

*Government of West Bengal*  
*Education Directorate*  
*Bikash Bhaban, Salt Lake, Kolkata-700 091*

**Memo No.455-Admn.**

**Dated 21.12.2011**

From : Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

To : Officer on Special Duty,  
Presidency College,  
86/1, College Street, Kolkata – 700 073.

Sub : Option forms for Presidency University

Ref: (1) G.O. No. 1000-Edn (U) dated 14.12.2011  
(2) Memo No. 1019-Edn (U)/1U(PU)-05/11 dated 16.12.2011

The undersigned is directed to send you four (4) sets of option forms, viz., (1) **Annexure-A: for Teachers** belonging to WBES/WBSES; (2) **Annexure-B: for Librarians**; (3) **Annexure-C: for teaching staff of Physical Education**; (4) **Annexure-D: for Non-Teaching Staff belonging to Gr. B (UD, HA or Equivalent) category** who are, in pursuance of the provisions contained in the Presidency University Act, 2010 [particularly Provisions 55(8) b and 55 (8) (c)], eligible to offer their candidature for their respective posts. **Persons (belonging to the above noted four categories) not exercising such options will be construed to be opting out of Presidency University.**

Another set of option form (vide **Annexure-E**) is also enclosed **for Non-Teaching Staff belonging to Gr. C & Gr. D categories** now posted at erstwhile Presidency College and is willing to choose transfer to any Govt. college/office/institution.

All the aforesaid option forms, complete in all respect, must reach this office **within three months from the date of issue of this memo** failing which it would be construed that the persons concerned are willing to opt out of the Presidency University.

**Sd/-**

For Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

**Memo No. 455(4)-Admn.**

**Dated 21.12.2011**

Copy forwarded for information and necessary action to:-

- 1) The Registrar, Presidency University, 86/1, College Street, Kolkata – 700 073.
- 2) Joint Secretary (University) Branch, Bikash Bhaban, Salt Lake, Kolkata – 700 091.
- 3) Joint Secretary (Appt.) Branch, Bikash Bhaban, Salt Lake, Kolkata – 700 091.
- 4) P.A. to Vice-Chancellor, Presidency University, 86/1, College Street, Kolkata–700 073.

**Sd/-**

For Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

*Government of West Bengal*  
*Education Directorate*  
**Bikash Bhaban, Salt Lake, Kolkata-700 091**

**Memo No.456-Admn.**

**Dated 21.12.2011**

From : Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

To : **Principal/Officer-in-Charge  
of all Govt. Colleges of the State.**

**Sub : Option forms for Presidency University**

Ref: (1) G.O. No. 1000-Edn (U) dated 14.12.2011  
(2) Memo No. 1019-Edn (U)/1U(PU)-05/11 dated 16.12.2011

The undersigned is directed to send you four (4) sets of option forms, viz., (1) **Annexure-A: for Teachers** belonging to WBES/WBSES; (2) **Annexure-B: for Librarians**; (3) **Annexure-C: for teaching staff of Physical Education**; (4) **Annexure-D: for Non-Teaching Staff belonging to Gr. B (UD, HA or Equivalent) category** who are, in pursuance of the provisions contained in the Presidency University Act, 2010 [particularly Provisions 55(8) b and 55 (8) (c)], eligible to offer their candidature for their respective posts.

All the aforesaid option forms, complete in all respect, must reach this office **within three months** from the date of issue of this memo failing which it would be construed that the persons concerned are willing to opt out of the Presidency University.

**Sd/-**

For Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

**Memo No. .456(3)-Admn.**

**Dated :21.12.2011**

Copy forwarded for information and necessary action to :-

- 1) The Registrar, Presidency University, College Street, Kolkata – 700 073.
- 2) Joint Secretary (University) Branch, Bikash Bhaban, Salt Lake, Kolkata – 700 091.
- 3) Joint Secretary (Appointment) Branch, Bikash Bhaban, Salt Lake, Kolkata – 700 091.

**Sd/-**

For Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

*Government of West Bengal*  
*Education Directorate*  
*Bikash Bhaban, Salt Lake, Kolkata-700 091*

**Memo No. 457(12)Admn.**

**Dated 21.12.2011**

From : Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

To : 1) Director of School Education, West Bengal.  
2) Director of Mass Education Extension, West Bengal.  
3) Director of Library Services, West Bengal.  
4) Director of Technical Education, West Bengal.  
5) Director of Technical Education & Training, West Bengal.  
6) Director of Accounts, West Bengal.  
7) Director, S.C.E.R.T.  
8) Secretary, West Bengal Board of Madrasah Education.  
9) Regional Education Office, Presidency/Burdwan/Jalpaigur Division.  
10) Secretary, West Bengal Book Board.  
11) Secretary, Paschimbanga Sanskrita Siksha Parisad.  
12) District Officer for Physical Education & Youth Welfare of all District  
of the state.

