



Ramharipur Ramakrishna Mission High School

P.O. – Ramharipur, Dist. – Bankura, West Bengal – 722 203

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

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PROSPECTUS

Ramharipur Ramakrishna Mission High School (Bengali Medium), a recognized Non-Government Aided Secondary School, is going to hold a Selection Test for the appointment to the posts of Assistant Teacher 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 .

2. **Essential Qualification Required:**

- 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.
- B.Ed. or an equivalent degree in Teachers' Training is mandatory for the posts of Assistant Teacher.

3. **Age:**

For selection to the Post of Teachers: Minimum 21 years as on 01.01.2022 (i.e. Not born after 01.01.2001) & maximum 40 years as on 01.01.2022 (i.e., not born before 01.01.1982).

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	Minimum Academic Qualification
1	Assistant Teacher	SM/LS	Life Science(Grad)	Secondary (Classes IX-X)	Unreserved	B.Sc. (Bio-Science)Pass with B.Ed. or Equivalent
2	Assistant Teacher	SM/PS1	Physical Science(Grad)	Secondary (Classes IX-X)	Unreserved	B.Sc. (Pure Science)Pass with B.Ed. or Equivalent
3	Assistant Teacher	SS/HS1	History (Grad)	Secondary (Classes IX-X)	S.C.	Graduate with at least 300 marks in History at the degree level and B.Ed. or Equivalent
4	Assistant Teacher	SS/HS2	History (Grad)	Secondary (Classes IX-X)	Unreserved	Graduate with at least 300 marks in History at the degree level and B.Ed. or Equivalent
5	Assistant Teacher	SM/PS2	Physical Science(Grad)	Secondary (Classes IX-X)	O.B.C.-A	B.Sc. (Pure Science) with B.Ed. or Equivalent
6	Assistant Teacher	L/BE	Bengali (Grad)	Secondary (Classes IX-X)	Unreserved	Graduate with at least 300 marks in Bengali at the degree level and B.Ed. or Equivalent

6. Salary Structure: As per State Government Rules according to ROPA-2019.

The Assistant Teacher appointed against these vacancies will be entitled to enjoy all the facilities for the teaching staff of a Non-Government Aided School.

7. Medium of Instruction in the Institution applied for:

A candidate willing to be selected as an Assistant Teacher in Ramharipur Ramakrishna Mission High School (Bengali Medium), must have Bengali as first or second or third language at any of the Secondary or Higher Secondary or at any subsequent higher level of education.

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

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

a) Part I:

Containing questions related to the subject for which the candidate has applied. For detailed syllabus, visit our website: www.rkmissionramharipur.in. **Full marks: 45.**

b) Part II: Containing questions related to test the candidate's aptitude imparting value-based education and also on the ideals of Ramakrishna Math and Ramakrishna Mission. The detailed syllabus is available at www.rkmissionramharipur.in. **Full marks: 10.**

10. Allotment of Marks:

- a) Total marks allotted to 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.
- b) The marks allotted to academic including professional qualifications shall be line with the West Bengal School Service Commission (selection of persons for Appointment to the Post of Teachers) Rules, 2007 and as subsequently amended/supersession.
- c) The marks for the Personality Test shall be 10.
(Viva-voce: 5 marks and Classroom Demonstration: 5 marks)

Sl	Exam Type/ Item	IX-X
a. Written Examination		
	Part I	45 Marks
	Part II	10 Marks
b. Academic including Professional qualifications		35 Marks
c. Personality Test:		
	Viva-voce	05 Marks
	Classroom Demonstration	05 Marks
TOTAL-		100 Marks

11. Application Procedure:

Application forms will be available at our website (www.rkmissionramharipur.in) from 10:30 a.m. on 27 July 2022 to 4:00 p.m. on 04 August, 2022. 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 27 July 2022 to 05 August 2022 (from 11:00 a.m. to 3:00 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)

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

12. Fees for Examination:

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.

Admit Card: The Photo-Admit Cards for written examination will be issued by the Secretary of the School to the eligible candidates after the publication of the list of eligible and ineligible candidates. The Photo Admit card will contain the date, time and venue of the written examination and the admit cards will be sent to the candidates' mailing/ postal address through 'Registered Post'/'Speed Post' and also through E-mail, if available, at least before two weeks of written examination.

13. The schedule of Written Examination: The duration of the written examination will be 90 minutes .

14. Method of selection:

- Step I: After receiving the applications, a list of eligible candidates will be published on our Website and School Notice Board at least two weeks before the written examination. Immediately after the publication of the list of eligible candidates Admit Cards will be sent to the candidate's mailing address by post and e-mail.
- 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. These short listed candidates will be called for the Personality Test through a letter sent by 'RegisteredPost' or 'Speed Post' or 'E-mail'.
- Step III: 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.
- 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, post wise will be published along with the marks and rankings on the website and School Notice Board.

15. 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.

16. Panel:

a) 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.

17. 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.
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 .
 - 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) Less than 02 years of continuous service in same category/post.
 - k) Combination subject less than 300 marks.
 - l) Degree not recognized or approved by the UGC.
 - m) Subject studied neither at the Graduation Level nor at the Post Graduation Level.
 - n) 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) Answer sheets will be preserved for six months after publication of the panel and the Waiting List.
- d) Application fees shall not be refunded under any circumstance.
- e) 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 along with Voter card, Aadhaar Card to the Examination Hall to secure Admission for the written examination.
- f) 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.
- g) 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.
- h) No T.A./D.A. will be paid to the candidate for appearing at the Examination Centre.
- i) Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Examination Booklet) is not permitted.
- j) 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.

N.B: Remember, after being appointed as a teacher, one will not be able to avail the chance of General Transfer, Transfer on special ground and Mutual Transfer vide Govt. Order No- 26-SE/S/10M-03/2022 dated 06.01.2022.