

Standard Operating Procedure (SOP)

for

Appointment of Head Teacher in Govt.
Aided/Govt. Sponsored/ Junior Basic
Primary Schools across the State

- Determination of Vacancies of HT in each District, Circle wise.
- Website Notification for invitation of applications from eligible (and willing) Assistant Teachers, mentioning the number of vacancies and places of vacancies.
- Counselling cum Interaction meeting for Selection.
- Preparation of Panel based on Seniority (and merit).
- Approval of Panel.
- Issuance of Appointments/
Recommendations for Posting.



Proceedings of the joint meeting of Chairperson and DI (Primary) of all districts held on 31st July, 2023 (Monday) at 1.30 PM

Members present:

List enclosed (Appendix-1)

Record of Proceedings

The President of the Board was chairing the meeting. Deputy Secretary of the Board was also present in the meeting. Majority of the Chairperson of DPSC of all districts and DI of Schools (Primary) were present in the meeting.

Agenda-1: After threadbare discussion in the meeting, all the persons attending the meeting unanimously drafted and affirmed a common guideline for recruitment of Head Teachers in primary schools under the direct control and supervision of Chairperson, DPSC. The detailed guidelines affirmed are enclosed herewith (Appendix-2).

EXISTING RULES

(West Bengal Primary School Teachers' Recruitment Rules, 2016 and West Bengal Primary School Teachers' Recruitment Rules (Amendment), 2020)

SELECTION AND APPOINTMENT

of

(2) *Head Teacher*

14. **Appointment of Head teachers**— The Council shall appoint head teachers in every primary school within the jurisdiction of the Council, from a panel of senior-most primary teachers possessing requisite minimum educational qualifications and professional qualifications as specified in the Notification dated 25th August 2010 issued by the National Council for Teacher Education:

Provided that primary school teachers appointed before the 3rd September, 2001, may be appointed as Head Teacher with *Madhyaamik Pass* qualification or equivalent and 1 year Junior Basic Training Certificate or Primary Teacher's Training Certificate or equivalent.

15. **Preparation of panel**— A circle-wise panel of head teachers shall be prepared by the Council between January and April of every year on the basis of vacancies occurred or due to occur within 31st December of the said year.

Provided that, if due to circumstances beyond the control of the Council, any teacher from the aforesaid panel is not appointed against the vacancies for that year, the panel shall continue in the following year in so far as such teacher is concerned and the name of such teacher may be placed at the top of the panel to be prepared in the following year.

16. **Posting**— Head teacher may be posted in such primary schools where no head teacher is posted or the post of the Head Teacher is vacant.

A Head teacher shall join his post within a period specified by the Council, failing which his appointment as head teacher may be cancelled and his name may be struck off from the panel of head teachers without any further communication, and the person whose name appears next in the panel of head teachers, shall be appointed and posted as head teacher in that post.

17. **Appointment of Teacher-in-Charge** — The Council may utilize the services of the senior most primary teacher in a primary school as the teacher-in-charge, temporarily for a maximum period of six months at a time, when a panel of head teachers is not ready or the post of a head teacher is lying vacant for a considerable period of time.

Provided that such teacher-in-charge shall hand over the charge of the office to the head teacher from the date the head teacher assumes the charge.

2.2. Selection Procedure

- 2.2.1. The in-service Assistant Teacher intending to become a Head Teacher shall submit last 03 (three) years self-appraisal reports (separately for 03 years) (Appendix-2) along with his/her application.
The self-appraisal report as mentioned in Appendix-2 shall contain (A) Teaching, Learning, and Evaluation related activities, and (B) Student related Co-Curricular, Extension and Professional Development related activities.
- 2.2.2. The total marks for Category (A) shall be 30 (thirty) (10 per year). The qualifying marks from this category shall be 18 (eighteen for 3 years). The applicant shall submit self-assessed report (candidate shall put marks himself/herself) and the report shall be verified and authenticated by the DI and two /three SIs of each Circle of the concerned District under the direct control of the DPSC/PSC.
The total marks for Category (B) shall be 20 (twenty). This format shall be assessed by the candidate himself/herself also. The qualifying marks from this category shall be 12 (twelve). The self-assessed format and marks given shall be verified and authenticated by the DI and SIs of each Circle of the concerned District under the direct control and supervision of the DPSC/PSC.
- 2.2.3. The total marks for experience in teaching shall be fifty. The candidate shall acquire five marks per year up to a maximum of fifty in the experience category.
- 2.2.4. The applicant shall be invited for interaction before a Committee, comprising at least three experts from Secondary/Higher Secondary Schools/Colleges/Universities.
The performance of the candidate shall be awarded by letter grades: A (excellent), B (very good), C (good) and D (average).
- 2.2.5. The sum total of marks for assessment of an applicant intending to become a Head Teacher shall be 100 (hundred) and the qualifying marks shall be 60 (sixty) for empanelment.

2.3. Preparation of Panel

The DPSC/PSC shall prepare a merit panel of selected candidates/persons from the qualified candidates/persons for appointment to the posts of Head Teacher for the district separately in consonance with medium of schools. The DPSC/PSC shall also prepare waiting list comprising all non-selected qualified candidates for the district.