Sub : Option forms for Presidency University

Ref: (1) G.O. No. 1000-Edn (U) dated 14.12.2011

(2) Memo No. 1019-Edn (U)/1U(PU)-05/11 dated 16.12.2011

Sir,

The undersigned is directed to send to you one (1) set of option form in respect of members of staff belonging to Gr. B (UD, HA or Equivalent) category (Annexure-D) who are, in pursuance of the provisions contained in the Presidency University Act, 2010 [particularly Provisions 55(8) b and 55(8) (c)], eligible to offer their candidature for their respective posts.

May I request you to kindly circulate the aforesaid form amongst the concerned employees serving in office(s) under your jurisdiction.

All the aforesaid option forms, complete in all respect, must reach this office **within three months** from the date of issue of this memo failing which it would be construed that the persons concerned are willing to opt out of the Presidency University.

**Sd/-**

For Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

**Memo No. 457(12/3)Admn.**

**Dated 21.12.2011**

Copy forwarded for information and necessary action to :-

- 1) The Registrar, Presidency University, College Street, Kolkata – 700 073.
- 2) Joint Secretary (University) Branch, Bikash Bhaban, Salt Lake, Kolkata – 700 091.
- 3) Joint Secretary (Appointment) Branch, Bikash Bhaban, Salt Lake, Kolkata – 700 091.

**Sd/-**

For Director of Public Instruction, West Bengal &  
Ex-Officio Secretary, Higher Education Department.

**Annexure-A**

**OPTION FORM FOR TEACHERS:  
Belonging to WBES & WBSSES**

Application for the Post of \_\_\_\_\_ in  
\_\_\_\_\_ (Subject/Department), in Presidency  
University.

Attested photocopies of the documents to be attached to support Statements under SL. No.4, 8, 9, 11, 13 & 14. Separate sheet may be attached in respect of items contained under different SL. Nos. as and when the space in this form is not sufficient.

**GENERAL INFORMATION**

1. Name in full (In Capital) :
2. Sex (MALE/FEMALE) :
3. Father's/Husband's Name :
4. Date of birth (According to Service Book) :
5. Present address :
6. Permanent address :

**INFORMATION RELATED TO SERVICE MATTER**

7. Present designation :
8. First date of joining on substantive basis in WBES/WBSSES, etc. :
9. Date of confirmation in the service
10. Experience of teaching: (years)
11. Date(s) of placement on career advancement scheme (CAS) :  
(New designation to be incorporated along with previous ones)

SL. No.	Designation	From (mention the date)	To (mention the date)	G.O. No(s) and date(s)

12. Details of the Colleges served :

SL. No.	Names of the Colleges served	From (mention the date)	To (mention the date)	G.O. No(s) and date(s)

**INFORMATION REGARDING ACADEMIC ACHIEVEMENT**

13. Details of the examinations passed :

SL. No.	EXAMINATION PASSED	YEAR OF PASSING	NAME OF THE BOARD/ UNIVERSITY	CLASS/ DIVISION	% OF MARKS

14. Research Experience if any (to be furnished in details in chronological order)

15. List of publications in referred journals or edited volumes if any (preferably indicating impact factor)

SL. No.	Title of the Paper	Name of the Journal/Edited Volume	Volume	No.	Year

**DECLARATION**

16. In pursuance of the provisions contained in the Presidency University Act, 2010, particularly 55(8) (b) and 55(8) (c), I, the undersigned, an employee under West Bengal Education Service (WBES)/West Bengal Senior Education Service (WBSES), Government of West Bengal, exercise this option to offer my candidature for the post, as applied for herein above, under the aegis of Presidency University. I undertake to abide by all the provisions of selection, recruitment, and appointment with reference to the Post, validated as per necessary Statutes/Acts/Orders/Notifications of the Presidency University, to which I have applied.

17. I hereby declare that the information given above is correct to the best of my knowledge and belief.

Signature of the candidate

Date .....

Information given above have been verified by the undersigned from the Service Book of the incumbent and from the documents produced by the incumbent.

Principal/Officer-in-Charge/O.S.D.\*

Date :

(\*O.S.D. for Presidency University)

**Annexure-B**

**OPTION FORM : FOR LIBRARIAN**

**Application for the Post of Librarian in Presidency University**

Attested photocopies of the documents to be attached to support Statements under Sl. No.4, 8, 9, 11, 13 & 14. Separate sheet may be attached in respect of items contained under different Sl. Nos. as and when the space in this form is not sufficient.

