THE WEST BENGAL COLLEGE SERVICE COMMISION

NOTICE FOR REVISED REQUISITION AGAINST VACANCIES FOR THE SUBSTANTIVE POST OF ASSISTANT PROFESSOR

The Authorities of all the Government-aided Colleges in West Bengal are hereby requested to submit the **Requisition** (in duplicate) in the **prescribed format** along with all the **necessary documents** (see note below) by **1st February, 2026** against **all the available / future vacancies up to 31.12.2026** for the substantive posts of **Assistant Professors (for General Degree Colleges and Teachers' Training Colleges)** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government.

Note:

- **Requisite Annexure: i) Photocopy of ROA duly authenticated by the BCW and/Social Welfare Department, as required,**
  ii) Copy of the G.O. against all vacant posts including all newly created posts and
  iii) Relevant G.B. resolution.

- **Requisition (using PROFORMA 2026 along with annexure & vacancy statement must be submitted in duplicate).**

- **Fresh proposal need not be sent if the requisition already sent before this notification.**

Dated: 15/01/2026

By order
Secretary

Please see next 04 (Four) pages for

1. **REQUISITION FORMS**

2. **STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S)**

PROFORMA–2026 (To be submitted separately for each vacancy)

THE WEST BENGAL COLLEGE SERVICE COMMISSION

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF ASSISTANT PROFESSOR (General Degree Colleges)

1.a)	Name of the College		
b)	Address with PIN CODE and Contact No.		
c)	Name of the Principal/TIC with Contact No.		
d)	Affiliating University		
e)	Shift (Morning/Day/Evening)		
2.a)	Name of the Post		**Assistant Professor**
b)	Name of the subject		
c)	Teaching being imparted in the subject at General/Honours/PG level		
d)	Medium of Instruction (Bengali/English/Hindi/Nepali/Santali/Urdu)		
e)	Whether the Post Is specified for **Particular Gender** (If YES, Male/Female)		
3.a)	Number of Sanctioned substantive Posts in the Subject		
b)	Number of Existing Teacher(s) in the substantive Post		
c)	Number of admissible substantive vacant Post(s)		
d)	Number of **SACT** in the Subject		
e)	Number of Students in the Subject	**i) General Course**	
		ii) Honors Course	
		iii) PG Course	
f)	Number of Total classes in the routine in the subject **(per week)**	**i) General Course**	
		ii) Honors Course	
		iii) PG Course	
4.a)	Roster Position of Vacancy*		
b)	Category **(Gen/EWS/SC/ST/OBC A/ OBC B/PWD)***		
5.a)	Reason for creation of vacancy **(Retirement/Resignation/Death/Dismissal/New Post)**		
b)	Date from which the vacancy occurred /will be occurred		
c)	Post creation G.O. Number of the vacant post		
d)	Name of the previous incumbent **(if the post is not newly created)**		

Signature of the Principal/Teacher-in-charge/President of the Governing Body/Administrator with date and seal

Enclosures: 1. Copy of ROA duly authenticated by B.C.W. and/Social Welfare Department, as required
2. Copy of relevant G.B. resolution for admissible vacant posts
3. Copy of post creation G.O. of the vacant post

***Skip if not available**

PROFORMA - 2026 (To be submitted separately for each vacancy)

THE WEST BENGAL COLLEGE SERVICE COMMISSION

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF ASSISTANT PROFESSOR (Teachers' Training Colleges including Teachers' Training Dept. of General Degree Colleges)

