



Kamarpukur Ramakrishna Mission Multipurpose School

(A Unit of Ramakrishna Mission, Kamarpukur which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711202)

PO – Kamarpukur, PS – Goghat, SD – Arambagh, Hooghly-712612

Phone: (03211) 244-254 E-mail: rkmkmps@gmail.com Web: www.rkmkmpskamarpukur.org

PROSPECTUS

Kamarpukur Ramakrishna Mission Multipurpose School, (Bengali Medium), a Unit of Ramakrishna Mission, Kamarpukur and a recognized Non-Government Aided Secondary School is going to hold a **Selection Test** for the appointment to the post 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 only for a single post of Assistant Teacher.
- 2. Essential Qualification Required:** Every candidate shall require possessing such relevant qualifications 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.
 - a) Candidates applying for the posts of Assistant Teachers under Upper Primary category will submit the proof of passing the TET conducted by the West Bengal Central School Service Commission.
 - b) For the post of Assistant Teacher in Grad or (IX – X) vacancy, passing in TET is not mandatory.
 - c) 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 01.01.2002). 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 and 3 years for OBC.

- 4. Method of Recruitment:** The Recruitment shall be made on the basis of selection through direct recruitment process.

5. List of Vacancies:

Sl.	Vacancy Code	Group / Subject	Name of post	No. of Vacancy	Minimum Academic Qualification	Category
1	BM/B	Language Bengali	IX- X	1	B.A (Pass) Bengali with B.Ed	UR
2	BM/L	Science & Math Bio-Science	Upper Primary	1	B. Sc (Bio- Science) Pass with B.Ed and TET passed certificate	OBC-A
3	BM/H	Social Science History	Upper primary	1	B.A (Pass) History with B.Ed and TET passed certificate	UR

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 the Kamarpukur Ramakrishna Mission Multipurpose 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 for the post of a Bengali teacher. However the candidate of Bio-Science and History may answer either in Bengali or English.
- 9. Syllabus:** Syllabus for the written examination which will contain two parts, namely~

- a) **Part 1:** Containing questions related to the subject for which applied. For detailed syllabus, visit www.rkmkmpskamarpukur.org, under link ‘vacancy’. **Full Marks: 45**
- 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. **Full Marks: 10.**

10. Allotment of Marks

- a) The 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 for academic including professional qualifications shall be in 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)

To Summarize:

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

11. Application Procedure:

Application forms are available both from school office during school hours in all working days and by **Online** from school website. **Candidates can download and print the Application Form, Acknowledgement Sheet and Admit Card** on 75GSM, Legal white paper (in separate pages) from our website (www.rkmkmpskamarpukur.org under link ‘vacancy’) from 17th May,2022 to 27th May,2022. Filled in **Application Form, Acknowledgement Sheet & Admit Card can only be submitted by hand from 18th May, 2022 to 28th May,2022 (from 11.00 am. to 1.00 pm.)** excluding Sunday at our School Office. Before submission, all documents must be placed inside envelop. 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.

Use BLACK PEN only. Before filling, please read this prospectus for proper post /vacancy codes (see paragraph 5). Please don’t attach the third and fourth pages (acknowledgement sheet & admit card) with the application. Keep it separate while submitting the form. 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.

The following documents to be submitted along with the application form

- Photo-copy of the Admit Card of Madhaymik Examination.
- Photo-copies of all relevant educational qualifications, mark sheets and certificates.
- Photo identity proof.
- Caste certificate issued by the competent authority.
- Proof of passing TET, wherever applicable.
- Letter of recognition of the B.Ed. course in the relevant academic sessions by the Head of such institution.
- Two recent passport size photographs.

NOTE: Admission to the test is purely provisional subject to verification of the candidate’s eligibility on various stages.

- 12. Fees for Examination:** Rs.400.00 (Four Hundred only) for reserved vacancy and Rs. 500 (five hundred only) for unreserved vacancy. At the time of Form submission this amount is to be deposited by cash only.
- 13. 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 with A/D' or 'Speed Post' and also through E-mail, if available , at least before two weeks of written examination.
- 14. The schedule of Written Examination:**
The written examination will be held on a single day for all the eligible candidates and will be for **90 minutes**. Particular date and time 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. Immediately after the publication of the list of eligible candidates, Admit Cards will be sent to the candidates' 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 shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered Post'.
- 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.** The candidature of a 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.
- 17. Panel:** The final Panel will 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 have scored more marks in written examination first, subsequently on academic qualifications further on the candidate who is having more teaching experience.
- 18. ★ Appointment:**
- The appointment process will be as per the notification 175-SE/JS/13 dated 27.08.2013 clause 16.
 - 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.

GENERAL INFORMATION

A. Disqualification of the candidates

- No person shall be eligible for selection for appointment to the post of assistant teacher unless he is a citizen of India.
- 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.
- 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.
- Incomplete Form or Form completed with incorrect information will lead to the cancellation of the candidature.
- Admit Card shall not be issued for the following ineligibilities:
 - Signature of applicant in capital letters or signature of the applicant in the testimonials not tallying with the signature put in the application form.
 - 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 of other state, caste certificate not from competent authority.
- i) Caste certificate not submitted.
- 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 Post Graduation Level .
- n) Subject not studied at the Graduation Level with requisite marks.
- o) **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 the Selection Test 2015 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.

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. Answer sheets will be preserved for six months after publication of the Panel and the Waiting List.
- d. Application Money shall not be refunded under any circumstances.
- 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 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***