

Government of West Bengal  
Department of Higher Education and Science & Technology  
College Sponsored Branch  
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 1227 -Edn (CS)/10M-24/1992

Dated, Kolkata the 5<sup>th</sup> October , 2018

**NOTIFICATION**

Creation of non-teaching posts in Government aided colleges is presently being guided by orders / notifications issued from this Department time to time. Considering the policy of Government regarding creation of posts in any establishment including State aided colleges and introduction of several reforms including Information Technology based applications, the entire matter was thoroughly reviewed for rationalizing the staffing pattern for creation of non-teaching posts.

After careful consideration of the matter, the Governor, in supersession of all previous orders in this respect, has been pleased to take the following decisions towards creation of non-teaching posts in the State-aided colleges-

1. One post of Data Manager for each college (new post).
2. One post of Head Clerk, Accountant, Cashier, and Library Clerk for each college.
3. One post of Lady Attendant for each Co-educational college.
4. Number of Clerks, having computer knowledge, as per student strength as mentioned in the attached annexure.
5. Laboratory Assistant for each laboratory based subject as per student strength as mentioned in the attached annexure.
6. Peon as per student strength as mentioned in the attached annexure.
7. Karnabandhu (part time basis) as per student strength as mentioned in the attached annexure.
8. Deployment of four security guards for each college from private security agencies.

The Governor is further pleased to declare the following posts as dying cadre posts- i) Typist, ii) Clerk-cum-typist, iii) Driver, iv) Cleaner, v) Tent Attendant, vi) Mali, vii) Generator/pump/gas plant operator cum mechanic, since such posts are not of much requirement, in general, in the present day context. However, the existing incumbents will continue till his/her retirement. There shall be no recruitment against the vacant posts henceforth.

The above rationalization is made for the purpose of taking decision towards creation of non-teaching posts only.

However, creation of posts as per the revised norms in respect of individual college is subject to approval of the Cabinet.

This order issues with the concurrence of the Finance Department (Group – P2) vide their U.O. No. Group P2/2018-2019/0564 dated 19.09.2018.

This will take immediate effect.

By Order of the Governor,



Deputy Secretary to the Government of West Bengal

No. 1227/1(6) –Edn (CS)/10M-24/1992

Dated, Kolkata the 5<sup>th</sup> October , 2018

Copy forwarded for information and necessary action to -

1. The Director of Public Instruction, West Bengal
2. Principal Account General (A & E), West Bengal.
3. The Treasury Officer, .....
4. West Bengal College Service Commission, Purta Bhawan, DF Block, 3<sup>rd</sup> Floor, Salt Lake, Kolkata- 91
5. Finance Department, Group-P2, Nabanna, Howrah.
6. IT Cell of this Department, with the request to upload this Notification in this department's website.

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Deputy Secretary to the Government of West Bengal

Admissibility of non-teaching staff in Govt. Aided Colleges  
Annexure to Notification No.1227, Edn(cs) dated 5<sup>th</sup> October, 2018

Sl No	Name of post	Admissibility			
1	Head Clerk	1 (one) post irrespective of Roll Strength			
2	Accountant	1 (one) post irrespective of Roll Strength			
3	Cashier	1 (one) post irrespective of Roll Strength			
4	Data Manager (scale of pay of Rs. 7100-37600/- and Grade Pay of Rs. 3600/-)	1 (one) post for each College.			
5	Clerk (L.D.) (must have knowledge of computer)	1 post for roll strength 1-750	2 posts for roll strength 751-2000	3 posts for roll strength above 2000	
		1 extra post for B.Ed. Section			
6	Library Clerk	1 irrespective of book strength			
7	Peon	2 posts up to 2000 roll Strength		3 posts above 2000	
8	Library Peon	1 irrespective of book strength			
9	Karmabandhu (Part-time basis)	1 post up to 2000 Roll Strength		2 posts above 2000 & 1 extra post having Building Complex	
10	Laboratory Attendant	For each Lab. based subject (Pass + PG) (Physics, Chemistry, Zoology, Botany, Physiology, Geography, Food & Nutrition and Computer Science)	Roll Strength	For other Lab.	For Chemistry Lab.
			Up-to 100	1	2
			101-200	2	3
			201 and above	3	4
1 extra post for each Laboratory based subject at Honors Level					
11	Lady Attendant	1 for Co-educational College			
12	Guard	Engagement of 4 Guards through private security agency. No creation of regular post.			

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Deputy Secretary to the Government of West Bengal