**GENERAL INFORMATION**

1. Name in full (In Capital) :
2. Sex (MALE/FEMALE) :
3. Father's/Husband's Name :
4. Date of birth (According to Service Book) :
5. Present address :
6. Permanent address :

**INFORMATION RELATED TO SERVICE MATTER**

7. Present designation :
8. First date of joining on substantive basis. :
9. Date of confirmation in the service
10. Experience of teaching: (years)
11. Date(s) of placement on career advancement scheme (CAS) :  
(New designation to be incorporated along with previous ones)

SL. No.	Designation	From (mention the date)	To (mention the date)	G.O. No(s) and date(s)

12. Details of the Colleges served :

SL. No.	Names of the Colleges served	From (mention the date)	To (mention the date)	G.O. No(s) and date(s)

(Please Turn Over)

**INFORMATION REGARDING ACADEMIC ACHIEVEMENT**

13. Details of the examinations passed :

SL. No.	EXAMINATION PASSED	YEAR OF PASSING	NAME OF THE BOARD/ UNIVERSITY	CLASS/ DIVISION	% OF MARKS

14. Research Experience if any (to be furnished in details in chronological order)

15. List of publications in referred journals or edited volumes if any (preferably indicating impact factor)

SL. No.	Title of the Paper	Name of the Journal/Edited Volume	Volume	No.	Year

**DECLARATION**

16. In pursuance of the provisions contained in the Presidency University Act, 2010, particularly 55(8) (b) and 55(8) (c), I, the undersigned, an employee under West Bengal Education Service (WBES)/West Bengal Senior Education Service (WBSES), Government of West Bengal, exercise this option to offer my candidature for the post, as applied for herein above, under the aegis of Presidency University. I undertake to abide by all the provisions of selection, recruitment, and appointment with reference to the Post, validated as per necessary Statutes/Acts/Orders/Notifications of the Presidency University, to which I have applied.

17. I hereby declare that the information given above is correct to the best of my knowledge and belief.

Signature of the candidate

Date .....

Information given above have been verified by the undersigned from the Service Book of the incumbent and from the documents produced by the incumbent.

Principal/Officer-in-Charge/O.S.D.\*

Date :

(\*O.S.D. for Presidency University)

## Annexure-C

### OPTION FORM (Teaching Staff of Physical Education)

Application for the Post of \_\_\_\_\_ in  
\_\_\_\_\_  
(Subject/Department), In Presidency  
University,

Attested photocopies of the documents to be attached to support Statements under SL. No.4, 8, 9, 11, 13 & 14. Separate sheet may be attached in respect of items contained under different SL. Nos. as and when the space in this form is not sufficient.

#### GENERAL INFORMATION

1. Name in full (In Capital) :
2. Sex (MALE/FEMALE) :
3. Father's/Husband's Name :
4. Date of birth (According to Service Book) :
5. Present address :
6. Permanent address :

#### INFORMATION RELATED TO SERVICE MATTER

7. Present designation :
8. First date of joining on substantive basis. :
9. Date of confirmation in the service:
10. Experience: (years)
11. Date(s) of placement on career advancement scheme (CAS) :  
(New designation to be incorporated along with previous ones)

SL. No.	Designation	From (mention the date)	To (mention the date)	G.O. No(s) and date(s)

12. Details of the Colleges served :

SL. No.	Names of the Colleges served	From (mention the date)	To (mention the date)	G.O. No(s) and date(s)

(Please Turn Over)

**INFORMATION REGARDING ACADEMIC ACHIEVEMENT**

13. Details of the examinations passed :

SL. No.	EXAMINATION PASSED	YEAR OF PASSING	NAME OF THE BOARD/ UNIVERSITY	CLASS/ DIVISION	% OF MARKS

14. Research Experience if any (to be furnished in details in chronological order)

15. List of publications in referred journals or edited volumes if any (preferably indicating impact factor)

SL. No.	Title of the Paper	Name of the Journal/Edited Volume	Volume	No.	Year

**DECLARATION**

16. In pursuance of the provisions contained in the Presidency University Act, 2010, particularly 55(8) (b) and 55(8) (c), I, the undersigned, an employee under West Bengal Education Service (WBES)/West Bengal Senior Education Service (WBSES), Government of West Bengal, exercise this option to offer my candidature for the post, as applied for herein above, under the aegis of Presidency University. I undertake to abide by all the provisions of selection, recruitment, and appointment with reference to the Post, validated as per necessary Statutes/Acts/Orders/Notifications of the Presidency University, to which I have applied.

17. I hereby declare that the information given above is correct to the best of my knowledge and belief.

Signature of the candidate

Date .....

