

**THE WEST BENGAL COLLEGE SERVICE COMMISSION**  
**NOTICE FOR REQUISITION AGAINST VACANCY**  
**FOR THE POST OF PRINCIPAL**

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The Authorities of the Government-aided **General Degree Colleges** in West Bengal are hereby requested to submit the **Requisition** (in duplicate), if not yet submitted, in the **prescribed format** along with all the **necessary documents** (see note below) within **30/11/2020** against the **vacancy** for the post of **Principal** created by way of retirement, resignation, death, dismissal or approval of a new post by the Government.

**Note :**

- **Requisition (using PROFORMA 2019) along with Annexures must be submitted in two sets.**
  
- **Requisite Annexures : i) Relevant G.B resolution and ii) Copy of the G.O., if the post is newly created.**

**Date : 12/10/2020**

**By order**  
**Controller of Examinations**

**Please see next page for REQUISITION FORM**

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**PROFORMA 2019 (PRINCIPAL)**

**THE WEST BENGAL COLLEGE SERVICE COMMISSION**

REQUISITION FORM TO BE USED BY COLLEGES FOR INTIMATING VACANCIES FOR THE POST OF PRINCIPAL

1. a) Name of the College :
- b) Address with PIN CODE and Contact No. :
2. Name of the TIC with contact No. :
3. Affiliating University :
4. Name of the Post : **PRINCIPAL**  
(Please attach a separate sheet stating the subjects taught in the College)
5. Reason for creation of vacancy (Retirement/Resignation/  
Death/Dismissal/New Post) :
6. a) If new post, G.O. No. of creation of new post :
- b) Otherwise, name of the previous incumbent :
7. Date from which vacancy occurred :

**DECLARATION**

1. Data/information furnished above are correct and true to the college records.
2. 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

- Enclosures :
1. Copy of the G.B. Resolution
  2. Copy of G.O., if needed [See 7(a)]
  3. List of subjects taught in the College (see 4 )