

Government of West Bengal
Higher Education Department
C. S. Branch

Dikash Bhavan, Bidhannagar, Kolkata-91

No. 426-Edn(CS)
SS-10/98(PT.)

Dated, Kolkata, the 11th June, 2003.

O R D E R

The undersigned is directed to state that with the Deptt.'s No. 1299-Edn(CS) dated 11.10.2002 the benefit of Career Advancement Scheme was extended to the Graduate Laboratory Instructors of the non-Govt. Colleges at the same scale and on similar terms & conditions as was applicable to the Physical Instructors are as follows :

Selection Committee in respect of Physical Instructor :

A Selection Committee with Principal/Teacher-in-Charge and one expert to be nominated by the Vice-Chancellor shall be constituted for screening/Selection of Physical Instructors/Instructresses. The Principal/Teacher-in-Charge shall be the Convenor of the Selection Committee.

Terms & conditions of Screening in respect of Physical Instructor :

While Screening the Physical Instructors/Instructors/Instructresses for career advancement, the following matters should be taken into consideration :

1. Consistently satisfactory performance appraisal report (as per proforma (Part-A) enclosed);
2. Participation in refresher course/summer institute or any other short course on management in the respective field.
3. In addition to the self appraisal report the Physical Instructors/Instructresses shall submit a statement duly countersigned by the Principal/Teacher-in-Charge of the College on their performance/Participation in the following areas of activities.
 - a) Organising annual games and sports of the college.
 - b) Leadership in encouraging participation of students in sports activities.
 - c) Arranging inter-class tournaments.
 - d) Ensuring representation of students of the college in University/State/National level tournaments.
 - e) While screening for the purpose of placement in the college in higher scales, past service should be counted as per relevant Govt. Orders.
 - f) Dispute, if any, raised by the State Govt. on the recommendation of the Selection Committee should be referred back to the same Selection Committee for review.

Since not a single recommendation was received from any non-Govt. College, the Director of Public Instruction could not issue any pay fixation order.

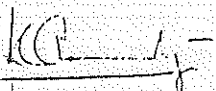
It is reported that the College Authorities are facing difficulties in processing the case of eligible Graduate Laboratory Instructors since the terms and conditions as were applicable to the Physical Instructors could not be applied to the Graduate Laboratory Instructors in full. Some of the college authorities have sought clarifications on the issue. Accordingly a clarificatory instruction has now become necessary.

The undersigned is, therefore, directed to state that the following modalities will be followed in allowing the Career Advancement Benefit to the Graduate Laboratory Instructors of Non-Govt. Colleges.

- A) Consistently satisfactory performance/appraisal report (as annexed to the G.O.)
- B) Participation in refresher course on the respective subject. (In case the course is not in vogue, it should be introduced and made Mandatory for future selection)
- C) In addition to the self appraisal report, the Graduate Laboratory Instructors should submit a statement duly countersigned by the Principal/Teacher-in-Charge of the college on their performance/participation in the following areas of activities :
 - i) Ability to prepare lesson units for practical class in B.Sc. General and Honours Course.
 - ii) Ability to assist lecturers in taking practical classes in B.Sc. - General and Honours course.
 - iii) Ability to impart instructions to the students in practical classes in B.Sc.- General and Honours course.
 - iv) Ability to maintain records in laboratory reagents/equipments as applicable.
 - v) Initiative and innovation for improvement of the laboratory of the college.

Principal/Teacher-in-Charge of Non-Govt. Colleges are requested to contact the respective affiliating universities for nomination of subject experts for constituting the Selection Committee for granting Career Advancement benefits to Graduate Laboratory Instructors. On completion of the Selection/Screening process the recommend cases are to be forwarded to the Director of Public Instruction, West Bengal without any further delay and definitely by 30th June, 2003.

This order issues with the concurrence of the Finance Department vide their U.O. No. FL. 127/03 dated 10.06.2003.


Deputy Secretary to the
Government of West Bengal.

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