



**The West Bengal Madrasah Service Commission**  
**Bikash Bhawan, 2<sup>nd</sup> Floor, East Block, Salt Lake, Kolkata-700091**

**7th State Level Selection Test for Appointments of  
Headmasters / Headmistress(es) / Superintendents  
in different Categories of recognized non-Govt. aided Madrasahs in West Bengal**

Recruitment / Selection of Headmasters / Headmistress(es) / Superintendents in Madrasahs is done under the West Bengal Madrasah Service Commission Act, 2008 (West Bengal Act XXV of 2008) enacted by Notification No.1605L dated 22.10.2008 which came in to force with effect from 22.10.2008 for the purpose of recruitment of Headmasters / Headmistress(es) / Superintendents of recognized non-Govt., aided Jr. High / High / Higher Secondary and Sr. Madrasahs in West Bengal.

A short advertisement will be published in some dailies inviting applications. The Commission will select Headmasters / Headmistress(es) / Superintendent(s) through State Level Selection Test.

**Detailed information for the candidates for selection towards appointment of Headmasters / Headmistress(es) / Superintendent(s):-**

1. **POST:** 'POST' means a whole-time sanctioned Post of Headmaster / Headmistress / Superintendent in Junior High / High / Higher Secondary / Senior Madrasah but does not include the post of Assistant Headmaster / Assistant Headmistress and short-term vacancy due to deputation, leave or lien.
  - A. Post of Headmaster / Headmistress of High / Higher Secondary Madrasahs
  - B. Post of Headmaster / Headmistress of Jr. High Madrasahs
  - C. Post of Superintendent of Sr. Madrasahs

**2. Eligibility**

Citizens of India may apply for a single category of 'POST'. Online Application will be available in the Web-site: [www.wbmsc.com](http://www.wbmsc.com). **Only approved teachers (under the structure of pay scale prescribed by the State Govt. of West Bengal) of recognized Madrasahs / Schools having requisite qualification and experience are eligible for the post of Headmaster / Headmistress / Superintendent.**

**3. Qualifications (Academic & Professional) required:**

**A PERSON HAVING THE DESIRABLE QUALIFICATION SHALL, IF QUALIFIED IN THE WRITTEN TEST, GET PREFERENCE OVER THE CANDIDATE WHO HAS QUALIFIED IN THE WRITTEN TEST BUT HAS NO DESIRABLE QUALIFICATION.**

**A. For the post of Headmaster / Headmistress of High and Higher Secondary Madrasahs:**

**Essential:**

- a. **Academic and Professional Qualification:** Post Graduate degree from any UGC recognized University with (i) at least average 45% marks in M.P / (High Madrasah) or equivalent and HS or equivalent examinations taken together, (ii) 40% marks in Hons. or 45% in Pass Graduate level, (iii) 40% marks in Post-Graduate level and (iv) B.Ed. / B.T. / P.G.B.T. or any training recognized

by the State Govt. as equivalent to B.Ed. / B.T. / P.G. B.T. from a Teachers' Training Institution duly recognized by the NCTE/RCI in the relevant academic session.

Provided that the above criteria of marks shall not apply to in-service approved Headmaster / Headmistress of recognized Jr. High / High / Higher Secondary Madrasah or School and Superintendent of a recognized Sr. Madrasah.

**Note: Workable knowledge in URDU (Reading & Speaking) for URDU Medium is must.**

- b. **Experience:** Total 10 years continuous approved service in recognized non-Govt. aided School(s) / Madrasah(s), recognized by West Bengal Board of Secondary Education / West Bengal Board of Madrasah Education / West Bengal Council of Higher Secondary Education as on the last date of submission of application in response to the advertisement.

**B. For the post of Headmaster / Headmistress of Jr. High Madrasahs:**

**Essential:**

- a. **Academic and Professional Qualification:** Post Graduate degree from any UGC recognized University with (i) at least average 45% marks in M.P / (High Madrasah) or equivalent and HS or equivalent examinations taken together, (ii) 40% marks in Hons. or 45% in Pass Graduate level, (iii) 40% marks in Post-Graduate level and (iv) B.Ed. / B.T. / P.G.B.T. or any training recognized by the State Govt. as equivalent to B.Ed. / B.T. / P.G. B.T. from a Teachers' Training Institution duly recognized by the NCTE/RCI in the relevant academic session.