1. a)	Name of the College		
b)	Address with PIN CODE and Contact No.		
c)	Name of the Principal/TIC with Contact No.		
d)	Affiliating University		
e)	Shift (Morning/Day/Evening)		
2. a)	Name of the Post		**Assistant Professor**
b)	Name of the subject		
c)	**FOUNDATION COURSE/METHODOLOGY COURSE**		
d)	Teaching being imparted in the subject at UG/PG level		
e)	Medium of Instruction (Bengali/English/Hindi/Nepali/Santali/Urdu)		
f)	Whether the Post Is specified for **Particular Gender** (If YES, Male/Female)		
3. a)	Course offered (for which Vacancy created)		
b)	Total Number of Units in the Course		
4. a)	Total Number of Sanctioned substantive Posts for the Course		
b)	Total Number of Existing Teachers in the Substantive Posts for the Course		
c)	Total Number of Admissible Substantive Vacant Post(s) for the Course		
5. a)	Number of Sanctioned Substantive Posts in the Subject		
b)	Number of Existing Teacher(s) in the Substantive Post		
c)	Number of Admissible Substantive Vacant Post(s)		
d)	Number of **SACT** in the Subject		
e)	Number of Students in the Subject	**i) UG Course**	
		ii PG Course	
f)	Number of Total classes in the routine in the subject (**per week**)	**i) UG Course**	
		ii PG Course	
6. a)	Roster Position of Vacancy*		
b)	Category (**Gen/ EWS/SC/ST/OBC A/ OBC B/PWD**)*		
7. a)	Reason for creation of vacancy **(Retirement/Resignation/Death/Dismissal/New Post)**		
b)	Date from which the vacancy occurred /will be occurred		
c)	Post creation G.O. No. of the vacant post		
d)	Name of the previous incumbent **(if the post is not newly created)**		

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Signature of the Principal/Teacher-in-charge/President of the Governing Body/Administrator with date and seal

Enclosures: 1. Copy of ROA duly authenticated by B.C.W. and/Social Welfare Department, as required
2. Copy of relevant G.B. resolution for admissible vacant posts
3. Copy of post creation G.O. of the vacant post

***Skip if not available**

STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S) OF ASSISSTANT PROFESSOR IN GENERAL DEGREE COLLEGES
(Please use single page for all vacant posts)

COLLEGE:

AFFILIATING UNIVERSITY:

Sl. No. (A)	SUBJECT (GEN/HONS/PG) (B)	TOTAL NO. OF SANCTIONED SUBSTANTIVE POST(S) (C)	NO. OF EXISTING TEACHER(S)/ LIBRARIAN IN THE SUBSTANTIVE POSTS (D)	NO. OF ADMISSIBLE VACANT SUBSTANTIVE POST(S) (E)	POSITION OF VACANT POST AS PER ROA (F)	CATEGORY/NATURE OF VACANT POST AS PER ROA (G)	REMARKS (H)

DECLARATION

1. Data/information furnished above is correct and true to the college records.
2. The college authority has decided to fill up the vacant posts through WBCSC after authentication by the BCW and /Social Welfare Department, as required.
3. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentation of information.

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Signature of the Principal/TIC/President of the Governing Body /Administrator with date and seal

STATEMENT FOR FILLING UP VACANT SUBSTANTIVE POST(S) OF ASSISSTANT PROFESSOR IN TEACHERS' TRAINING COLLEGES INCLUDING
TEACHERS' TRAINING DEPT. OF GENERAL DEGREE COLLEGES
(Please use single page for all vacant posts)

COLLEGE:

AFFILIATING UNIVERSITY:

Sl. No. (A)	FOUNDATION/ METHODOLOGY COURSE (B)	SUBJECT (GEN/ HONS/PG) (C)	TOTAL NO. OF SANCTIONED SUBSTANTIVE POST(S) (D)	NO. OF EXISTING TEACHER(S)/ LIBRARIAN IN THE SUBSTANTIVE POSTS (E)	NO. OF ADMISSIBLE VACANT SUBSTANTIVE POST(S) (F)	POSITION OF VACANT POST AS PER ROA (G)	CATEGORY/NATURE OF VACANT POST AS PER ROA (H)	REMARKS (I)

DECLARATION

1. Data/information furnished above is correct and true to the college records.
2. The college authority has decided to fill up the vacant posts through WBCSC after authentication by the BCW and /Social Welfare Department, as required.
3. The College Authority will remain responsible for any discrepancy or wrong information or misrepresentation of information.

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Signature of the Principal/TIC/President of the Governing Body /Administrator with date and seal