



Ramakrishna Mission Vidyapith

P.O. – Vivekananda Nagar, Dist. – Purulia, West Bengal - 723147

(A Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711202)

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PROSPECTUS

Ramakrishna Mission Vidyapith, Purulia (English Medium), a recognized Non-Government Aided Higher Secondary School, is going to hold a Selection Test for the appointment to the posts of Assistant Teacher and Non-teaching staff against the vacancies advertised herewith in conformity with the autonomy regulations issued for the Ramakrishna Mission Schools by the Government of West Bengal.

- 1. Eligibility:** Any Male citizen of India may apply for the posts advertised. No candidate can apply for more than one post of the same designation (i.e. Teachers, Clerk, Lab. Attendant / Peon).
- 2. Essential Qualification Required:**
 - i. For selection to the Post of Teachers:** Every candidate shall require to possess such relevant qualifications as mentioned in the West Bengal School Service Commission (selection of persons for Appointment to the Post of Teachers) Rules, 2007 and as subsequently amended.
 - ii. For the selection to Post of Non-Teaching staff:** Every candidate shall require to possess such relevant qualifications as mentioned in the West Bengal School Service Commission (selection of persons for Appointment to the Post of Non-Teaching staff) Rules, 2009 and as subsequently amended.
- 3. Age:**
 - For selection to the Post of Teachers:** Minimum 21 years as on 01.01.2021 (i.e., Not born after 01.01.2000) & maximum 40 years as on 01.01.2021 (i.e., not born before 01.01.1981).
Relaxation: Upper Age limit is relaxable by 5 years for SC/ST, 3 years for OBC (both A & B category), 8 years for Physically Handicapped candidates having disability of 40% and above.
 - For the selection to Post of Non-Teaching staff:** Minimum 18 years as on 01.01.2021 (i.e., Not born after 01.01.2003) & maximum 40 years as on 01.01.2021 (i.e., not born before 01.01.1981).
Relaxation: Upper Age limit is relaxable by 5 years for SC/ST, 3 years for OBC (both A & B category), 8 years for Physically Handicapped candidates having disability of 40% and above.
- 4. Method of Recruitment:** Recruitment shall be made on the basis of selection (direct recruitment) formalities.
- 5. List of Vacancy:**

Sl.	Post	Vacancy Code	Subject	Section	Category	Academic Qualification
1	Assistant Teacher	EM/G	Geography	Secondary (Classes IX-X)	Unreserved (P.H.-Blindness or low vision)	Pass Graduate with 300 marks in Geography with B.Ed. or Equivalent
2	Assistant Teacher	EM/E	English	Upper Primary	S.C.	Graduate with 300 marks in English with Degree or Diploma in Education
3	Clerk	EM/C1		Secondary (Classes IX-X)	S.C.	M.P. or Equivalent passed, knowledge in Computer
4	Clerk	EM/C2		Secondary (Classes IX-X)	Unreserved	M.P. or Equivalent passed, knowledge in Computer
5	Gr. D (Lab. Attendant)	EM/L1		Higher Secondary	Unreserved	Class VIII passed and knowledge in English
6	Gr. D (Lab. Attendant)	EM/L2		Higher Secondary	Unreserved (E.C.)	Class VIII passed and knowledge in English
7	Gr. D (Peon)	EM/P		Upper Primary	S.T.	Class VIII passed and knowledge in English

- 6. Salary Structure:** Salary will be fixed as per the latest ROPA.
- 7. Medium of Instruction in the Institution applied for:**
 - A candidate willing to be selected as an Assistant Teacher in Ramakrishna Mission Vidyapith (English Medium), must have English as first or second or third language at any of the Secondary or Higher Secondary or at any subsequent higher level of education.
 - A candidate willing to be selected as a non-teaching staff in Ramakrishna Mission Vidyapith (English Medium),

must have English as first or second or third language –

- i. at Secondary level of Board or its equivalent for the post of Clerk
- ii. at school level up to class VIII for the post of Lab. Attendant / Peon

8. Question Paper: There will be both objective and subjective questions. Questions will be set in English only. Answers are also to be given in English only. There will be no negative marking.