Provided that the above criteria of marks shall not apply to in-service approved Headmaster / Headmistress in recognized Jr. High / High / Higher Secondary Madrasah or School and Superintendent of a recognized Sr. Madrasah.

**Note: Workable knowledge in URDU (Reading & Speaking) for URDU Medium is must.**

- b. **Experience:** Total 5 years continuous approved service in recognized non-Govt., aided School(s) / Madrasah(s), recognized by West Bengal Board of Secondary Education / West Bengal Board of Madrasah Education / West Bengal Council of Higher Secondary Education as on the last date of submission of application in response to the advertisement.

**C. For the post of Superintendent of Sr. Madrasahs:**

**Essential:**

- a. **Academic and Professional Qualification:**
1. M.M. held upto 1997 from West Bengal Board of Madrasah Education and Master's Degree from any UGC recognized University with (i) at least average 45% marks in Alim / High Madrasah or equivalent and Fazil or equivalent examinations taken together, (ii) 40% marks in M.M. / M.F., (iii) 40% marks in Post-Graduate level and (iv) Degree in Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training from any recognized University or any training recognized by the Govt. of West Bengal as equivalent to Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training duly recognized by the NCTE/RCI in the relevant academic session.

Or

2. M.M. held from 1998 onwards from West Bengal Board of Madrasah Education and Bachelor Degree from any recognized University from any recognized University with (i) at least average 45% marks in Alim / High Madrasah or equivalent and Fazil or equivalent examinations taken together and (ii) 40% marks in Hons. or 45% in Pass Graduate level, (iii) 40% marks in M.M./ M.F. Post-Graduate level and (iv) Degree in Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training from any recognized University or any training recognized by the Govt. of West Bengal as equivalent to Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training duly recognized by the NCTE/RCI in the relevant academic session.

OR

3. MM/MF/MU with Kamil/Kamil(General)/Kamil Hons. from the West Bengal Board of Madrasah Education/Aliah University having at least 45 marks in average at the Alim Level and Fazil Level taken together, 40% marks at the Kamil/Kamil Hons. Level and MM/MF/MU Level and Degree in Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training from any recognized University or any training recognized by the Govt. of West Bengal as equivalent to Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training duly recognized by the NCTE/RCI in the relevant academic session.

OR

4. MM/MF/MU without Kamil/Kamil(General)/Kamil Hons. but with Graduate/Post-Graduate Degree having at least 45% marks in average at the Alim Level and Fazil Level taken together, and 45% marks either at the MM/MF/MU level or at the Graduation/Post-Graduation Level and Degree in Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training from any recognized University or any training recognized by the Govt. of West Bengal as equivalent to Bachelor of Teaching / Bachelor of Education / Post Graduate Basic Training duly recognized by the NCTE/RCI in the relevant academic session.

*Provided that the above criteria of marks shall not apply to approved Superintendent of recognized Senior Madrasah / Headmaster / Headmistress of Junior High / High and Higher Secondary Madrasah /School.*

**Note: Workable knowledge in URDU (Reading & Speaking) for URDU Medium is must.**

- a. **Experience:** Total 10 years continuous teaching experience in approved services in a Senior Madrasah / Junior High Madrasah / High Madrasah / Higher Secondary Madrasah / Junior High School / High School / Higher Secondary School, recognized by West Bengal Board of Madrasah Education / West Bengal Board of Secondary Education / West Bengal Council of Higher Secondary Education as on the last date of submission of application in response to the advertisement.

#### 4. Age

Upto 55 years (As on 01/01/2020).

#### 5. Medium of Instruction

Vacancies are mainly in Bengali medium Madrasahs. Candidates applying for Madrasah with particular language as medium must have that language of the medium as first or second or third language at secondary level of the West Bengal Board of Secondary Education/West Bengal Board of Madrasah Education or from any equivalent Board at Higher Secondary Level of the West Bengal Council of Higher Secondary Education or from any equivalent Board/Council or must have succeeded at any subsequent higher level of education in that language paper. Bengali / Urdu may be the medium for Superintendent of Senior Madrasah.

## **6. Disqualification**

- i.** No candidate shall be eligible for selection for appointment to the post of such teacher in any Madrasah within its jurisdiction unless he/she is a citizen of India.
- ii.** No candidate shall be eligible for selection for appointment to the post of such teacher in any Madrasah/ School if he/she accepted/offered dowry in any form at the time of his/her marriage or his/her son's/daughter's marriage.

