificate issued by the competent authority, if applicable.
- d) Self attested Proof of passing TET, wherever applicable.
- e) Letter of recognition of the B.Ed course in the relevant academic sessions by the Head of such institution.
- f) Two recent passport size photographs.

10. Submission of filled forms: The filled application form along with self -attested photo-copies of all necessary documents /testimonials, two passport size recent photographs.

11. Method of selection:

Step I: After receiving the applications, a list of eligible candidates will be given on our website approximately 02 weeks before the written examination alongwith the date, time and venue of the written test.

Step II: A shortlist of the candidates will be prepared based on the marks secured in the written examination, plus the marks awarded against her academic and professional qualifications, post-wise, category wise. These shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post' or 'Speed Post' or 'Email'.

Step III: The Personality Test will be for 10 marks and includes test on ability of controlling classroom situation and viva-voce.

Step IV:

A cumulative merit list based on marks obtained in the written examination, academic including professional qualification and the marks obtained in the Personality Test will be published along with the marks and rankings; post wise, category wise on the website.

16. Any applicant who is serving any Govt. post and wants to apply for the post of Asstt . Teacher of our school, must submit the No Objection Certificate issued by concerned authority. However the candidate who are serving in school should produce No Objection Certificate from the Secretary of the School.

12. **Panel:** The final Panel shall be prepared on merit basis according to the total marks obtained by the candidates in the Written Test, Academic including Professional Qualifications and the marks obtained in the Personality Test, post-wise and category-wise.

Note: In case, grand total marks obtained by two or more candidates becomes equal, the preference will be given to the candidate who have scored more marks in written examination first, subsequently on academic qualifications further on the candidate who is having more teaching experience.

13. Appointment:

- a) The appointment process will be as per the notification 175SE/JS/13 dated 27.08.2013 clause 16.
- b) After receiving the approval of the final Panel from the School Management Committee and the DI (SE), the school authority shall issue the appointment letter to the 1st rank holder in the Panel, Post wise, Category-wise.

GENERAL INFORMATION:-

A)Disqualification of the candidates:-

- i) No person shall be eligible for selection for appointment to the post of assistant teacher unless he is a citizen of India.
- ii) If any commission(s)/omission(s) on the part of any applicant is/are detected at any stage of the entire selection process, the candidate is liable to be rejected.
- iii) If a candidate leaves the fields blank for any one or more among Subject, Category, Medium, Signature, Academic Details, Photograph will lead to his cancellation of the candidature.
- iv) Admit Card shall not be issued for the following ineligibilities:
 - a) Signature of applicant in capital letters or signature of the applicant in the testimonials not tallying with the signature put in the application form
 - b) Signature is missing in any part of the application where it is required.
 - c) Under age or over age with respect to caste category.
 - d) Vacancy/Post not advertised.
 - e) Applicant does not have proper educational qualification.
 - f) Date of birth missing or age proof certificate not submitted.
 - g) Candidate has applied for more than one post or duplicate candidate.
 - h) Caste Certificate of other state, caste certificate not from competent authority.
 - i) Caste Certificate not submitted, if applied for particular caste category.
 - j) Each Combination subject having less than 300 marks.
 - k) Degree not recognized or approved by the UGC.
 - l) Subject studied neither at the Graduation Level nor at Post Graduation Level for the post of H/PG vacancy.
 - m) B.Ed. degree from an institution not recognized by NCTE.
 - n) Subject not studied at the Graduation Level with requisite marks, as applied for pass vacancy.

B) .Disqualification of In -Service Teachers in the same Category of Post:-

In service teachers, without completion of 02 (two) years of continuous approved service as on the last date of the submission of application form for the Selection formalities Test 2015 for Assistant Teacher, as teacher in the institution he has last joined , cannot apply for the post of Assistant Teacher in the same category/post, vide rule 18 as per the notification dated 21/12/2011 of School Education Department, Government of West Bengal.

C) Other Information:

- i) Before submitting the Application Form, the candidate should satisfy herself that he fulfils all the eligibility criteria as laid down in the advertisement to avoid rejection of the Application Form.
- ii) No mark sheet shall be issued to the candidates.
- iii) Application Money shall not be refunded under any circumstances.
- iv) On receipt of the Admit Card, the candidate should check it very carefully and bring discrepancy /discrepancies, if any, to the notice of the school authorities. The candidate must bring the Admit Card to the Examination Hall to secure Admission for the written examination.
- v) If a candidate writes his name or put any special marks at any place in the Examination Booklet, which may disclose in any way the identity of the candidate, he shall render himself liable to be disqualified.
- vi) Candidate 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.
- vii) No T.A/DA will be paid to the candidate for appearing at the Examination Centre.
- viii) Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Examination Booklet) is not permitted.

ix) 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 be liable to be disqualified from this Examination and future Tests also

Important Points to be noted :-

- 1) One person can apply for one post only.
- 2) Application forms duly filled in are to be submitted in School Office (by hand only.) Forms sent through courier/Postal/email and other means are not to be entertained.
- 3) Incomplete Application forms will not be considered. Documents required are to be attached alongwith the application form.
- 4) Selection will be made on the basis of performance of the Written Test, academic qualification and viva-voce alongwith classroom demonstration for all categories of posts depending on No. of Applicants and guidance of Selection Committee. Candidates called for all selection process, shall not be paid any TA/DA.
- 5) A candidate who has been allowed to appear in written examination does not mean that she will be called for viva-voce and classroom demonstration. The Selection Committee reserves the right to call a candidate for viva-voce and classroom demonstration. A cut-off mark fixed in written examinations is at the discretion of the Selection Committee.

The eligibility criteria for application to the post of a teacher shall be

- 1) Such minimum academic qualification as mentioned in the West Bengal School Service Commission (Selection of persons for appointment to the post of Teacher) Rules, 2007, as subsequently amended; and
- 2) To pass TET conducted by the State Government as per the guidelines framed by the National Council for Teacher Education (NCTE), for the purpose as mentioned in the West Bengal School Service Commission (Selection of persons for Appointment to the post of teachers) Rules, 2007, as subsequently amended.

SYLLABUS FOR PART-I

FULL MARKS- 45

1. As per syllabus of S.S.C.

SYLLABUS FOR PART-II

FULL MARKS- 15

1. Life & teachings of Pandit Sivnath Sastri.
2. Ideals and activities of Sadharan Brahmo Samaj
3. Lady Abala Basu on Education.
4. Questions to test the candidate's aptitude to impart value based education.