SYLLABUS OF WRITTEN EXAMINATION FOR THE POST OF HEADMASTERS /HEADMISTRESSES OF HIGH / HIGHER SECONDARY / JR. HIGH SCHOOLS [EXCLUDING MADRASAHS]

Paper-I be of three parts:- Part-A of 15 marks consisting of Subjective/ Short Essay Type questions to be answered in English only, Part-B of 15 marks consisting of Subjective/ Short Essay Type questions to be answered either in English or in Bengali & Part-C of 15 marks consisting of Subjective/ Short Essay Type questions to be answered in English. Paper-II be of 10 marks consisting of 20 Multiple Choice Objective Type questions.

Syllabus of Paper-I – Part-A (To be answered in English only)

- 1. The West Bengal Board of Secondary Education Act, 1963.
- 2. The West Bengal Council of Higher Secondary Education Act, 1975.
- The West Bengal Board of Madrasah Education Act, 1994. 3.
- The West Bengal School Service Commission Act, 1997 4.
- The West Bengal Schools (Control of Expenditure) Act, 2005 5.
- The West Bengal Schools (Recruitment of Non-teaching Staff) Rules, 2005 6.
- The West Bengal School Service Commission (Selection of persons for appointment to the Post of 7. Teachers) Rules, 2007
- 8. The West Bengal Schools (Recruitment of Teachers on vacancy caused by leave or deputation) Rules, 2006
- 9 The West Bengal Panchayat Act, 1973.
- 10. The West Bengal Municipal Act.
- 11. The Constitution of India.
- 12. Compositions of the Board of Secondary Education, Board of Madrasah Education and the Council of Higher Secondary Education.
- 13. Procedure for Recruitment of Teaching/Non-teaching Staff; appointment, approval and their confirmation.
- 14. Break -in Service Condonation, Lien, Leave Rules.
- 15. Resignation, Termination & Dismissal.
- 16. Service Rules of Teachers/Non-teaching Staff including Pension matters and Retirement Benefits.
- 17. Improvement of Qualification as In-Service Teaching / Non-Teaching Staff.
- 18. Grant-in-Aid Rules, Treasury Functions, House Rent Rules, Arrear Claims.
- 19. GPF & CPF Rules- Change of Option.
- 20. 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.
- Preparation of School Time-Table.
 Revision of Syllabus and Curriculum.
- 4. Maintenance of Books of Accounts.
- 5. Staff Patterns of different Schools.
- 6. Discipline and Model Management Procedure.
- 7. Management Rules and Managing Committees.
- 8. Acquaintance with different Govt. Rules and Orders connected with School administration.
- 9. Co-curricular activities in school-its character and significance.

<u>Syllabus of Paper-I– Part-C (To be answered in English only)</u>

- 1. Official Correspondences.
- 2. English Grammar (Up to Higher Secondary Standard).

Syllabus of Paper-II- Objective Type (To be answered in OMR)

- 1. General Awareness.
- Current Affairs. 2
- **Elementary Mathematics.** 3.