



# RAMAKRISHNA MISSION BOYS' HOME JUNIOR HIGH SCHOOL

P.O.- Rahara, North 24 Pgs. Kolkata-700 118, W.B, India

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Web Site:- [www.rkmjhsrahara.org](http://www.rkmjhsrahara.org)

Lt. No.

Date – 29.11.2023

## PROSPECTUS

Ramakrishna Mission Boys' Home Junior High School, Rahara [A Unit of Ramakrishna Mission Boys' Home which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711 202], P.O. + P.S – Rahara, S.D – Barrackpore, Dist.- North 24 Parganas, Kolkata – 700 118, Phone No. (033) 2523-7991, Email- rkmjhsrahara@gmail.com, **Website:** [www.rkmjhsrahara.org](http://www.rkmjhsrahara.org).

Ramakrishna Mission Boys' Home Junior High School, Rahara, a **recognized Non-Government Aided School**, is going to hold a Selection Test for the appointment to the posts of Assistant Teachers (**Only MALE Candidates**) 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 teaching 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 Teaching 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 & Essential Qualifications Required:

**Any Male citizen** of India may apply only for a single post of an Asstt. Teacher. 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 an Asstt. Teacher), 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.

### 2. Age:

Minimum **21 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).

### 3. Method of Recruitment:

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

**4. List of Vacancies:**

| Sl. No. | Vacancy Code | Group / Subject      | Name of post  | No. of Vacancy | Minimum Academic Qualification Graduation with 50%                          | Category  |
|---------|--------------|----------------------|---------------|----------------|---|-----------|
| 1       | ET/          | Language Gr. English | Upper Primary | 1              | B.A (Pass), B.Ed or an equivalent degree and TET passed certificate         | ST        |
| 2       | EW/          | Language Gr. English | Upper Primary | 1              | B.A (Pass), English B.Ed or an equivalent degree and TET passed certificate | Gen.(EWS) |

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

**5. Application Procedure:**

The Application Forms are available by **Online only**. The candidates can **download** the **Application Form** and **Admit Card** from our **Website-** [www.rkmjhsrahara.org](http://www.rkmjhsrahara.org) **from 4<sup>th</sup> December (Monday), 2023 to 16<sup>th</sup> December(Saturday), 2023**

**Submission** of the filled in Application Form & Admit Card by **Hand only from 4<sup>th</sup> December (Monday), 2023 to 6<sup>th</sup> January (Saturday), 2024 (Except on Sundays & Holiday).**

Before filling up the application form, please read this prospectus for proper post /vacancy (see Sl. No. 4). 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.**

**6. Submission of filled in Application Forms:**

The filled in application form alongwith self-attested photo-copies of all necessary documents/testimonials, two passport size recent colour photographs is to be submitted.

**The following documents are to be submitted alongwith the Application Form:-**

- a) Photo-copy of the Admit Card of Madhyamik Examination or equivalent standard.
- b) Photo-copies of all relevant educational qualifications, mark sheets and certificates.
- c) Photo identity proof.
- d) Photo copy of the Caste Certificate/ Gen.(EWS) 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.
- g) Two recent passport size colour photographs.
- h) A self-addressed envelope (4"X 9")

**7. Method of Selection:**

**Step I:** After receiving the application forms, a list of eligible and non-eligible candidates will be given on our website and on School Notice Board approximately two weeks before the Written Examination alongwith the date, time and venue of the Written Test.

**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 and category-wise. These shortlisted 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 of **10 marks** and it includes a test on the candidate's ability to control classroom situations and viva-voce. **Appearance for the Personality Test is compulsory**

**Step IV:** A cumulative merit list based on marks obtained in the Written Examination and professional qualifications including the marks obtained in the Personality Test, will be published alongwith the marks and rankings post-wise and category-wise on the website and the School Notice Board.

**8.** Any applicant who is serving any Govt. post and wants to apply for the post of an Asstt. Teacher of our school, must submit the **No Objection Certificate** issued by concerned authority. However, the candidates who are serving in schools should produce **No Objection Certificate from the Secretaries of the schools concerned.**

**9. Medium of Instruction in the Institution applied for:**

A candidate willing to be selected as an Assistant Teacher in the Ramakrishna Mission Boys' Home Junior High School, Rahara 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.

**10. Question Paper:-**

The medium of question paper will be English only. There will be both objective and subjective questions. 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.

**11. Admit Card:**

The Admit Cards for the Written Examination for the post of an Assistant Teacher shall be issued by the Secretary, Ramakrishna Mission Boys' Home Junior High School, 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 (Ph. No. 9477029376).