## **7. Recommendations**

Recommendation of empanelled candidates for the Post of any Category in Junior High / High / Higher Secondary Madrasah and Senior Madrasah shall be done through **PERSONALITY TEST & COUNSELING**. Male empanelled candidates may select either 'Boys' or Co-education Madrasah, while female candidates may select either 'Girls' or Co-education Madrasah on the basis of their RANK at the material point of time during counseling.

## **8. Bar on Recommendation**

The Commission shall not recommend the name of a person under Rule 26, - a) who, at the time of submission of application or after the submission of application, is recommended to a post in a Madrasah on the basis of counseling conducted by the Commission and continues his/her service as such, but has not completed continuous one year's approved service in the said post of lower scale or two year's approved service in the said post of same scale. b) who, while in service, having obtained required qualification for being considered for the post applied for, fails to submit before the Commission the requisite document of his approved study leave, or any kind of leave for the purpose of higher studies, or permission from the appropriate authority for prosecuting the studies/appearing at the examination of higher degree relevant to the post for which he/she has been selected.

## **9. Schedule of Test**

**Date & Time of Examination for Headmaster/Headmistress/Superintendent will be announced later on.**

## **10. Syllabus for SLST of Headmaster/Headmistress / Superintendent:**

**SYLLABUS OF WRITTEN EXAMINATION OF SLST FOR THE POST OF HEADMATER / HEADMISTRESS / SUPERINTENDENT OF Jr. HIGH / HIGH AND SENIOR MADRASAHS.**

### **Syllabus of Paper I – Part A (To be Answered in English only)**

1. Act with subsequent amendments : West Bengal Board of Madrasah Education Act -1994, West Bengal Board of Secondary Education Act-1963, West Bengal Council of Higher Secondary Education Act -1975, West Bengal Madrasah Service Commission Act – 2008, West Bengal Schools (Control of expenditure) Act – 2005, The West Bengal Panchayat Act – 1973, The West Bengal Municipal Act.
2. Rule: The West Bengal Schools (Recruitment of Non-teaching staff) Rules, 2005, The West Bengal Madrasah Service Commission (Selection of persons for appointment to the post of teachers) Rules, 2010.

The West Bengal Schools (Recruitment of teachers on vacancy caused by leave or deputation) Rules, 2006.  
Management Rules for non-Govt. aided Madrasahs –2002.

3. The Constitution of India.
4. Composition of Madrasah Board, Secondary Board & Council of Higher Secondary Education.
5. Procedure for Recruitment of teaching / non-teaching staff, appointment, approval and their confirmation.
6. Break-in service condition, lien, leave Rules.
7. Resignation, termination & dismissal.
8. Service Rules of teachers / non-teaching staff including pension matters and retirement benefits.
9. Improvement of qualification as in-service teaching / non-teaching staff.
10. Grant-in-aid rules, Treasury functions, House Rent Rules, Arrear claim.
11. GPF & CPF Rules – change of option.
12. ROPA – various aspects – Fixation of pay etc. change of option.

### **Syllabus of Paper-I-Part B (To be answered either in English or in Bengali).**

1. Resolution drafting.
2. Preparation of Madrasah time Table / Academic Calendar and Board's Academic guidelines-2007.
3. Revision of curriculum & syllabus.
4. Knowledge in continuous comprehensive evaluation and grading system.
5. Maintenance of books of accounts.
6. Staff patterns.
7. Discipline and Model Management Procedure.
8. Management Rules and Managing Committees.
9. Acquaintance with different Govt. rules & orders connected with Madrasah administration.
10. Co-scholastic / Co-curricular / another curricular activities in Madrasah – its character and significance.