9. Syllabus: Syllabus for the written examination will contain two parts, namely:

a) **Part I:**

- i. **For the post of Teachers:** Containing questions related to the subject for which the candidate has applied. For detailed syllabus, visit our website: www.rkmvpurulia.in.
- ii. **For the post of Non-Teaching staff:** The detailed syllabus is available at www.rkmvpurulia.in.

b) **Part II:** Containing questions related to test the candidate's aptitude in value-based education and also on the ideals of Ramakrishna Math and Ramakrishna Mission. The detailed syllabus is available at www.rkmvpurulia.in.

10. Allotment of Marks:

A. For selection to the Post of Teachers:

- a) Total marks allotted to the Written Examination shall be fifty five (55) which will be divided into two parts as follows:
 - i. In Part I, marks will be 45.
 - ii. In Part II, marks will be 10.
- b) The marks allotted to academic including professional qualifications will be 35.
The Marks allotted shall be such as mentioned in G.O. No. 1105-SE/S/1S-26/2010 (Pt - III).
- c) The marks for the Personality Test shall be 10.
(Viva-voce: 5 marks and Classroom Demonstration: 5 marks)

B. For selection to the Post of Clerk:

- a) Total marks allotted to the Written Examination shall be sixty (60) which will be divided into two parts as follows:
 - i. In Part I, marks will be 45.
 - ii. In Part II, marks will be 15.
- b) The marks allotted to academic including professional qualifications will be 10.
The academic qualifications shall be evaluated in accordance with the Table 2 of Part D of G.O. No. 697-ES/S/IS-18/08.
- c) The marks for typing using computer [in both Bengali & English (with Abhro Software)] and computer proficiency: 20 marks.
- d) The marks for the Personality Test shall be 10.

C. For selection to the Post of Lab. Attendant and Peon :

- a) Total marks allotted to the Written Examination shall be forty five (40) which will be divided into two parts as follows:
 - i. In Part I, marks will be 25.
 - ii. In Part II, marks will be 15.
- b) The marks for the Personality Test shall be 10.

11. Application Procedure:

Application forms will be available at our website (www.rkmvpurulia.in) from 11 a.m. on 08 February 2021 to 4 p.m. on 27 February 2021. Candidates can download and print the Application Form, Acknowledgement Sheet and Admit Card on 75 GSM, Legal white paper (in separate pages) from the website.

Duly filled in Application Form, Acknowledgement Sheet & Admit Card can only be submitted **by hand only** from 10 February 2021 to 03 March 2021 (from 11:00 a.m. to 4:00 p.m.) excluding Sundays and holidays at our School Office.

Use BLACK PEN only to fill in the form. Before filling, please read this prospectus for proper post /vacancy codes (see paragraph-5). Overwriting and use of white ink are strictly prohibited. Applicants shall not use typed/ handwritten copy of the said form. Such forms may be rejected. Please don't attach acknowledgement sheet & admit card with the application form but while submitting keep separate inside the envelop along with the Application Form.

On the top of the envelope the following information should be written in bold letters – a) Name of the Post/ Subject/Section/Category/ Vacancy Code applied for and b) Name & full address.

• **The following documents (self-attested) are to be submitted along with the application form:**

- a) Photo-copy of the Admit Card of Madhyamik Examination or equivalent standard
- b) Photo-copies of all relevant mark sheets and certificates
- c) Photo copy of Voter Id Card and Aadhaar Card
- d) Photo-copy of Caste certificate issued by the competent authority, if applicable
- e) Two recent passport size colour photographs
- f) Letter of recognition of the B.Ed. or equivalent course in the relevant academic sessions by the Head of such

institution (for the Post of Teachers)

g) Photo-copy of the TET certificate, if applicable (for the Post of Teachers of Upper Primary Section)

Note: Admission to the test is purely provisional subject to verification of the candidate's eligibility at various stages.

