



Ramakrishna Mission Vidyabhavan (H.S.), Midnapore

(An Unit of Ramakrishna Mission Ashrama, Midnapore which is a Branch Centre of Ramakrishna Math & Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711202)

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PROSPECTUS

Ramakrishna Mission Vidyabhavan (H.S.), an Unit of Ramakrishna Mission Ashrama, Midnapore and a recognized Non-Government aided Higher Secondary School (Bengali Medium) is going to hold a **Selection Test** for the appointments to the post of **Assistant Teacher** against the vacancies advertised herewith in conformity with the autonomy regulations issued for the Ramakrishna Mission School by the Government of West Bengal.

- Eligibility :** Any **Male Citizen of India** may apply only for a single post of Assistant Teacher.
- Essential Qualification Required :** Every candidate shall require to possess 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. Details are at Point No. 5
B.Ed. or an equivalent degree in Teacher's Training is mandatory for all posts.
- Age :** Minimum 20 years as on 01.01.2018 (i.e., not born after 01.01.1998). Maximum 45 years as on 01.01.2018 (i.e., not born before 01.01.1973).
- Method of Recruitment :** The Recruitment shall be made on the basis of selection (direct recruitment).
- List of Vacancies :**

Sl.	Group/ Subject	Academic Qualification	Category
1	B.Sc. Pass (Pure Science)	B.Sc. Pass in Pure Science with B.Ed	ST
2	B.Sc. Pass (Bio. Science)	B.Sc. Pass in Bio Science with B.Ed	ST

6. **Salary Structure :**

Category	Pay Band	Grade Pay
Pass Graduate	PB-3 (Rs. 7,100-37,600)	As admissible

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.

- Medium of Instruction in the Institution applied for :** A candidate willing to be selected as an Assistant Teacher in the Ramakrishna Mission Vidyabhavan (H.S.), Midnapore (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.
- Question Paper :** There will be both objective and subjective questions. Questions will be set in Bengali and English only. Answer is to be given in Bengali / English only. There will be no negative marking.
- Admit Card :** The Admit Cards for written examination for the post of Assistant Teacher shall be issued by the Secretary, Ramakrishna Mission Vidyabhavan (H.S.), Midnapore. Admit Cards will be sent to the eligible candidates by Registered Post / Speed Post.

10. **Fees for Examination** : Rs 200.00 (Rupees two hundred only) in cash for all candidates.
11. **Syllabus** : Syllabus for the written examination which will contain two parts, namely :
- Part I : Containing questions related to the subject for which applied. For detail syllabus, visit : rkvmidnapore.org. **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.**
12. **Allotment of Marks**
- The total marks allotted to the written examination shall be fifty-five (55) and allotment of marks in two parts of the written examination shall be as follows.
 - In part I, marks will be 45.
 - In part II, marks will be 10.
 - The marks allotted for academic including professional qualifications shall be such as mentioned in Table 3 to Table 6, 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 Government of West Bengal notification dated 21st December, 2011. Total Marks – 35.
 - The marks for the Personality Test shall be 10
(Viva -voce : 5 marks and Classroom Demonstration : 5 marks)

To summarize

a)	Written Examination	
	part I	: 45 marks.
	part II	: 10 marks.
b)	Academic including professional qualifications	: 35 marks.
c)	personality Test	
	Viva – voce	: 5 marks.
	Classroom Demonstration	: <u>5 marks.</u>
	Total	: 100 marks

13. **The schedule of Test :**

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

14. **How to apply :**

Application forms are available by ONLINE or from our school office. Candidates can download the application form on 75GSM, A4 white paper (**in separate pages**) from our website (rkvmidnapore.org) from 10:00 a.m. on 30-06-2018 to 04:00 p.m. on 23-07-2018.

For filling up the forms use **BLACK PEN** only. Before filling, please read this prospectus thoroughly. Please don't attach any extra page with the application. 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 self -attested documents to be submitted along with the application form.

- Photo-copy of the Admit Card of Madhyamik Examination or equivalent standard.
- Photo-copies of all relevant educational qualifications, mark sheets and certificates.
- Photo identity proof.
- 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 photographs.

15. **Submission of filled forms:**

The filled application form along with self- attested photo-copies of all necessary documents/testimonials, two passport size recent photographs are to be submitted by hand to our school office from 30-06-2018 to 24-07-2018 between 11.00 a.m. to 3.00 p.m. (except Sundays and Holidays). Submission of forms by any other means will not be entertained.

16. **Method of selection:**

Step I : After receiving the applications, a list of eligible and rejected candidates will be published on our website and in School Notice Board approximately 02 weeks before the written examination along with 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. 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 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 of our school and School Notice Board.

17. Any applicant who is serving any Govt. post and wants to apply for the post of Asst. Teacher of our school, must submit the No Objection Certificate issued by concerned authority at the time of Personality Test. However the candidate who are serving in school should produce No Objection Certificate from the Secretary of the School.

18. **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 and category-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.

19. **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, Post-wise, Category-wise.

GENERAL INFORMATION:-

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

i) No person shall be eligible for selection for appointment to the post of 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 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 will lead to his cancellation of the candidature.

iv) 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.

k) Degree not recognized or approved by the UGC.

m) B.Ed. degree from an institution not recognized by NCRT.

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

B) 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 2018 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.

C) 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 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 (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.