### **Syllabus of Paper I – Part C (to be answered in English only)**

1. Official correspondence.
2. English Grammar (Upto H.S. standard).

### **Syllabus of Paper II – Objective Type (To be answered in OMR Sheet only)**

1. General Awareness
2. Current Affairs
3. Elementary Mathematics
4. Minorities Culture

#### **11. Fees**

**A) For Headmaster / Headmistress / Superintendent: Rs.2500/- (Two Thousand Five Hundred only) + applicable charges and Rs.500/- (Five hundred only) + applicable charges for Physically Handicapped candidates.**

**B) Mode of Payment: Through online mode only (Net Banking/Debit card/Credit Card)**

#### **12. Collection & Submission of Application Forms (duly filled in):**

**Online application form available on commission's Web-sites; [www.wbmsc.com](http://www.wbmsc.com). Applicants are requested to send their all testimonials (Photocopy) (Self Attested) alongwith the printed copy of the**

**application form and send it by Registered Post to : The Secretary, The West Bengal Madrasah Service Commission, Bikash Bhawan, East Block, Sector-I, Bidhan Nagar, Kolkata-700091, and it must reach to the Commission by 10th Oct 2020.**

**13. Mode of selection (Headmaster/Headmistress/Superintendent):**

a) There shall be a Written examination under the arrangement, supervision and control of the commission consisting of Paper-I & Paper-II

Paper-I shall be of three Parts: Part A of 14 Marks consisting of Subjective / Short Answer Type questions to be answered in English only.

Part-B of 14 marks consisting of Subjective / Short Answer Type questions to be answered either in English or in Bengali and Part-C of 14 marks consisting of Subjective / Short Answer Type questions to be answered in English.

Paper-II shall be of 13 marks consisting of 26 Multiple Choice Objective Type Questions.

**Candidates applying for other than Bengali medium Madrasahs shall have to write answers in English only**

**ANSWERING ALL PARTS - A, B & C OF PAPER-I AND PAPER-II IS COMPULSORY**

b) After the evaluation of the answer sheet of the written examination, the Commission shall prepare a medium wise (including multilingual medium) list of the candidates, who shall be qualified for Personality Test on the basis of the marks obtained by him/her in the Written Test, evaluation of academic and professional qualifications, and experience (to be calculated on the basis of statement made in this regard by a candidate at the time of submission of the application form) taken together. Provided that the number of qualified candidates to be called for the Personality Test shall not exceed two times the number of actual vacancies published at the time of declaration of the result of the Written Test. Provided further that if the marks of the candidate in the last position in the qualified list of candidates shall be same for more than one candidate, all such candidates obtaining same marks at that position shall be called for the Personality Test.

c) The Commission shall call the candidates for Personality Test through Registered Post or Speed Post mentioning the date, time and venue of Personality Test.

d) The Commission shall, on the basis of the marks obtained in the Written Test, evaluation of academic qualification and teaching experience and marks obtained in the Personality Test, all added together, prepare Panel , which will include name of candidates equal to the number of vacancies received and advertised, Medium wise (including multilingual Medium) & Post wise, on the basis of academic, profession qualifications & teaching experience, marks obtained in Paper-I, paper II in Written Test and Personality Test.

e) If more than one candidate obtain the same aggregate (total marks), the merit position of the candidates shall be determined according to their date of birth, i.e. candidates with earlier date of birth shall be preferred, and if the aggregate and also the date of birth shall be the same, the candidates obtaining higher academic score shall be preferred; and if the aggregate, date of birth and also the academic score shall be the same, the candidates obtaining higher marks in written examination shall be preferred.

f) The Commission shall publish such Panel and Waiting List of candidates in the web site of the Commission.

**Note: Appearance before the Personality test Board is compulsory.**

**13.A. Selection to the post of Headmaster / Headmistress / Superintendent of High and Senior Madrasahs shall be made on the basis of Written Test, evaluation of qualifications and experience of the candidates, Personality Tests to be determined by the Commission in the following manner:**

See Rules in Commission's website [www.wbmisc.com](http://www.wbmisc.com)

**13.B. Selection to the post of Headmaster / Headmistress of Jr. High shall be made on the basis of Written Test, evaluation of qualifications and experience of the candidates, Personality Tests to be determined by the Commission in the following manner:**

See Rules in Commission's website [www.wbmisc.com](http://www.wbmisc.com)

**13.C. Manner of evaluation of academic qualifications including professional qualification for the selection of Superintendent in Sr. Madrasahs**

See Rules in Commission's website [www.wbmisc.com](http://www.wbmisc.com)

**13.D. Manner of evaluation of academic qualifications including professional qualification for the selection of Headmaster/Headmistress in High / Jr. High Madrasah.**

See Rules in Commission's website [www.wbmisc.com](http://www.wbmisc.com)

**14. Qualifying marks: In Paper I: 40% (Forty Percent) is qualification marks, decided by the Commission Post-wise, Vacancy-wise, Medium-wise in Madrasah separately if situation so demands. There shall be no re-evaluation / scrutiny of Answer Scripts, nor shall any request for perusal of answer scripts by the candidates be entertained. No mark-sheet shall be issued to the candidates. Answer sheets will be preserving for six months after publication of the Panel and the Waiting List.**

**15. Vacancies:**

**VACANCIES WILL BE PUBLISH LATER ON.**

**Note:** Tentative vacancies mean and include vacancies including Headmaster / Headmistress / Superintendent which presently exist and those likely to occur within **31.8.2020**.

