



Ramakrishna Mission Vidyalaya, Narendrapur (English Medium)

(An Unit of Ramakrishna Mission Ashrama, Narendrapur which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711202)

P.O. & P.S. – Narendrapur, S.D. – Baruipur, South 24 Parganas, Kolkata – 700103

Phone: (033) 2427-2700/2726 Web: www.rkmvnarendrapur.org

PROSPECTUS

(For Assistant Teachers)

1. Ramakrishna Mission Vidyalaya, Narendrapur (Bengali Medium) [A Unit of Ramakrishna Mission Ashrama, Narendrapur which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711202], P.O.- Narendrapur, Kolkata – 700103, Phone No. (033) 2427-2700/2726, [Email-recruitment.rkmvnarendrapur@gmail.com](mailto:recruitment.rkmvnarendrapur@gmail.com), Web-Site: www.rkmvnarendrapur.org and a **recognized Non- Government Aided School** is going to hold a Selection Test for the appointment to the posts of **Assistant Teachers (MALE)** in terms of (i) The West Bengal School Service Commission (Amended) Act, 2012 as notified in the Kolkata Gazette dated 05.09.2012, (ii) The West Bengal State Government Order no:351-SSE/12/ES/P/10M-39/2012 and (iii) The 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 Teachers and Non-teaching Staff of Certain Notified Schools) Rules, 2013 dated 27.08.2013 and 1104-SE/S/IS-26/2010 (Pt. III) dated 20-09-2016 and 1105-SE/S/IS-26/2010 (Pt. III) dated 20-09-2016 (iv) Those who will join our Vidyalaya 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).

2. Eligibility & Essential Qualifications Required:

Any Male citizen of India may apply only for a single post of Asstt. Teacher. 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 Asstt. Teachers) Rules, 2007 and as subsequently amended.

a) Candidates applying for the post of Asst. Teacher of Work Education & Physical Education Group for Upper Primary are not required to submit TET Passed Certificate.

b) B.Ed. or an equivalent degree in Teacher's Training is mandatory for all posts.

3. Age:

Minimum **20 years** as on 01.01.2022 (i.e., not born after 01.1.2002). Maximum **40 years** as on 01.01.2022 (i.e. not born before 01.1.1982) for General Category

Relaxation: Upper Age limit is relaxable by 5 years for SC/ST, 08 years for Physically Handicapped.

4. Method of Recruitment:

The Recruitment shall be made on the basis of selection (direct recruitment) formalities.

5. List of Vacancies:

Sl.	Vacancy Code	Name of the Post	Group	Category
1	EM/1	Assistant Teacher of English for Class IX-X	Language	General
2	EM/2	Assistant Teacher of Life Science for Class IX-X	Science & Math	OBC-A
3	EM/3	Assistant Teacher of Physical Science for Class IX-X	Science & Math	General
4	EM/4	Assistant Teacher of Work Education for Upper Primary	Work & Physical Education	SC
5	EM/5	Assistant Teacher of Life Science for Class IX-X	Science & Math	General

6. Salary Structure as per State Govt. rules:

The Asstt. Teacher appointed against these vacancies will be entitled to enjoy all the facilities due to teaching staff of a Non-Government Aided School (W.B).

7. Medium of Instruction in the Institution applied for:

A candidate willing to be selected as an Asst. Teacher in the Vidyalaya, Narendrapur must have Bengali as first or second or third language at any of the Secondary or Higher Secondary.

8. Question Paper:

The medium of question paper will be English only. However, candidates are allowed to give their answers in English only. There will be both objective and subjective questions. There will be no negative marking.

9. Admit Card:

The Admit Cards for written examination for the post of Asst. Teacher shall be issued by the Secretary, Ramakrishna Mission Vidyalaya, Narendrapur. The Admit Card will be sent to the candidates by post. In case of not receiving the Admit Card **by 18.05.2022** the candidate may contact the Vidyalaya Office.

10. Fees for Examination:

Rs. 500/- (Rupees Five Hundred) only for **Unreserved Category** & **Rs. 400/-** (Rupees Four Hundred) only for **Reserved Category** and **Rs. 300/-** (Rupees Three Hundred) only for **PH Category** (not refundable under any circumstances). This amount of money is to be deposited in Cash or through Card only.

11. Syllabus:

Syllabus for the written examinations which will contain two parts, namely -

- a) **Part-I:** Containing questions related to the subject for which candidates have applied. For detailed syllabus, visit Website: www.rkmvnarendrapur.org
- b) **Part-II:** Containing questions related to the candidate's aptitude in imparting value-based education and also on the ideals of the Ramakrishna Mission.

