

Prof. Dr. Kalyanmoy Ganguly
President



West Bengal Board of Secondary Education
Nivedita Bhawan, Karunamoyee
Block: DJ-8, Sector-II, Salt Lake, Kolkata-700 091

Memo No:76/Pres/21

Date:24/12/2021

To
The H.M/T.I.C.

Upper Primary/Secondary/Higher Secondary Schools

Sub: Regarding Submission of school R.O.A. along with Summary Sheet to WBBSE.

Ref: Memo. No. 1113(23)-SE/S/10M-95/17 dated 20.12.2021 of Asst. Secretary, Secondary, School Education Department
Sir/Madam,

With reference to the above memo this is to further add that WBBSE being the appointing authority needs to maintain a state wide central roster. For this Board needs current school wise R.O.A.s along with one **Annex "A"** essentially mentioning the following information for all *existing/in-service teachers and non-teaching personnel* as well as vacancies created till date .

1. Subject of the given teacher/vacancy (e.g. English, Bengali, Mathematics etc.)
2. Level (e.g. Upper primary/Secondary/Higher Secondary etc.)
3. Category [e.g.HM/AT/Non-Teaching (Clerk, Gr. D peon etc.)]
4. Medium of Instruction (e.g. Bengali/English/Hindi etc.)
5. School Type (Boys only /Girls only/Co-Ed.)
6. Date of Retirement
7. Vacancy occurrence date

All vacancies prior to 08/03/2018 shall be authenticated by Backward Class Welfare Department . This information shall be provided to the West Bengal Board of Secondary Education in Annex A (H.M & AT) & B (NT) to be jointly signed by the H.M/T.I.C. and D.I.(SE) and declaring that "R.O.As have been duly authenticated till 07.03.2018" under the seal & signature of B.C.W. inspectors/officials.

Encl: Summary Sheet in Annex A & B

It may be reiterated that without this information WBBSE will not be able to compile and prepare central roster.

Kalyanmoy Ganguly
President

Copy forwarded for information to:-

1. Commissioner of School Education.
2. Commissioner of Reservation, Backward Class Welfare Department.
3. Addl. Secretary, Secondary, School Education Department.
4. Additional Director, Directorate of School Education
- ✓ 5. D.I (S.E) (all Districts), with request to coordinate, supervise and forward R.O.A.s collectively at the earliest.

Kalyanmoy Ganguly
President

Summary List School Wise ROA

School Name :
 School Index No :
 U-DISE Code :
 I-OSMS School Code :

H.M. / Assistant Teacher

All columns shall be filled up with correct information

1 SL NO	2 Date of occurrence of the vacancy	3 Point of Roster	4 Whether reserved for Gen, S.C, S.T, OBC-A, OBC- B, PH-VH, PH- HI, PH-OH, etc	5 Name of the candidate appointed indicating Gen, S.C, S.T, OBC-A, OBC-B, PH-VH, PH-HI, PH-OH, etc (with respect to 100 point roster)	6 I-osms Employee Code	7 Date of appointment	8 If the candidate of the right community is not appointed to the reserved vacancy, reasons for not doing so	9 Remarks					10 Date of retirement
								a	b	c	d	e	
								Name of the Post (Assistant Teacher(UP), Assistant Teacher (GRAD), Assistant Teacher (PG)	Appointed for which Subject	Vacancy Medium (Bengali, English, Hindi, Urdu, etc.)	Vacancy Gender (Female, Male/Female)	Post Sanctioning no and date	
								HM	N/A				

All Vacancy as given above along with category and date of Occurrence have been duly Authenticate by official BCW till 07.03.2018

Seal and Signature of the HOI

Seal and Signature of the DI(SE)

SL NO	Date of occurrence of the vacancy	Point of Roster	Whether reserved for Gen, S.C, S.T, OBC-A, OBC-B, PH- VH, PH-HI, PH-OH, etc	Name of the candidate appointed indicating Gen, S.C, S.T, OBC-A, OBC-B, PH-VH, PH-HI, PH-OH, etc (with respect to 100 point roster)	I-osms Employee Code	Date of appointment	If the candidate of the right community is not appointed to the reserved vacancy, reasons for not doing so	Remarks					Date of retirement
								Name of the Post (Assistant Teacher(UP), Assistant Teacher (GRAD), Assistant Teacher (PG)	Appointed for which Subject	Vacancy Medium (Bengali, English, Hindi, etc.)	Vacancy Gender (Female, Male/Female)	Post Sanctioning no and date	

All Vacancy as given above along with category and date of Occurrence have been duly Authenticate by official BCW till 07.03.2018

Seal and Signature of the HOI

Seal and Signature of the DI(SE)

Summary List School Wise ROA

School Name :
 School Index No :
 U-DISE Code :
 I-OSMS School Code :

Non-Teaching

All columns shall be filled up with correct information

1	2	3	4	5	6	7	8	9				10
SL NO	Date of occurrence of the vacancy	Point of Roster	Whether reserved for Gen, S.C, S.T, OBC-A, OBC-B, PH-VH, PH-HI, PH-OH, etc	Name of the candidate appointed indicating Gen, S.C, S.T, OBC-A, OBC-B, PH-VH, PH-HI, PH-OH, etc (with respect to 100 point roster)	I-osms Employee Code	Date of appointment	If the candidate of the right community is not appointed to the reserved vacancy, reasons for not doing so	Remarks				Date of retirement
								a	b	c	d	
								Name of the Post (Clerk, Group-D(Peon), Group-D(Lab Attendant), Group-D(Matron), Group-D(Night Guard), Librarian, etc.	Vacancy Medium (Bengali, English, Hindi, Urdu, etc.)	Vacancy Gender (Female, Male/Female)	Post Sanctioning no and date	

All Vacancy as given above along with category and date of Occurrence have been duly Authenticate by official BCW till 07.03.2018

 Seal and Signature of the HOI

 Seal and Signature of the DI(SE)

SL NO	Date of occurrence of the vacancy	Point of Roster	Whether reserved for Gen, S.C, S.T, OBC-A, OBC-B, PH-VH, PH-HI, PH-OH, etc	Name of the candidate appointed indicating Gen, S.C, S.T, OBC-A, OBC-B, PH-VH, PH-HI, PH-OH, etc (with respect to 100 point roster)	I-osms Employee Code	Date of appointment	If the candidate of the right community is not appointed to the reserved vacancy, reasons for not doing so	Remarks				Date of retirement	
								Name of the Post (Clerk, Group-D(Peon),Group-D(Lab Attendant), Group-D(Matron), Group- D(Night Guard),Librarian, etc.	Vacancy Medium (Bengali, English, Hindi, Urdu, etc.)	Vacancy Gender (Female, Male/Female)	Post Sanctioning no and date		

All Vacancy as given above along with category and date of Occurrence have been duly Authenticate by official BCW till 07.03.2018

Seal and Signature of the HOI

Seal and Signature of the DI(SE)