Information given above have been verified by the undersigned from the Service Book of the incumbent and from the documents produced by the incumbent.

Principal/Officer-in-Charge/O.S.D.\*

Date :

(\*O.S.D. for Presidency University)

**Annexure-D**

**OPTION FORM FOR NON-TEACHING STAFF:**  
**Belonging to Gr. B (UD, HA or equivalent)**

**Application for the Post of \_\_\_\_\_ in Presidency University**

Attested photocopies of the documents to be attached to support Statements under Sl. No.4, 8, 9, 11, 13 & 14. Separate sheet may be attached in respect of items contained under different Sl. Nos. as and when the space in this form is not sufficient.

**GENERAL INFORMATION**

1. Name in full (In Capital) :
2. Sex (MALE/FEMALE) :
3. Father's/Husband's Name :
4. Date of birth (According to Service Book) :
5. Present address :
6. Permanent address :

**INFORMATION RELATED TO SERVICE MATTER**

7. Present designation :
8. First date of joining on substantive basis.:
9. Date of confirmation in the service :
10. Experience of teaching : (years)
11. Date(s) of placement on career advancement scheme (CAS) :  
(New designation to be incorporated along with previous ones)

SL. No.	Designation	From (mention the date)	To (mention the date)	Scale of pay	Fixed at Rs.	Date(s) of increment	G.O. No(s) with date(s)

12. Details of the Colleges/offices served :

SL. No.	Names of the Colleges/offices served	From (mention the date)	To (mention the date)	G.O. No(s) with date(s)

(Please Turn Over)

13. Details of the examinations passed :

SL. No.	EXAMINATION PASSED	YEAR OF PASSING	NAME OF THE BOARD/ UNIVERSITY	CLASS/ DIVISION	% OF MARKS

**DECLARATION**

14. In pursuance of the provisions contained in the Presidency University Act, 2010, particularly 55(8) (b) and 55(8) (c), I, the undersigned, an employee of Govt. of West Bengal, exercise this option to offer my candidature for the post, as applied for herein above, under the aegis of Presidency University. I undertake to abide by all the provisions of selection, recruitment, and appointment with reference to the Post, validated as per necessary Statutes/Acts/Orders/Notifications of the Presidency University, to which I have applied.

15. I hereby declare that the information given above is correct to the best of my knowledge and belief.

**Signature of the candidate**

Date .....

Information given above have been verified by the undersigned from the Service Book of the incumbent and from the documents produced by the incumbent.

**Principal/Officer-in-Charge/O.S.D.\***

Date :

(\*O.S.D. for Presidency University)

**Annexure-E**

**OPTION FORM FOR NON-TEACHING STAFF:  
(Belonging to Gr. D & Gr. C)  
(NOW POSTED AT ERSTWHILE PRESIDENCY COLLEGE)  
(TO BE USED IN CASE OF CHOOSING TRANSFER TO ANY GOVT. COLLEGE)**

**Attested photocopies of the documents to be attached to support Statements under SL. No.4, 8, 9, 11, 13 & 14. Separate sheet may be attached in respect of items contained under different Sl. Nos. as and when the space in this form is not sufficient.**

**GENERAL INFORMATION**

1. Name in full (In Capital) :
2. Sex (MALE/FEMALE) :
3. Father's/Husband's Name :
4. Date of birth (According to Service Book) :
5. Present address :
6. Permanent address :

**INFORMATION RELATED TO SERVICE MATTER**

7. Present designation :
8. First date of joining on substantive basis:
9. Date of confirmation in the service
10. Experience of teaching (years)
11. Date(s) of placement on career advancement scheme (CAS) :  
(New designation to be incorporated along with previous ones)

SL. No.	Designation	From (mention the date)	To (mention the date)	Scale of pay	Fixed at Rs.	Date(s) of increment	G.O. No(s) with date(s)

12. Details of the Colleges served :

SL. No.	Names of the Colleges served	From (mention the date)	To (mention the date)	G.O. No(s) with date(s)

**DECLARATION**

16. In opting out the provisions contained in the Presidency University Act, 2010, particularly 55(8) (b) and 55(8) (c), I, the undersigned, an employee of Government of West Bengal, exercise this option to offer myself to be transferred from my present place of posting to any Government college/office/institution in the State. I undertake to abide by all Government Orders issued and to be issued in this respect.

17. I hereby declare that the information given above is correct to the best of my knowledge and belief.

**Signature of the candidate**

Date .....

Information given above have been verified by the undersigned from the Service Book of the incumbent and from the documents produced by the incumbent.

**(O.S.D. for Presidency University)**

Date :