



# Kamarpukur Ramakrishna Mission Multipurpose School (H.S)

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

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## **PROSPECTUS**

Kamarpukur Ramakrishna Mission Multipurpose School (H.S), (Bengali Medium), a Unit of Ramakrishna Mission, Kamarpukur and 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 vacancies advertised herewith in conformity with the autonomy regulations issued for the Ramakrishna Mission Schools by the Government of West Bengal.

The Selection Test is going to be held in terms of: -

1. The West Bengal School Service Commission (Amended) Act, 2012 as notified in the Kolkata Gazette dated 05.09.2012.
2. The West Bengal state Government Order No. 351-SSE/12/ES/P/10M-39/2012 dated 06.09.2012 and 840- SE(S)/SL/5S-113/12(PT) dated 20.9.2017.
3. The teaching or non-teaching staff will be appointed in strict observance of the West Bengal Rules. (Special Procedure of Selection of Persons for Appointment to the post of Teaching and Non-Teaching Staff of Certain Notified Schools), Memo No. 175-SE/JS/13 dated 27.08.2013.
4. 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:** 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) B.Ed or an equivalent degree in teacher's training is mandatory for all posts.
3. **Age:** Minimum 21 years as on 01.01.2023 (i.e., Not born after 01.01.2002). Maximum 40 years as on 01.01.2023 (i.e., Not born before 01.01.1983)  
**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 Graduation with 50%	Category
1	BM/B	Language Bengali	Upper Primary	1	B.A (Pass) in Bengali with B.Ed and TET passed certificate	SC
2	BMM	Science & Math	Upper Primary	1	B. Sc (Pass) in Mathematics with B.Ed and TET passed certificate	OBC-B

**N.B:** Relaxation of 5% marks in educational qualification will be allowed in case of reserved candidates.

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 (H.S) (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 language only for the post of Bengali. However for the post of Mathematics, it will be both in Bengali and English. The questions of value-based education and also on the ideals of the Ramakrishna Mission will be in Bengali only.
9. **Syllabus:** Syllabus for the written examination which will contain two parts, namely~
- Part I:** Containing questions related to the subject for which applied. For detailed syllabus, visit [www.rkmkmpskamarpukur.org](http://www.rkmkmpskamarpukur.org), under link 'vacancy'. **Full Marks: 45**
  - 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

- 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.
- The manner of evaluation of marks allotted to academic qualification for the post of upper primary is similar to that of secondary level (IX & X) but no special weightage will be given to the **Post-Graduation** for the post of upper primary since **Post-Graduation** is not a required educational qualification. For further details, please see the following rules: The WBSSC Rules, 2016 (for upper primary level schools) vide GO.NO.- 1104-SE/S/1S-26/2010(Pt.-III) dated 20.09.2016 and WBSSC Rules 2016 (for classes IX & X in secondary and high secondary schools) vide Go. No. 1104-SE/S/1S-26/2010(Pt.-III) dated 20.09.2016.
- The marks for the Personality Test shall be 10  
(Viva-voce: 5 marks and Classroom Demonstration: 5 marks)

#### To Summarize:

Sl.	Exam Type/Item	Upper Primary
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.
<b>TOTAL-</b>		100 Marks

- d) Question pattern for part- I and Part- II will be as follows:-

#### **Part-I (45 Marks):**

- For Science subjects :  $1 \times 10(\text{MCQ}) + 1 \times 15(\text{SAQ}) + 2 \times 10(\text{Descriptive}) = 45$  (Marks)
- For Arts and non-science subjects :  $1 \times 10(\text{MCQ}) + 1 \times 9(\text{SAQ}) + 2 \times 10(\text{Descriptive}) + 3 \times 2(\text{Elaborative}) = 45$  (Marks)

**Part- II (10 Marks)** :  $1 \times 6(\text{SAQ}) + 2 \times 2(\text{Descriptive}) = 10$  (Marks)

#### 11. Application Procedure:

Application forms are available only from our school website. **Candidates can download and print the Application Form, Acknowledgement Sheet and Admit Card on A4 size white paper (in separate pages) from our website ([www.rkmkmpskamarpukur.org](http://www.rkmkmpskamarpukur.org) under link 'vacancy') from 17.10.2023 to 01.11.2023. Filled in Application Form, Acknowledgement Sheet & Admit Card can only be submitted**

**by hand from 01.11.2023 to 10.11.2023 (from 11.00 am. to 1.00 pm.)** excluding Sunday and Govt. holidays 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 or BLUE ink pen only. Before filling, please read this prospectus for proper post /vacancy codes (see paragraph 5). 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**

- a) *Photo-copy of the Admit Card of Madhaymik Examination.*
- b) *Photo-copies of all relevant educational qualifications, mark sheets and certificates.*
- c) *Photo identity proof.*
- d) *Caste certificate issued by the competent authority.*
- e) *Proof of passing TET,*
- f) *Letter of recognition of the B.Ed. course in the relevant academic sessions by the Head of such institution NCTE.*
- g) *Two recent passport size photographs.*
- h) *A self-addressed envelope (4" x 9").*

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

**12. Fees for Examination:** At the time of Form submission an amount of rupees 400.00 (Four hundred only) 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 possible and available, at least before two weeks of written examination. **A self-addressed envelope should be enclosed for dispatching admit card.**

**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 classroom-teaching 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.** 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 the concerned authority. However, the candidates who are serving in school should 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:**

- 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 Managing Committee and the DI (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. No person will be eligible for selection for appointment to the post of assistant teacher unless he is a citizen of India.
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 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. Application Fees shall not be refunded under any circumstances.
- 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.

★ *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*