

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES FOR THE POST OF PRINCIPAL**  
**(ADVT. NO. 2/2024)**

- 1) Candidates are requested to carry with them the Originals and Self–attested photocopies of all relevant academic/other credentials (certificates/documents etc.) along with the photocopy of the Application Form submitted online as well as Authenticated (by the Principal/TIC/President of the G.B.) Filled-in Assessment Criteria and Methodology Format.
- 2) Candidates are requested to Report at least half an hour before the Interview Schedule.
- 3) Candidates are requested to download the “Information and Correction Sheet” and to submit the same on the day of the interview after being filled-in properly.
- 4) The cut-off date for all items of qualification and experience, including publication, shall be 10/07/2024. The age of the candidate, however, shall be calculated on 1st January, 2024.
- 5) Request for Change of Interview Schedule can't be entertained under any circumstances.
- 6) The eligibility of the candidates is subjected to verification of the Original Documents/ Certificates/ Credentials on the date of Interview.

# The West Bengal College Service Commission

## INFORMATON & CORRECTION SHEET FOR INTERVIEW FOR THE POST OF PRINCIPAL (ADVT NO. 2/2024)

(To be filled up by the candidates in their own handwriting)

College Type applied for STATE-AIDED GENERAL DEGREE COLLEGES

Date of Interview: \_\_\_\_\_

1. Name (in Block letters): \_\_\_\_\_

2. Registration No.: \_\_\_\_\_

3. Gender:  
[Put a ✓ (tick) in the appropriate box]

MALE	FEMALE	OTHERS

4. Date of Birth:

D	D	M	M	Y	Y	Y	Y

5. Marks (%) Obtained in UG & PG:

UG	PG

6. Ph.D. Obtained on:

DD	MM	YYYY

7. Subject:

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8. Collge/University/Institution:  
(Serving at present)

Name

9. Present Designation:

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10. Pay scale:

Pay Level / Pay Band + Grade Pay	Gross Pay

11. Experience Details:

i) As Full time faculty

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ii) Post Doctoral Research Experience

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iii) Administrative Experience

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Place :

Date :

\_\_\_\_\_  
Signature of the Candidate

N.B. Cut-off date for qualification and experience : 10/07/2024

FOR OFFICE USE ONLY	Verified by (Signature with Date)