12. Fees for Examination:

a) For the post of Assistant Teachers: Rs. 500.00 (Rs. Five Hundred only) for UR Category, Rs. 400.00 (Rs. Four hundred only) for SC/ST/OBC candidates and Rs. 300.00 (Rs. Three hundred only) for PH candidates (not refundable under any circumstances). At the time of submission of the Form this amount is to be deposited by cash or demand draft in favour of 'RAMAKRISHNA MISSION VIDYAPITH'.

b) For the post of Non-Teaching staff: Rs. 400.00 (Rs. Four Hundred only) for UR Category, Rs. 300.00 (Rs. Three hundred only) for SC/ST/OBC candidates and Rs. 200.00 (Rs. Two hundred only) for PH candidates (not refundable under any circumstances). At the time of submission of the Form this amount is to be deposited by cash or demand draft in favour of 'RAMAKRISHNA MISSION VIDYAPITH'.

13. Admit Card: Admit Cards for written examination for the posts of Assistant Teachers and Non-Teaching staff shall be issued by the Secretary, Ramakrishna Mission Vidyapith, Purulia. Admit Cards will be sent by 'Registered Post'/'Speed Post'. Specific schedule for the issue of Admit Card will be intimated through our website at the time of publishing the list of eligible candidates for written exam.

14. The schedule of Written Examination: The duration of the written examination will be 90 minutes (for the post Teachers and Clerk) and 60 minutes (for the post of Lab. Attendant and Peon). For the post of Clerk, after the written test there will be a test of **Typing** using computer [in both Bengali & English (with Abhro Software)] and computer proficiency which will be of 30 minutes duration. Date, time and venue for the written examination will be mentioned on the 'Admit Card'.

15. Method of selection:

Step I: After receiving the applications, a list of eligible candidates along with the schedule for date, time and venue for the written examination will be published on our website and in School Notice Board at least two weeks before the written examination.

Step II: **a) For the post of Teachers:** A shortlist of the candidates will be prepared based on the marks secured in the written examination, plus the marks awarded against his academic and professional qualifications, post-wise. These short listed candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post' or 'Speed Post' or 'E-mail'.

b) For the post of Clerk: A shortlist of the candidates will be prepared based on the marks secured in the written examination, plus the marks awarded against his academic and professional qualifications, and the marks for typing using computer [in both Bengali & English (with Abhro Software)] and computer proficiency, post-wise. These short listed candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post' or 'Speed Post' or 'E-mail'.

b) For the post of Lab. Attendant/Peon: A shortlist of the candidates will be prepared based on the marks secured in the written examination. These short listed candidates will be called for the Personality Test through a letter sent by 'Registered A/D Post' or 'Speed Post' or 'E-mail'.

Step III: **a) For the post of Teachers:** The Personality Test will be for 10 marks and includes test on ability of handling classroom situation and viva-voce. Appearance for the Personality Test is compulsory.

b) For the post of Clerk: The marks for the Personality Test shall be 10 marks. Appearance for the Personality Test is compulsory.

c) For the post of Lab. Attendant/Peon: The Personality Test will be for 10 marks. Appearance for the Personality Test is compulsory.

Step IV: A cumulative merit list based on marks obtained in the written examination, academic including professional qualification (if applicable) and the marks obtained in the Personality Test, post wise will be published along with the marks and rankings on the website and School Notice Board.

16. No Objection Certificate: The candidature of an in-service teacher or non-teaching staff of a school shall not be considered at the time of interview, if he fails to produce a No-Objection Certificate from the Secretary of the school.

17. Panel:

a) For the post of Assistant Teachers and Clerk: The final Panel shall be prepared on merit basis according to the total marks obtained by the candidates in the Written Test, Academic including Professional Qualifications and the marks obtained in the Personality Test, post-wise.

Note: In case, grand total marks obtained by two or more candidates becomes equal, the preference will be given to the candidate who scores more marks in written examination first, subsequently on academic qualifications further on the candidate who is having longer teaching experience.

b) For the post of Lab. Attendant/Peon: The final Panel shall be prepared on merit basis according to the total marks obtained by the candidates in the Written Test and the marks obtained in the Personality Test, post-wise.

