

RAMAKRISHNA MISSION BOYS' HOME HIGH SCHOOL (H.S)



Rahara, Kolkata-700118, North 24 Pgs. W.B, India

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M.P Index No.: B1-158

H.S Code No.: 103463

(Recognised by/Affiliated to W.B. Board of Secondary Education and
W.B. Council of Higher Secondary Education)

Medium: Bengali & English, First Language: Bengali & Second Language: English

Date: 06.8.2023

PROSPECTUS for Gr. - "D" (Lab. Attend.)

Ramakrishna Mission Boys' Home High School (H.S), Rahara [A Unit of Ramakrishna Mission Boys' Home which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711 202] Rahara, Khardah, S.D – Barrackpore, Dist.- North 24 Parganas, Kolkata –700118, Phone No. (033) 2523-6969, Email- rkmhighschoolrahara@gmail.com

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Ramakrishna Mission Boys' Home High School (H.S), Rahara a **recognized Non-Government Aided Higher Secondary School**, is going to hold a Selection Test for appointment to the post of a Gr.- 'D' Staff (**Male Candidate only**) in terms of:-

(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 teacher 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 Teachers and Non-teaching Staff of Certain Notified Schools), Memo No. 175-SE/JS/13 dated 27.08.2013.

(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:

Any **male citizen** of India may apply only for a single post of Group - 'D' Staff

2. Essential Qualifications Required:

Every candidate shall require to possess such relevant qualifications as mentioned in the West Bengal School Service Commission Rules (selections of persons for Appointment to the Post of Non-Teaching Staff) , 2007 as subsequently amended i.e., **CLASS -VIII PASS** from any school recognized or affiliated by Board/Council or equivalent.

3. Age:

Minimum **18 years** as on 01.01.2023

Maximum **40 years** as on 01.01.2023 - for General Category.

Relaxation: Upper Age limit is relaxable by 5 years for SC/ST, 8 years for Physically Handicapped and 3 years for OBC (both A & B Categories).

4. Method of Recruitment:

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

5. List of Vacancies:

Sl. No.	Vacancy Code No.	Post	Medium	Academic Qualification	Category	Sex
1.	L/	Gr.- 'D' (Lab. Attend.)	Bengali	Class -VIII Pass	General	Male

6. Salary Structure:

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

7. Medium of Instruction in the Institution applied for:

A candidate willing to be selected as a Non-Teaching Staff in the Ramakrishna Mission Boys' Home High School (H.S), Rahara, must have Bengali as first or second or third language at School Level upto Class-VIII.

8. Question Paper:

There will be both objective and subjective questions. Questions will be set in Bengali. Answers can to be given either in Bengali or English. There will be no negative marking.

The candidate's knowledge of the subject concerned alongwith his knowledge of value-based education and also his awareness of the thoughts and ideas of Ramakrishna Math and Ramakrishna Mission will be given equal importance.

9. Admit Card:

The Admit Cards for Written Examination for the post of a Gr.- 'D' Staff shall be issued by the Secretary, Ramakrishna Mission Boys' Home High School(H.S), Rahara.

The Admit Card will be sent to the candidates by post. In case of not receiving the Admit Card one week before the Written Test, the candidate may contact the School office.

10. Fees for Examination:

Rs. 500/- (Rupees Five hundred) only for **Unreserved Category** & **Rs. 400/-** (Rupees Four Hundred) only for **Reserved Category (SC, ST, OBC-A & B)** and **Rs. 300/-** (Rupees Three hundred) only for **PH Category** (not refundable under any circumstances). This amount of money is to be deposited in **Cash only**.

