



## SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

Govt. Aided General Degree College | Estd.: 2014

At+P.O.: Amdabad, P.S.: Nandigram, Dist.: PurbaMedinipur, PIN 721650

[www.sjmahavidyalaya.in](http://www.sjmahavidyalaya.in) | Email: [sjmahavidyalaya@gmail.com](mailto:sjmahavidyalaya@gmail.com)

### Process of Appointment of Full-Time Teachers

1. Prayers for post creation as per Government norms, Govt. of West Bengal.
2. After receiving post creation memo, authentication of ROA (Roster of Appointment) by Backward Class Welfare Department, Govt. of West Bengal, is required.
3. Submission of requisition to the West Bengal College Service Commission, Govt. of West Bengal, to fill-up the created vacant posts.
4. Recommendation of Candidate by the West Bengal College Service Commission for appointment. (Copy to the college & Candidate)
5. Issue of appointment letter to the Candidate by the Principal / Teacher-in-Charge.
6. Joining & submission of Joining Report by the candidate to the Principal / Teacher-in-Charge.
7. Acceptance of joining by the Governing Body & submission of necessary papers to the Higher Education Department, Govt. of West Bengal for approval & fixation of pay & allowances of the candidate.
8. After receiving approval & fixation of the candidate from the Higher Education Department, Govt. of West Bengal, the copy of claim of pay & allowances is submitted to the Higher Education Department to initiate the regular salary.

### Process of Regarding Appointment of Non-Teaching Staff

1. Prayers for post creation as per Government norms, Govt. of West Bengal.
2. After receiving post creation memo, authentication of ROA (Roster of Appointment) by Backward Class Welfare Department, Govt. of West Bengal, is required.
3. Appoint of Candidate by the College Authority as per rule.
4. Joining & submission of Joining Report by the candidate to the Principal / Teacher-in-Charge.
5. Acceptance of joining by the Governing Body & submission of necessary papers to the Higher Education Department, Govt. of West Bengal for approval & fixation of pay & allowances of the candidate.
6. After receiving approval & fixation of the candidate from the Higher Education Department, Govt. of West Bengal, the copy of claim of pay & allowances is submitted to the Higher Education Department to initiate the regular salary.

### Process of Regarding Appointment of State Aided College Teacher

As per Memorandum No.ED-95/C53246/2020, Dated 24.06.2020, Higher Education Department, Government of West Bengal, all the Guest Teachers appointed earlier by the College Authority are entitled & approved as SACT (State Aided College Teacher) w.e.f. 01.01.2020.

After submission of requisite papers of Guest Teachers, they were approved as SACT, category-I & category-II respectively.



*Banar*

Principal

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650