



West Bengal Board of Primary Education

Acharya Prafulla Chandra Bhavan , DK 7/1, Sector II, Salt Lake City, Kolkata 700 091

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No. 875 (372)/BPE/2016

Date: 17-06-2016

To
The Principal/Lecturer-in-Charge
All Self-Financed Non Govt. P.T.T.Is

Sub: **How to prepare the Merit List for approval step by step**

Sir/Madam,

You are requested to:

Steps :

- 1) Verify all the filled-in Admission Forms submitted to your Institution making a note of undistributed forms with their serial nos. if any;
- 2) Prepare a list of forms cancelled on verification with reasons;
- 3) Make a statement with Sl. No. of valid forms plus Sl. No. of invalid forms plus Sl. No. of undistributed forms, if any = Total Nos. of forms issued;
- 4) Out of the total valid forms take out valid forms of the **Vocational Category** candidates and those of the **Management Quota** candidates (if any) and prepare the lists with Sl. Nos. of forms under Vocational Category, and Management Quota;
- 5) Then prepare a **Master Merit List** of the remaining valid forms of the candidates;
- 6) From the Master Merit List take out the number from Rank-1 till the number required for the Unreserved/General category for your institution, as selected candidates under Unreserved/General category;
- 7) Thereafter from the Master Merit List take out the forms of the candidates belonging to **Reserved Categories** (SC/ST/OBC-A/OBC-B/PH);
- 8) Then prepare Reserved Category-wise Merit Lists of the candidates in order of merit with Sl. No. of the forms;
- 9) For institutions with intake of 50 : **SC - 11, ST - 3, OBC-A - 5, OBC-B - 4 and PH - 2** will be selected for admission.
- 10) For institutions with intake of 100 : **SC - 22, ST - 6, OBC-A - 10, OBC-B - 7 and PH - 3** will be selected for admission.
- 11) For institutions with intake of 150 : **SC - 33, ST - 9, OBC-A - 15, OBC-B - 11 and PH - 5** will be selected for admission.
- 12) The remaining candidates under both Reserved and Un-reserved Categories will be treated as **Wait Listed Candidates**.
- 13) If any seat under General Category falls/remains vacant after the last date of admission, the candidate with rank immediate next to the last cut-off rank and so on will be selected for admission serially in descending order from the **General Waiting List**.
- 14) However, in case of Reserved Category, the same measure should be adopted, if any seat falls/remains vacant after the last date of admission;
- 15) In case of **Vocational Category**, rank immediate next to the last cut-off, and so on in descending order of the Merit List of Vocational Category will be selected from the Vocational Category Waiting List only.

INTAKE	GENERAL	SC	ST	OBC-A	OBC-B	PH	MANAGEMENT	VOCATIONAL
50	18	11	3	5	4	2	5	2
100	38	22	6	10	7	3	10	4
150	56	33	9	15	11	5	15	6

You are further requested to submit the Merit lists on **24th June, 2016** to this Board during the office hours along with a CD (soft copy in excel format) for verification and approval.

The session of 2016-18 starts from **1st July, 2016**. The process of admission must be completed within **15th July, 2016**.

Thanking you,

Sincerely yours,
R.C. Bagchi
(Dr. R.C. Bagchi)
Secretary

Note :

- De-reservation and conversion as per rules shall apply (where applicable).
- Format for preparation of Merit Lists, remains unchanged.