3. Approval and Recommendation of the Panel

The specified committee of the DPSC/PSC shall approve the merit panel of Head Teachers.
The said committee shall also approve the waiting panel consisting of all non-selected qualified candidates. The waiting panel shall remain valid normally for one year from the date of approval by the DPSC/PSC. The DPSC/PSC may extend the validity of such panel after expiry of one year by six months at a time, but the total period of such extension shall not exceed for a period of one year.

4. Appointment of Teacher-in-Charge

The DPSC/PSC may utilize the services of senior most Assistant Teacher in a Primary School/Junior Basic School as the Teacher-in-Charge, as a temporary arrangement for a maximum period of six months at a time, when a panel of Head Teachers is not ready or the

post of Head Teacher in the School is lying vacant for a considerable period of time, provided that such Teacher-in-Charge shall hand over the charge of the Office to the Head Teacher from the date the Head Teacher assumes the

Selection and Appointment of Head Teacher

Assistant Teacher in Government Aided/Government Sponsored/Junior Basic Primary School completing at least five years of continuous service and possessing requisite minimum educational and professional qualifications as specified in NCTE gazette notification 2010 (25/08/2010), 2011 (02/08/2011), and 2014 (16/12/2014)., and Assistant teacher who has appointed before 3rd September, 2001 with Madhyamik Pass qualification or equivalent and 1 year Junior Basic Training Certificate or Primary Teachers' Training Certificate or equivalent shall be eligible to be appointed and designated as Head Teacher, subject to-

- i. satisfying the required seniority criterion.,
- ii. satisfying the required mark as provided in section 2.2.,
and
- iii. an assessment by a duly constituted interaction committee as provided in section 2.2.4.

1. Selecting & Appointing Authority

The Chairperson of the concerned District Primary School Council (DPSC)/Kolkata Primary School Council (KPSC)/Siliguri Primary School Council (SPSC) shall be the selecting & appointing authority of the Head Teacher.

- 1.1. The DPSC/KPSC/SPSC shall appoint a Head Teacher in a Govt. Aided and Govt. Sponsored Primary School/Junior Basic School from a panel prepared for the district on merit. Head Teacher shall be appointed by the Council strictly on merit-based counselling process medium wise as per vacancy position.
- 1.2. The DPSC/PSC shall appoint Head Teacher in Primary School/Junior Basic School within its jurisdiction in accordance with vacancy declared.
- 1.3. An empanelled person selected for the post of Head Teacher shall join his post within a specified period as determined by the DPSC/PSC, failing to which his/her appointment may be cancelled and his /her name may be struck off from the panel without any further communication, and the person whose name appears next in the panel prepared for the purpose shall be appointed and posted as Head Teacher in that post.

2.1. Inviting Applications

The concerned DPSC/PSC, for filling up of vacancies, shall invite applications in a specified format (Appendix-1) through online portal from serving eligible Assistant Teachers in Primary Schools of the District of present posting only by making a notification in the website of the Council and/or in at least two widely circulating regional or national level newspapers published in the State on payment of a requisite non-refundable fee through online mode. In no cases inter-district applications will be entertained to confine the appointment in the district under the jurisdiction of a District Primary School Council/Primary School Council.

Application Form to Apply for the Post of Head Teacher

(To be completed and submitted through online mode during application)

1. Name (Block letters) :
2. Father's/Mother's/Husband's Name :
3. Date of Birth :
4. Sex (Male/Female/Others) :
5. Current Designation and Posting :
6. Address for Correspondence (With E-mail and WhatsApp No.) :
7. Permanent Address :

8. Orientation/any Skill Development Course Attended during the year:

Name of Course	Place, Date & Duration	Sponsoring Agency

9. Date of Appointment :
10. The Post Applying For :
11. Educational Qualification :

Examination Passed	Board/Council/University	Year of Passing	Marks Obtained (%)	Class/Grade
Madhyamik				
H.S. (10+2)				
Graduation				
Training Degree				
TET/Other, if any				

12. Details of Teaching Experience :

Designation	Employer	Period of Service		Scale of Pay
		From	To	

I declare that the particulars given above are correct to the best of my knowledge and belief

Date & Place:

.....
Signature of the Candidate

Teaching, Learning and Evaluation Related Activities

Category (A)

Sl No.	Nature of Activity	Maximum Mark
1.	Classes taken, Tutorials, Syllabus Covered, Revision of the Topics, Audio-Visual Presentations, Total contact hours	03
2.	Preparation and Imparting Knowledge as per Curriculum, Provision of Additional Resources to Students, Instructional Guidelines to Students/Counsellors	03
3.	Use of innovative Teaching and Learning Methodologies, Innovations in Designing and Planning in Teaching and Learning	02
4.	Evaluation Related Duties	02
Total Mark		10
Qualifying Mark		06

Category (B)

Sl No.	Nature of Activity	Maximum Mark
1.	Student related Co-Curricular, Extension, Field based Activities, Involvement in Ananda Parishar, Sishu Sansad, Students Week including Graduation Ceremony, Wall Magazine, Photo Corner and State Achievement Survey, etc.	10
2.	Participation in Academic and Administrative Committees and Responsibilities	06
3.	Professional Development Activities	04
Total Mark		20
Qualifying Mark		12