



# Ramakrishna Mission Vivekananda Vidyamandir, Malda

English Bazar, P.O. & Dist. – Malda, West Bengal - 732101

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

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## **PROSPECTUS**

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

The Selection Test is going to be held in terms of: -

1. The West Bengal School Service Commission (Amended) Act, 2012 as notified in the Kolkata Gazette dated 05.09.2012.
2. The West Bengal state Government Order No. 351-SSE/12/ES/P/10M-39/2012 dated 06.09.2012 and 840-SE(S)/SL/5S-113/12(PT) dated 20.9.2017.
3. The teaching or non-teaching staff will be appointed in strict observance of the West Bengal Rules, (Special Procedure of Selection of Persons for Appointment to the post of Teaching and Non-Teaching Staff of Certain Notified Schools), Memo No. 175-SE/JS/13 dated 27.08.2013.
4. Those who will join our School will in no way be entitled to apply for any transfer (vide Government Order No. 26-SE/S/10M-03/2022 dated 06.01.2022).

Eligibility & Essential Qualifications: -

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. Asst. Teachers, Clerk).
2. **Essential Qualification Required:**
  - a) **i. For selection to the Post of Assistant 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 Asst. Teachers) Rules, 2007 and as subsequently amended.  
**ii. For the selection to Post of Clerk:** 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.
  - b) Moreover, B.Ed. or an equivalent degree in Teachers' Training is mandatory for the posts of Assistant Teacher.
3. **Age:**
  - a) **For selection to the post of Assistant Teachers:** Minimum 21 years as on 01.01.2023 (i.e., not born after 01.01.2002) & maximum 40 years as on 01.01.2023 (i.e., not born before 01.01.1983).
  - b) **For the selection to post of Post of Clerk:** Minimum 18 years as on 01.01.2023 (i.e., not born after 01.01.2005) & maximum 40 years as on 01.01.2023 (i.e., not born before 01.01.1983).
  - **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:** The Assistant Teacher or Non-teaching staff will be appointed in strict observance of the West Bengal (Special Procedures of Selection of Persons for Appointment to the post of teaching and Non-teaching staff of Certain Notified Schools) Rules, 2013. They will not be eligible for any transfer facility (vide Government Order no. 26-SE/S/10M-03/2022 dated 06.01.2022).

## 5. List of Vacancy:

Sl.	Post	Vacancy Code No	Group	Subject	Section	Category	Academic Qualification
1.	Assistant Teacher	AT/ENG	Language	English	Secondary (Class IX-X)	SC	Graduate in English with B.Ed. or Equivalent
2.	Assistant Teacher	AT/PRSC	Science	Pure Science	Secondary (Class IX-X)	OBC-B	Graduate in Pure Science with B.Ed. or Equivalent
3.	Assistant Teacher	AT/LSC	Science	Life Science	Secondary (Class IX-X)	Un-reserved	Graduate in Bio Science with B.Ed. or Equivalent
4.	Clerk	NT/CLK	Non-teaching	-	H. S. Section	Un-reserved	M.P. or Equivalent passed, Knowledge in Computer

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 Vivekananda Vidyamandir (Bengali Medium), must have Bengali as first or second at any of the Secondary or Higher Secondary or at any subsequent higher level of education.
- A candidate willing to be selected as a **Clerk** in Ramakrishna Mission Vivekananda Vidyamandir (Bengali Medium), must have Bengali as first or second at school level up to Madhyamik.

8. **Question Paper:** There will be both objective and subjective questions. Questions will be set in Bengali only, except in English subject. Answers are also to be written in Bengali only, except in English subject. There will be no negative marking.

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

### a) Part I:

- For the post of Assistant Teachers:** Containing questions related to the subject for which the candidate has applied. For detailed syllabus, visit our website: [www.rkmvmmalda.org](http://www.rkmvmmalda.org)
- For the post of Clerk :** The detailed syllabus is available at [www.rkmvmmalda.org](http://www.rkmvmmalda.org).

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.rkmvmmalda.org](http://www.rkmvmmalda.org).

## 10. Allotment of Marks:

### A. For selection to the Post of Assistant Teachers:

- Total marks allotted in the Written Examination shall be fifty-five (55) which will be divided into two parts as follows:
  - In Part I, marks will be 45.
  - In Part II, marks will be 10.
- 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).
- 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:

- Total marks allotted to the Written Examination shall be sixty (60) which will be divided into two parts as follows:
  - In Part I, marks will be 45
  - In Part II, marks will be 15.
- The marks allotted to academic including g professional qualifications will be 10. The academic qualification shall be such as mentioned in the G.O. No. 697-ES/S/IS-18/08 dated 09 July, 2009.
- The marks for the Computer Test [typing using computer in both Bengali & English (with Abhro Software) and computer proficiency]: 20 marks.
- The marks for the Personality Test shall be 10.

## 11. Application Procedure:

Application forms will be available only on our website [www.rkmvmmalda.org](http://www.rkmvmmalda.org) from 11:30 a.m. on 05/04/2023 to 4:00 p.m. on 20/04/2023. **Candidates can download and print the Application Form, Acknowledgement Sheet and Admit Card on 75 GSM, A4 white paper (in separate pages) from the website.**

Duly filled in Application Form, Acknowledgement Sheet & Admit Card can be submitted **by hand only** from 05/04/2023 to 20/04/2023 (from 02:00 p.m. to 4:00 p.m.), excluding Sundays and holidays at our School Office.

Use BLACK PEN only to fill in the application form. Before filling, please read this prospectus properly. 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 keep separate inside an envelope along with the Application Form while submitting.

*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 Assistant Teachers)

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

## 12. Fees for Examination:

Rs. 500/- (Rs. Five Hundred only) for unreserved candidates, Rs. 400/- (Rs. Four hundred only) for the reserved category candidates and Rs. 300/- (Rs. Three hundred only) for the PH category 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 VIVEKANANDA VIDYAMANDIR, MALDA'.

**13. Admit Card:** Admit Cards for written examination shall be issued by the Secretary, Ramakrishna Mission Ashrama, Malda. 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 publication of the list of eligible candidates for written examination.

**14. The schedule of Written Examination:** For the post of Asstt. Teacher and Clerk the duration of the written examination will be 90 minutes. For the post of Clerk, the computer test 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 Assistant 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. 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 qualification. These short listed candidates will be called for a computer test [typing using computer in both Bengali (Abhro Software) & English and computer proficiency], post- wise. After that, based on the marks secured in the written examination, plus the marks awarded against his academic qualification and the marks obtained in the computer test a short list will be prepared and they 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 Assistant Teachers:** The Personality Test will be of 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 Personality Test and Computer Test (typing & proficiency) will be of 30 marks. Appearance for the Test is compulsory.

Step IV: A cumulative merit list based on marks obtained in the written examination, academic including professional qualification (if applicable), the marks secured in the computer test (for the post of clerk) 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:** 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 Clerk:** 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 and Computer 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 1<sup>st</sup> 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, Group-D (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 teachers advertised herewith.

**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 fulfils all the eligibility criteria as laid down in the prospectus/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.

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