Note: In case, grand total marks obtained by two or more candidates becomes equal, the preference will be given to the candidate who scores more marks in written examination first, subsequently on the candidate who is having longer working experience.

18. Appointment:

- a) The appointment process will be set as per the notification 175-SE/JS/13 dated 27.08.2013 clause 16.
- b) After receiving the approval of the final Panel from the School Management Committee and the D.I. (SE), the school authority shall issue the appointment letter to the 1st rank holder in the Panel, post-wise.

GENERAL INFORMATION :

A. Disqualification of the candidates :

1. Disqualification norms will be followed as mentioned in the West Bengal School Service Commission (selections of persons for Appointment to the Post of Teachers) Rules, 2007 and as subsequently amended / supersession and as subsequently amended and the West Bengal School Service Commission (selection of persons for Appointment to the Post of Non-Teaching staff) Rules, 2009 and as subsequently amended.
2. If any commission(s)/omission(s) on the part of any applicant is/are detected at any stage of the entire selection process, his candidature is liable to be rejected.
3. If a candidate leaves the fields blank for any one or more among Name, Address, Subject, Category, Signature, Academic Details, Photograph will lead to his cancellation of his candidature.
4. Incomplete Form or Form completed with incorrect information will lead to the cancellation of the candidature.
5. Admit Card shall not be issued for the following ineligibilities:
 - a) Signature of applicant in capital letters or signature of the applicant in the testimonials not tallying with the signature put in the application form.
 - b) Signature missing in any part of the application where it is required.
 - c) Under age or over age with respect to caste category.
 - d) Applied for Vacancy/Post not advertised.
 - e) Applicant not having proper educational qualification.
 - f) Date of birth missing or age proof certificate not submitted.
 - g) Candidate applied for more than one post of the same designation (i.e. Teachers, Clerk, Lab. Attendant/Peon).
 - h) Caste certificate not from competent authority, in case of posts reserved for SC/ST/OBC.
 - i) Caste certificate not submitted, in case of posts reserved for SC/ST/OBC.
 - j) Combination subject less than 300 marks.
 - k) Degree not recognized or approved by the UGC.
 - l) Subject studied neither at the Graduation Level nor at the Post Graduation Level for the post of H/PG vacancy.
 - m) Subject not studied at the Graduation Level with requisite marks, as applied for the pass vacancy.

B. Disqualification of In-Service Teachers in the same Category of Post:

In service teachers, without completion of 02 (two) years of continuous approved service as on the last date of the submission of application form for Assistant Teacher, as teacher in the institution he has last joined, cannot apply for the post of Assistant Teacher in the same category/post, vide rule 18 as per the notification dated 21/12/2011 of School Education Department, Government of West Bengal.

C. Other Information:

- a) Before submitting the Application Form, the candidate should satisfy himself that he fulfills all the eligibility criteria as laid down in the advertisement to avoid rejection of the Application Form.
- b) No mark sheet shall be issued to the candidates.
- c) Application fees shall not be refunded under any circumstance.
- d) On receipt of the Admit Card, the candidate should check it very carefully and bring discrepancy / discrepancies, if any, to the notice of the school authorities. The candidate must bring the Admit Card to the Examination Hall to secure Admission for the written examination.
- e) If a candidate writes his name or put any special marks at any place in the Examination Booklet, which may disclose in any way the identity of the candidate, he shall render himself liable to be disqualified.
- f) Candidate must abide by the instructions as may be specified on the cover page of the Examination Booklet or any other instructions as may be printed in the Admit Card or may be given by the officer-in-charge of the centre.
- g) No T.A./D.A. will be paid to the candidate for appearing at the Examination Centre.
- h) Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Examination Booklet) is not permitted.
- i) A candidate found **canvassing in any form and/or guilty of indiscipline** in the Examination Hall or using unfair means of any nature or noting down the question, except on Answer Sheet shall be liable to be disqualified from this Examination and future Tests also.