11. Syllabus: Syllabus for the Written Examination which will contain two parts, namely-

a) Part I: Containing questions related to General Knowledge, Current Affairs, General Intelligence, General English and General Mathematics. **Full Marks: 25**

i] General Knowledge, Current Affairs & General Intelligence :- **11 marks**

ii] General English:- **7 marks**

iii] General Mathematics : - **7 marks**

b) Part II: Containing questions related to Value Based Education. **Full Marks: 15.**

c) Personality Test- Viva-voce : 10 marks

TOTAL: 50 Marks

Synopsis:

a) Written Examination:

Part- I	: 25 marks.
Part- II	: 15 marks.
b) Personality Test:	: 10 marks
Total	: 50 marks

12. The schedule of Test:

The test shall be held on a single day for all the eligible candidates and will be of **one hour**.

13. Application Procedure:

The Application Forms are available by **Online only**. The candidates can **download** the **Application Form** and **Admit Card** from our **Website-** www.rkmissionrahara.org from **6th August** (Sunday), 2023 to **19th August** (Saturday), 2023.

Submission of the filled in Application Form & Admit Card by **Hand only** from **7th August** (Monday), 2023 to **22nd August** (Tuesday), 2023 (Except on Sundays & Holiday).

Before filling up the application form, please read this prospectus for proper post /vacancy (See Sl. No. 5). Over-writing and use of white ink are strictly prohibited.

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

14. Method of selection:

Step I: After receiving the application forms, a list of eligible candidates will be published on our website and on School Notice Board alongwith the date, time and venue of the Written Test.

Step II: A shortlist of the candidates will be prepared on the basis of marks secured in the Written Examination.

These shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered A/ D Post', Speed Post or 'Email'.

Step III: The Personality Test will be of **10 marks** (**5 marks for general viva-voce and 5 marks for the assessment of the depth of knowledge of the candidate in his own field of work**).

Step IV: A cumulative merit list based on marks obtained in the Written Examination and marks obtained in the Personality Test of the candidates appeared for the personality test post- wise, category-wise will be published alongwith the marks and rankings on the website and the School Notice Board.

15. The candidature of a staff of a school shall not be considered at the time of interview, if he fails to produce No Objection Certificate from the Secretary of the school concerned.

16. Panel: The final Panel shall be prepared on the basis of merit for the post of Group- 'D' according to the total marks obtained by the candidates in the Written Test and in the Personality Test.

Note: In case, the grand total marks obtained by two or more candidates becomes equal, the preference will be given to the candidate who has scored more marks in the Written Examination first, further on the candidate who is having more experience.

17. 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 DI (SE), the school authority shall issue the appointment letter to the 1st rank holder in the Panel.

General Information

1) 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.

2) The list of eligible candidates for the Selection Test shall be published in the school website and also displayed in the School Notice Board approximately 2 weeks before the Written Examination.

3) No mark sheet shall be issued to the candidates.

4) Answer sheets will be preserved for six months after publication of the Panel and the Waiting List.

5) Application Money shall not be refunded under any circumstances.

6) 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.

7) 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.

8) 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.

9) No T.A. will be paid to the candidate for appearing at the Examination Centre.

10) Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Examination Booklet) is not permitted.

11) 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.

12) Any dispute will be subject to the Jurisdiction to the High Court of Calcutta only.

13) Incorrect/False information will lead to the cancellation of candidature summarily, if detected before or after the examination and appropriate action will be taken, even if detected after publication of the panel.

14) Attestation of all annex testimonials or documents should be done by the candidate himself only, signing his full name on the enclosed documents. Do not sign in capital/block letters.

15) For being considered as belonging to SC/ST/OBC(A & B)/PH categories, only certificates issued by the competent authorities in West Bengal will be treated as valid documents. **Candidates belonging to such categories from other states may appear as General Category candidates only without any relaxation of Age & fees.**

Documents needed for Group - 'D'

Self-attested photo-copies of the following documents to be attached alongwith the filled in application form before submission:~

- 1) Photo-copies of all relevant educational qualifications,
VIII Pass mark sheet and VIII Pass certificate (Mandatory)
- 2) Proof of Photo Identity.
- 3) Proof of Residential Address.
- 4) Proof of Date of Birth.
- 5) Proof of Caste Category, if other than General Category.
- 6) Proof of Academic Qualification.
- 7) Proof of In-Service, if applicable.