

**Office of the
Birbhum District Primary School Council
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Suri, Birbhum**



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Memo No:- BDPSC/GEN/483(32)/2017.

Date:- 6/6/17

From-
The Chairman

To,
The Sub-Inspector of Schools,
All Circles, Birbhum.

Sub:- Preparation of Panel for promotion to the Post of Head Teacher of Primary Schools.

In reference to the subject mentioned above the undersigned has to request him/her to prepare a panel of the eligible permanent primary school teachers in prescribed format on seniority basis for promotion to the post of Head Teacher of all primary schools which are lying vacant or to be vacant as on 01-07-2017 under his/her circle and send the same to this office by 30th June 2017.

All the Sub-Inspector of schools are requested to display the vacancy list in their notice board before preparation of H.T. Panel.

The Sub-Inspector of Schools are requested to direct those eligible teachers who are unwilling to accept the post of H.T. to submit their declaration before the concerned Sub-Inspector of Schools regarding unwilling to accept the post of H.T. before preparing the H.T. panel.

The panel for the post of H.T. will remain valid for 1 yr. from the date of approval of the panel.

He / She is again requested to follow the instruction strictly as mentioned below at the time of preparing the panel.

Instructions :-

- 1) Seniority of teacher will be determined on the basis of 1st joining in this district. If the date of joining of several teachers are identical then date of birth is to be taken into consideration for determining seniority.
- 2) As per Gazette Notification of NCTE dated 25-08-2010 teachers qualification should be
 - a) Senior Secondary (or its equivalent) with at least 50% marks and 2- year Diploma in Elementary Education (by whatever name known)
Or
Senior Secondary (or its equivalent) with at least 45% marks and 2- year Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure), Regulations 2002
Or
Senior Secondary (Or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education (B.El.Ed.)
Or
Senior Secondary (or its equivalent) with at least 50% marks and 2 – year Diploma in Education (Special Education)
 - b) A teacher with D.Ed. (Special Education) or B.Ed. (Special Education) Qualification and completed a 6 months special programme in elementary education by the NCTE.
Provided that Primary School Teachers appointed before 03.09.2001 must have the qualification of M.P. or equivalent with One year J.B.T. certificate or P.T.T. certificate or equivalent.
 - c) A teacher having qualification of graduation degree from recognized university with 2 years D.El.Ed.
 - d) Teachers who have been appointed on or after 03-09-2001 to 31-12-2005 and completed 1/2 years teachers training are also eligible for enlistment in H.T. Panel.

**Format
Panel for Head Teacher 2017**

Sl. No.	Name of the Teachers	Name of the Working School	Date of Birth	Date of 1 st joining in this District	Category whether reserved or unreserved (Mentioned the category)	Academic & Professional Qualification	% of marks in Academic Qualification		Remarks
							Examination passed	% of marks in H.S. degree.	

He / She is requested to verify all the relevant document and submit the same to this office.

(Signature)
Dr. Raja Ghosh.
(Signature)