12. Revised Marks Distribution

- a) Written Examination-
Part I : 45 Marks
Part II: 10 Marks
- b) Academic including Professional qualifications: 35 Marks
- c) Personality Test :- 10 Marks (Viva-voce: - 5marks
Classroom Demonstration: - 5 marks)
TOTAL: 100 Marks.

13. The schedule of Written Test:

The Written Test shall be held on a single day for all the eligible candidates and will be for 90 minutes.

Date of Written Examination: 20th May (Friday), 2022, from 2:00 p.m.

Application Procedure:

Application forms are available **Online** only. Candidates can download the **Application Form** from our Website- www.rkmvnarendrapur.org from **Monday, 18th April, 2022 (10:30 a.m.) to Saturday, 30th April, 2022 (4:00 p.m.)**. Filled-in Application Form with requisite fees are to be submitted **by Hand only** to our Vidyalaya Office from **Monday, 18th April, 2022 to Monday, 2nd May, 2022** excluding Sundays and Holidays.

Vidyalaya office hours:- 10.30 a.m. to 4.30 p.m. (Monday to Friday) & 10.30 a.m. to 1.00 p.m. (Saturday).

Before filling in application, please read this prospectus for proper post/vacancy (**See Sl. No. 4**). Over-writing and use of white ink are strictly prohibited. Applicants shall not use typed/handwritten copy of the said form. Such forms will be rejected.

How to apply: Application forms are available on our website only. Candidates should download the application form on 75GSM, A4 white paper (in separate pages) from our website (www.rkmvnarendrapur.org) from 18.04.2022 to 30.04.2022. For filling in the forms use **BLACK PEN only**.

The following documents 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 educational qualifications, mark sheets and certificates.
- c) Photo identity proof.
- d) Caste certificate issued by the competent authority, if applicable.
- e) Proof of passing TET, wherever applicable.
- f) Letter of recognition of the B.Ed. course in the relevant academic sessions by the Head of such institution.
- g) Two recent passport size photographs.

14. Method of Selection:

Step I: After receiving the applications, a list of eligible and rejected candidates will be given on our website and in School Notice Board before the written examination.

Step II: 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, category wise. These shortlisted candidates will be called for the Personality Test through a letter sent by 'Speed Post'.

Step III: The Personality Test will be for **10 marks** and includes test on ability of controlling classroom situation and viva-voce.

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

15. Any applicant who is serving any Govt. post and wants to apply for the post of Asst. Teacher for our school must submit the **No Objection Certificate (NOC) issued** by concerned authority. However the candidates who are serving in school should produce **No Objection Certificate (NOC) from** the Secretary of the School.

16. Panel:

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 and category-wise.

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

17. Appointment:

- a) The appointment process will be 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 DI (SE), the school authority shall issue the appointment letter to the 1st rank holder in the Panel, Post-wise, Category-wise.

General Information:-

A) Disqualification of the candidates:-

i) No person shall be eligible for selection for appointment to the post of assistant teacher unless he is a citizen of India.

ii) If any commission(s)/omission(s) on the part of any applicant is/are detected at any stage of the entire selection process, the candidate is liable to be rejected.

iii) If a candidate leaves the fields blank for any one or more among Subject, Category, Signature, Academic Details, Photograph will lead to his cancellation of the candidature.

iv) 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 is missing in any part of the application where it is required.
- c) Under age or over age with respect to caste category.
- d) Vacancy/Post not advertised.
- e) Applicant does not have proper educational qualification.
- f) Date of birth missing or age proof certificate not submitted.
- g) Candidate applied for more than one post or duplicate candidate.
- h) Caste Certificate of other state, caste certificate not from competent authority.
- i) Caste Certificate not submitted, if applied for particular caste category.
- j) Each Combination subject having less than 300 marks.
- k) Degree not recognized or approved by the UGC.
- l) B.Ed. degree from an institution not recognized by NCTE / RCI.
- m) Subject not studied at the Graduation Level with requisite marks, as applied for 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:

- i) Before submitting the Application Form, the candidate should satisfy himself that he fulfils all the eligibility criteria as laid down in the advertisement to avoid rejection of the Application Form.
- ii) No mark sheet shall be issued to the candidates.
- iii) Requisite fees shall not be refunded under any circumstances.
- iv) 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.
- v) 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.
- vi) 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.
- vii) No T.A/DA will be paid to the candidate for appearing at the Examination Centre.
- viii) Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Examination Booklet) is strictly prohibited.
- ix) 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.