**12. 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**.

**13. Syllabus:**

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

**a) Part-I:** Containing questions related to the subject for which candidates have applied. For the detailed syllabus, visit our Web-site: [www.rkmjhsrahara.org](http://www.rkmjhsrahara.org)

**b) Part-II:** Containing questions related to the candidate's aptitude in imparting value-based education and also his awareness of the ideals of the Ramakrishna Mission. **Marks to be obtained by a candidate be seriously taken into consideration in preparation the panel.**

**Candidates may consult the following books:**

**Bengali Books (Published by Udbodhan) :**

**i)** Sri Ramakrishna Jivani- Swami Tejasananda, **ii)** Sri Sri Ma Saradadevi- Swami Niramayananda

- iii) Swami Vivekananda - Swami Viswashrayananda, iv) Siksha Prasanga- Swami Vivekananda  
v) Amritabani (published by RKMIC, Golpark), vi) Sabar Swamiji (published by RKMIC, Golpark)

#### 14. Allotment of Marks:-

a) The total marks allotted to the Written Examination shall be **55** and allotment of marks in two parts of the Written Examination shall be as follows:

i) **Marks in Part- I : 45**

ii) **Marks in Part- II : 10**

b) 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.

c) The marks for the Personality Test shall be - **10 marks**  
(**Viva-voce:- 5 marks and Classroom Demonstration:- 5 marks**).

#### Synopsis :-

a) Written Examination-

**Part - I: 45 marks** (Subject) &

**Part- II: 10 marks** (value-based education and also his awareness of the ideals of the Ramakrishna Mission).

b) Academic including professional qualifications: **35 marks**.

c) Personality Test-

i) **Viva-voce : 5 marks** &

ii) **Classroom Demonstration : 5 marks**.

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**TOTAL : 100 Marks.**

#### 15. Question Pattern

The question pattern for Part-I and Part-II shall be as follows:

a) **Part-I (45 marks) for humanities/non-science subject:**

10 x 1 (MCQ) +

9 x 1 (SAQ) +

10 x 2 (descriptive) +

2 x 3 (Elaborative)

b) **Part-II (10 marks):-**

6 x 1 (SAQ) +

2 x 2 (descriptive)

#### 16. The Schedule of Written Test:

The Written Test shall be held on a single day for all the eligible candidates and will be of **90 minutes**.

**17. Panel:**

The final Panel shall be prepared on the basis of merit 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 and category-wise.**

**Note:** In case, the grand total marks obtained by two or more candidates become equal, the preference will be given to the candidate who has scored more marks in the 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 Management 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 and category-wise.

**19. Salary Structure as per State Govt. Rules:**

The Assistant Teacher appointed against this vacancy will be entitled to enjoy all the facilities due to the teaching staff of a Non-Government Aided School (West Bengal).

**20. General Information:-**

**A) Disqualification of the candidates:-**

- i) No person shall be eligible for selection for appointment to the post of an assistant teacher unless he is a citizen of India.
- ii) If any commission(s)/omission(s) on the part of any applicant is/are detected at any stage of the entire selection process, the candidature of the candidate is liable to be rejected.
- iii) If a candidate leaves the fields blank for any one or more among Subject, Category, Signature, Academic Details, Photograph, this will lead to the cancellation of his candidature.

**B) Admit Card shall not be issued for the following ineligibilities:**

- a) Signature of the 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 qualifications.
- f) Date of birth missing or age proof certificate not submitted.
- g) Candidate has applied for more than one post or he is a duplicate candidate.
- h) Caste Certificate of other state, Caste Certificate not from competent authority.
- i) Caste Certificate not submitted, if applied for particular caste category.
- j) Each Combination subject having 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) B.Ed. degree from an institution not recognized by NCTE.

n) Subject not studied at the Graduation Level with requisite marks, as applied for pass vacancy.

**C) 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 formalities Test 2023 for an Assistant Teacher, as a teacher in the institution he has last joined , cannot apply for the post of an 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.

**D) Other Information:**

i) Before submitting the Application Form, the candidate should satisfy himself that he fulfils all the eligibility criteria as laid down in the advertisement to avoid rejection of the Application Form.

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

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

iv) On receipt of the Admit Card, the candidate should check it very carefully and bring the 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.

v) 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.

vi) 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.

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

viii) Use of Calculator/Mobile Phone/Log Tables or any **electronic gadgets** (other than any instruction provided in the Examination Booklet) is not permitted.

ix) 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.

