



# Ramakrishna Mission Vidyapith, Purulia

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

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## **PROSPECTUS**

Ramakrishna Mission Vidyapith, Purulia (**English Medium**), a recognized Non-Government Aided Higher Secondary School, is going to hold a **Selection Test** for the appointment to the post of **Assistant Teacher** against the vacancy 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 only for a single post of Assistant Teacher.
- 2. Essential Qualification Required:**
  - a) 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 amended from time to time [vide G.O. No. 1105-SE/S/1S-26/2010 (Pt - III) for Secondary Section and G.O. No. 1106-SE/S/1S-26/2010 (Pt - III) for Higher Secondary Section].
  - b) **TET** is not mandatory for the posts mentioned herewith.
  - c) However, B.Ed. or an equivalent degree in Teachers' Training is mandatory for all the posts.
- 3. Age:** Minimum 20 years as on 01.01.2019 (i.e., Not born after 01.01.1999). Maximum 40 years as on 01.01.2019 (i.e., Not born before 01.01.1979)  
**Relaxation:** Upper Age limit is relaxable by 5 years for SC/ST and 3 years for OBC.

- 4. Method of Recruitment:** Recruitment shall be made on the basis of selection (direct recruitment).

### **5. List of Vacancies:**

Sl.	Vacancy Code	Post applied for	Group / Subject	Academic Qualification	Category
1	EM/A	Normal Section (Secondary)	Work Education	Pass Graduate with Diploma in Work Education	S.C.
2	EM/B	Normal Section (Secondary)	History	Pass Graduate with 300 marks in History	S.C.
3	EM/C	Normal Section (Secondary)	Geography	Pass Graduate with 300 marks in Geography	U.R. (P.H. - Blindness or Low vision)

- 6. Salary Structure as per Govt. Rules:** Salary be fixed as per the latest ROPA.  
**Note:** The Assistant Teacher appointed against these vacancies will be entitled to enjoy all the facilities due to 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 Ramakrishna Mission Vidyapith (English Medium), must have English 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. Selection Test for all the posts will be held in English only. There will be no negative marking.
- 9. Syllabus:** Syllabus for the written examination will contain two parts, namely –
  - a) **Part 1:** Containing questions related to the subject for which applied. Detailed syllabus is in the line of the West Bengal School Service Commission Examination mentioned in the West Bengal School Service

Commission (Selection of persons for appointment to the post of teachers) Rules, 2007, from time to time (as subsequently amended).

- b) **Part II:** Containing questions related to test the candidate's aptitude in imparting value-based education and also on the ideals of the Ramakrishna Mission.

#### 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 mentioned below:
- In Part I, marks will be 45.
  - In Part II, marks will be 10.
- b) The marks allotted to academic including professional qualifications will be 35. Marks will be awarded following Table – I, as the case may be, in the West Bengal School Service Commission (selection of persons for Appointment to the Post of Teachers) Rules, 2007, as subsequently amended (vide G.O. No. 1105-SE/S/1S-26/2010 (Pt - III) for Secondary Section and G.O. No. 1106-SE/S/1S-26/2010 (Pt - III) for Higher Secondary Section).
- c) The marks for the Personality Test shall be 10.  
(Viva-voce: 5 marks and Classroom Demonstration: 5 marks)

#### **To Summarize:**

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

#### 11. Application Procedure:

Application forms are available from our school office and our website ([www.rkmvpurulia.in](http://www.rkmvpurulia.in)) from 11 a.m. on 26 May 2019 to 4 p.m. on 25 June 2019. 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.

Filled in Application Form, Acknowledgement Sheet & Admit Card can only be submitted by hand or by post from 20 June 2019 to 30 June 2019 (from 11:00 a.m. to 4:00 p.m.) at our School Office.

Use BLACK PEN only. 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 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 Subject/category/vacancy code applied for and b) Name & full address.

#### **The following documents to be submitted along with the application form (all documents must be self attested):**

- Photo-copy of the Admit Card/Certificate of Madhyamik Examination or equivalent standard.*
- Photo-copies of all relevant educational qualifications, mark sheets and certificates.*
- Photo copy of Voter Id Card and Aadhaar Card*
- Photo-copy of Caste certificate issued by the competent authority.*
- Letter of recognition of the B.Ed. course in the relevant academic sessions by the Head of such institution.*
- Two recent passport size colour photographs.*

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

- 12. Fees for Examination:** Rs. 500.00 (Rs. Five Hundred only) for all 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 Vidyapith'.

**13. Admit Card:** Admit Cards for written examination for the posts of Assistant Teachers shall be issued by the Secretary, Ramakrishna Mission Vidyapith, Purulia. Admit Cards will be sent by 'Registered Post'. Specific schedule for the issue of Admit Card will be intimated through our website at the time of publishing the list of eligible candidates for written exam.

**14. The schedule of Written Examination:**

The written examination shall be held on a single day for all the eligible candidates and will be for 90 minutes. Particular 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 will be published on our website and in School Notice Board at least 02 weeks before the written examination along with the schedule for date, time and venue for the issue of Admit Card.

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 'Registered A/D Post', '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 will be published along with the marks and rankings; post wise on the website and School Notice Board.

**16. No Objection Certificate:** The candidature of an in-service teacher 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:** 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.

**18. 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 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.
2. 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.
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 the 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 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 has applied for more than one post or duplicate candidate.

- h) Caste certificate not from competent authority.
- i) Caste certificate not submitted.
- 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 Post Graduation Level for the post of H/PG vacancy.
- m) Subject not studied at the Graduation Level with requisite marks, as applied for pass vacancy.

**B. 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. Application Money 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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