

**PARTICULARS REQUIRED IN CONNECTION WITH THE APPROVAL OF APOINTMENT OF
TEACHERS IN GOVERNMENT AIDED/SPONSORED HIGH/HIGHER SECONDARY SCHOOL**
(To be furnished in triplicate supported by a copy of the resolution of the Managing Committee)

Name of the School:

1. (a) Whether a case of appointment in a permanent :
vacancy consequent upon the retirement / resignation
of a teacher
- (b) Whether a case of temporary arrangement in leave :
or deputation vacancy (the kind of period of leave or
deputation with date to be noted).
- (c) Whether a case of confirmation. :
- (d) Whether a case of strengthening the staff. :
2. Name of the Teacher :
3. Father's / Husband's Name :
4. Residence :
- Village: P.O.:
- P.S.: Dist:

N.B. If the teacher comes from Pakistan, he/she shall have to make an affidavit before a competent court declaring himself/herself to be a citizen of the Indian Republic and the affidavit shall have to be submitted to his office.

5. Age as given in the M.P./Matric / S.F. / P.U./ H.S. :
Pass Certificate
6. Academic qualifications:

Examination	Year in which Passed	Division & Class	Subjects taken
Madhyamik/Matric/S.F.			
Higher Secondary			
B.A./B.Sc./B.Com.			
M.A./M.Sc./M.Com.			
B.Ed./M.Ed./B.T./V.M./ P.T. Science/ Geography Training Certificate			

7. Previous teaching experience :
- School with period of service :

N.B.: Teachers shall have to produce documentary evidence regarding their teaching experience or he/she will be treated as a new entrant.

P.T.O.

8. If the teacher, previously worked in any Govt. Aided :
/Sponsored High School, West Bengal, the rate of pay
or allowance drawn as given in his/ her last pay
certificate (a copy of the last pay certificate
attested by the Secretary of the School concerned be
furnished).
9. Nature of vacancy in which appointed: Name of the :
teacher, designation, pay etc., in whose place
appointed.
10. Date on which appointed :
Pay and allowance admissible under the new rule. :
In case of confirmation – date on which first appointed :
should be noted with the original pay.
11. Condition, if any, of appointment :
12. Signature of the teacher appointed :
13. In case of strengthening the Staff following particulars
should be furnished.
(a) Present roll-strength of the school (Class by Class) :
(b) No. of post sanctioned as per Grant-in-Aid Memo :
(c) Existing number of teachers and the staff classified :
according to qualification.
(d) Special reason why the staff has been strengthened :
and subjects specially, to be taught by the teachers to
be noted.

Certificate to be given:

- (i) That the teacher's pass certificates have been
verified.
- (ii) That the previous experience of the teacher as
noted has been verified from the documentary
evidence by the teacher.
- (iii) That the post in case of permanent vacancy of
strengthening of staff was duly advertised.)

Signature of Headmaster / Headmistress

Date

Signature of the Secretary

Date