**N.B.:** (i) Visually Handicapped (H) candidates may apply in prescribed form, which will be given in Annexure-1 for Amanuensis. (ii) Female candidates are eligible for Girls' & Co-ed Madrasahs, except for the vacancies marked\*, where the female candidates are unsuitable; Male candidates are eligible only for Boys' & Co-ed Madrasahs.

Secretary  
West Bengal Madrasah Service Commission

**Annexure - 1**

**Application Form for Amanuensis for Visually Handicapped (VH) candidates.**

To,  
The Secretary,  
The West Bengal Madrasah Service Commission.

Sir:  
I am a Blind candidate of 7<sup>th</sup> SLST(HM/SUPER) 2020 under The West Bengal Madrasah Service Commission. Kindly permit me to take the assistance of an Amanuensis as per rules for the forth coming written test (HM/SUPER) in Paper I and II.

Necessary particulars are given below:

- A. 1. Name of the Candidate :  
(as per M.P./Equivalent Examination)
2. Name of Parent :  
3. Mailing Address :  
4. Nature of VH with % :  
5. Post Applied for :  
6. Roll No. :  
7. Centre of Examination :
- B. 1. Name of the Amanuensis :  
(as per M.P./Equivalent Examination)
2. Name of Parent :  
3. Mailing Address :  
4. (a) Higher Qualification :  
(b) Year of passing the last examination with Roll No.:  
(C) Name of the Board/university
5. I agree to work as Amanuensis

<b>For Office Use</b> Permission No. _____ Date _____
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Paste Passport size black & white photograph of the Blind Candidate duly signed	Paste Passport size black & white photograph of the Amanuensis, duly signed
BLIND CANDIDATES PHOTO	AMANUENSIS PHOTO

Signature of Amanuensis.....

Signature of Identifying & Attesting Authority with seal  
As per notification

Declaration: I do hereby declare that all the statements made in the application are true and correct. In the event of any of the information being found false or incorrect or any ineligibility being detected before or after the test, my candidature and results are liable to be cancelled and appropriate action may be initiated against me.

Yours faithfully

Signature of the Blind Candidate

**THE WEST BENGAL MADRASAH SERVICE COMMISSION.**

Permission for scribe for 7<sup>th</sup> SLST (HM/SUPER) 2020  
 Permission No..... Date.....  
 Sri/Smt.....Roll No.....of 7<sup>th</sup> SLST (HM/Super)  
 2020 at.....Centre  
 is permitted to take the help of Sri/Smt.....  
 Amanuensis whose signature is appended below along with the signature of blind candidate.

.....  
Signature of the Blind Candidate

.....  
Signature of the Amanuensis

**Secretary,  
The West Bengal Madrasah Service Commission.**

Paste Passport size black & white photograph of the Blind Candidate duly signed	Paste Passport size black & white photograph of the Amanuensis, duly signed
BLIND CANDIDATES PHOTO	AMANUENSIS PHOTO

**THE WEST BENGAL MADRASAH SERVICE COMMISSION.**

Permission for scribe for 7<sup>th</sup> SLST (HM/SUPER) 2020  
 Permission No..... Date.....  
**Copy forwarded for information & necessary action to the CENTRE-IN-CHARGE**  
 Name of the Blind Candidate.....  
 Roll No. of the Blind Candidate.....of 7<sup>th</sup> SLST(HM/SUPER) 2020.

.....  
Signature of the Blind Candidate

.....  
Signature of the Amanuensis

**Secretary,  
The West Bengal Madrasah Service Commission.**

Paste Passport size black & white photograph of the Blind Candidate duly signed	Paste Passport size black & white photograph of the Amanuensis, duly signed
BLIND CANDIDATES PHOTO	AMANUENSIS PHOTO