



Ramakrishna Mission Vidyalaya, Narendrapur (English Medium)

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

P.O. – Narendrapur, P.S. – Narendrapur, S.D. – Baruipur, Dist. – South 24 Parganas,

Kolkata – 700103 Phone: (033) 2427-2726 Web: www.rkmvnarendrapur.org

Date: 01/10/2023

PROSPECTUS **(For Assistant Teacher)**

Ramakrishna Mission Vidyalaya, Narendrapur (English 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) 2427-2726, Email: recruitment@rkmvnarendrapur@gmail.com, Website: www.rkmvnarendrapur.org and a **recognized Non- Government Aided School** is going to hold a Selection Test for the appointment to the post of **Assistant Teacher (MALE)** against the vacancy advertised herewith in conformity with the following:

(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 dated 06.9.2012 and 840-SE(S)/SL/5S-113/12(PT) dated 20.9.2017

(iii) The teaching or non-teaching staff will be appointed in strict observance of the West Bengal Rules (Special Procedures of Selection of Persons for Appointment to the post of Teaching and Nonteaching Staff of Certain Notified Schools), Memo No. 175-SE/JS/13 dated 27.08.2013 and 1105- SE/S/1S-26/2010 (Pt. III) dated 20-09-2016.

(iv) 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).

1. Eligibility & Essential Qualifications Required:

Any Male citizen of India may apply only for a single post of Assistant Teacher. Every candidate shall require such relevant qualifications as mentioned in the West Bengal School Service Commission Rules (selection of persons for Appointment to the Post of Assistant Teachers) 2007 and as subsequently amended.

B.Ed. or an equivalent degree in Teacher's Training is mandatory for the post.

2. Age:

Minimum **21 years** as on 01.01.2023 (i.e., not born after 01.1.2002). Maximum **40 years** as on 01.01.2023 (i.e. not born before 01.1.1983) for General Category

Relaxation: Upper Age limit is relaxable by 5 years for SC/ST, 08 years for differently abled

3. Method of Recruitment:

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

4. List of Vacancy:

Sl. No.	Vacancy Code No.	Name of the Post	Group	Academic Qualification	Reservation Category
1.	EM/A	Assistant Teacher of English for Normal Section (Class IX-X)	Language	B.A., B.Ed. (English)	SC

5. Salary Structure as per State Govt. rules:

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

6. Medium of Instruction in the Institution applied for:

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

7. Question Paper:

Question paper will be in English only. There will be both objective and subjective questions. There will be no negative marking.

8. Application Procedure:

a) The Application procedure is totally **Online**. The candidates can fill in the Application Form **ONLINE** (Website- www.rkmvnarendrapur.org) from **4:00 p.m. on Sunday, 1st October, 2023** to **4:00 p.m. on Sunday, 15th October, 2023**.

Before filling up the application form, please read this prospectus for proper post /vacancy (see Sl. No. 4).

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

b) Issue of Admit Card:

The list of Eligible candidates will be uploaded to our Website on **Wednesday, 18th October, 2023** after **4:00 p.m.**

Eligible candidates can download the Admit Card from our Website - www.rkmvnarendrapur.org from **4:00 p.m. on Friday, 27th October, 2023** to **4:00 p.m. on Thursday, 9th November, 2023**.

9. Fees for Examination:

10. Rs. 500/- (Rupees Five hundred) only for General Candidates & **Rs. 400/- (Rupees Four hundred)** only for other than General Candidates (not refundable under any circumstances) to be paid online during submission of the online form.

11. Syllabus:

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

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

- c) Candidates may consult the following books for the questions of Part-II section:
- A Short life of Sri Ramakrishna (Published by Advaita Ashrama)
 - Sri Sarada Devi: The Holy Mother- Swami Tapasyananda (Published by Sri Ramakrishna Math Mylapore, Madras)
 - A Short Life of Swami Vivekananda- (Published by Advaita Ashrama)
 - My Idea of Education – Swami Vivekananda (Published by Advaita Ashrama)
 - Great Sayings (published by RKMIC, Golpark)
 - My India: The India Eternal – Swami Vivekananda (published by RKMIC, Golpark)
 - Swami Vivekananda: The Friend of All (published by RKMIC, Golpark)

12. Allotment of Marks (Total 100 Marks):

- a) Written Examination : 55 Marks (**Part I** : 45 Marks and **Part II**: 10 Marks)
- b) Academic including Professional qualifications: 35 Marks
- c) Personality Test :- 10 Marks (Viva-voce: 5 Marks; Classroom Demonstration: 5 Marks)
- d) **Question Pattern:**

The question pattern for Part-I and Part-II shall be as follows:

- Part-I (45 marks)

For humanities/non-science subject: 10 x 1 (MCQ) + 9 x 1 (SAQ) + 10 x 2 (descriptive) + 2 x 3 (Elaborative)

- Part-II (10 marks):- 6 x 1 (SAQ) + 2 x 2 (descriptive)

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: To be mentioned in the Admit Card

The following documents to be uploaded during the submission of application form [in jpg/jpeg/png/pdf format]

- a) Admit Card of Madhyamik Examination or equivalent standard for age proof
- b) All relevant educational qualifications, mark sheets and certificates
- c) Identity proof [Aadhaar Card only]
- d) Caste Certificate issued by the competent authority, if applicable
- e) Passport size coloured photograph
- f) Signature

Note:

IMAGE OR PDF FORMAT (Less than 500kb): All documents except photograph & signature

IMAGE ONLY: 1) Photograph (Length 4.5 cm, Width 3.5 cm) (10 to 50kb), **2)** Signature (Length 3.5 cm, Width 1.5 cm) (10 to 30kb)

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.

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 Assistant 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 Government 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.

18. 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) Signature of applicant in capital letters
- iv) Under age or over age with respect to caste category
- v) Applicant does not have proper educational qualification
- vi) Date of birth missing or age proof certificate not submitted
- vii) Candidate applied for more than one post or duplicate candidate
- viii) Caste Certificate of other state, caste certificate not from competent authority
- ix) Caste Certificate not submitted, if applied for particular caste category
- x) Each Combination subject having less than 300 marks
- xi) Degree not recognized or approved by the UGC
- xii) Subject studied neither at the Graduation Level nor at Post Graduation Level for the vacancy
- xiii) B.Ed. degree from an institution not recognized by NCTE/RCI
- xiv) 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)** Application Money shall not be refunded under any circumstances.
- iv)** After downloading 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 or any other electronic gadgets (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.