



Phone: 2477-2700-2726, 2727

Ramakrishna Mission Vidyalaya

(A Residential School for boys with H. S. Section)

Narendrapur, Kolkata-700103

Website: www.rkmvnarendrapur.org

E-mail: recruitmentrkmvnarendrapur@gmail.com

Date: 24/07/2023

Revised Notice Recruitment of an Accountant (Contractual)

Applications from Indian citizens only are invited for appointment of a Male Accountant at Ramakrishna Mission Vidyalaya, Narendrapur.

Designation	No. of Vacancy	Minimum Qualification	Essential Skills	Age Limit
Accountant	01 (One)	B.Com. from any recognized University	Knowledge in handling accounts, Computer Operation, Internet, Typing & E-Communication, Tally with G.S.T. & other Tax related matters	45 years as on 01/01/2023

Method of Appointment: Final recruitment shall be made on the basis of **Interview**. If required, a written test to judge the knowledge Basic English and Mathematics may be conducted for shortlisting the candidates and it will be intimated through school website (www.rkmvnarendrapur.org).

Salary: Pay Scale Rs. 13,500 -23,000/- per month. Gross Pay Rs. 17,550/- and other benefits as per the norms of the Ashrama.

The Application Forms can be downloaded from our Website: www.rkmvnarendrapur.org from **Friday, 14th July, 2023** to **Sunday, 30th July, 2023 (4:00 p.m.)**.

Filled-in Application Form is to be submitted **by hand only** to our Vidyalaya Office between **Monday, 17th July, 2023** and **Monday, 31st July, 2023** except Sundays and Holidays.

Working hours: Monday to Friday – 11:00 a.m. to 4:30 p.m.
Saturday – 11:00 a.m. To 1:00 p.m.

Application Fees: Rs. 200/- (Rupees Two Hundred) only (not refundable under any circumstances). This amount is to be deposited in Cash only.

The following documents (self-attested) are to be submitted with the filled-in application form.

- Photo-copy of the Admit Card of Madhyamik Examination/equivalent
- Photo-copies of all relevant educational qualification
- Photo-copies of Aadhaar Card
- Two recent passport size photographs
- Experience Certificate (if any)

(Swami Ishteshananda)
Headmaster

(Swami Shastrajananda)
Secretary