



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.), Midnapore (Bengali Medium), an Unit of Ramakrishna Mission Ashrama, Midnapore, a Non-Government Aided Higher Secondary School, is going to hold a **Selection Test 2017** for the recruitment (Non-Teaching Staff) for one post of Clerk (S.T.) in terms of (i) The West Bengal School Service Commission (Amend) 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 06.09.2012 and (iii) The Kolkata Gazette Notification No-175/SE/JS/13 dated 27.08.2013 against the vacancies advertised herewith.

- 1. Eligibility:** Any **Male Citizen** of India of S.T. Category may apply for the post of Clerk.
- 2. 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 Non-Teaching Staff) Rules, 2009 as subsequently amended.
For the post of “Clerk” Educational Qualification including professional qualifications will be “Passed School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent.
- 3. Age: For the post of “Clerk”** : Minimum 18 years as on 01.01.2017 (i.e., Not born after 01.01.1999). Maximum 45 years as on 01.01.2017 (i.e., Not born before 01.01.1972).
- 4. Method of Recruitment:** The Recruitment shall be made on the basis of selection (direct recruitment).
- 5. List of Vacancies:**

Sl.	Post	Reservation/Category
1	Clerk (One Post)	S. T.

- 6. Salary Structure:**
Scale of Pay (Clerk) : Rs. 5,400 – Rs. 25,200 with Grade Pay Rs. 2,600
Note: The non-teaching staff appointed against that vacancy will be entitled to enjoy all the facilities due to a non-teaching staff of a Non-Government Aided School.
- 7. Medium of Instruction in the Institution applied for:** A candidate willing to be selected as a Non-Teaching Staff (Clerk) in the Ramakrishna Mission Vidyabhavan (H.S.), Midnapore (Bengali Medium), must have Bengali as first or second or third language at School Level “upto School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent”.
- 8. Question Paper:** There will be both objective and subjective questions. Questions will be set in both English & Bengali. Answers to be given either in English or Bengali. There will be no negative marking.
- 9. Admit Card:** The Admit Cards for written examinations for the post of Clerk shall be issued by the Secretary, Ramakrishna Mission Vidyabhavan (H.S.), Midnapore. Admit Cards of the eligible candidates will be given by hand or will be sent to the mailing address by Registered Post.
- 10. Fees for Examination:** Rs. 100.00 (Rupees one hundred only) for the candidates. Only S.T. category candidates may apply for the post of Clerk.
- 11. Syllabus:** Syllabus for the written examination which will contain two parts.
A. For the Post of “Clerk” :
 - i) Part 1:** Containing questions related to General Knowledge, Current Affairs, General Intelligence, General English and Arithmetic. **Full Marks: 45.**
 - ii) Part II:** Containing questions related to Ramakrishna Movement and Value Based Education. **Full Marks: 15.**
- 12. The schedule of Test:**
The written test shall be held on a single day for all the eligible candidates and the duration will be of 90 minutes.

13. Typing & Computer Proficiency [for Clerk post]:

After written test there will be a test of **Typing** [in both English & Bengali (with Akruti software)] by using computer & computer proficiency test which will be of 30 **minutes duration. Full Marks: 20**

14. How to Apply:

Application forms can be collected **from the school office** on all working days between 10.30 am to 2.30 pm on submission of requisite fees by cash from 16-06-2017 to 29-06-2017 The filled in application along with self attested photocopies of documents/testimonials must submit to **the School Office** from 16-06-2017 to 29-06-2017 between 10.30 am to 2.30 pm positively.

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

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 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 qualifications plus the marks secured in the test of Typing [in both English & Bengali (with Akruti software)] by using computer and computer proficiency.

These shortlisted candidates will be called for the Personality Test through a letter sent by 'Registered Post' & Email [if available].

Step III: The Personality Test will be for 10 marks (5 for general viva-voce and 5 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 the total marks obtained by the candidates in the written examination, academic qualification, marks obtained in the test of Typing by using computer and computer proficiency and the marks obtained in the Personality Test will be published along with the marks and rankings on the website and School Notice Board.

To summarize :

a) Written Examination:

Name of Post	Written Examination	Marks
Clerk	Part –I	45
	Part – II	15

b) Evaluation of Academic Qualifications for the selection of the “**Clerk**” Post Only .

Sl. No	Examinations	Full Marks 10	Award of Marks		
1.	School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent	10	10 [For 1st Div/Class]	8 [For 2nd Div/Class]	6 [For Other Div/Class]

c) **For Clerk Post :** Test of Typing [in both English & Bengali (with Akruti software)] by using computer and computer proficiency: 20 Marks.

d) Personality Test [**for Clerk post**] : 10 marks.

(Appearance before the Personality Test is compulsory for the shortlisted candidates to be considered for selection).

e) Total : 100 Marks [For Clerk Post]

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 shall be prepared on merit basis according to the total marks obtained by the candidates as mentioned in this prospectus.

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, subsequent on academic qualifications further on the candidate who is having more experience.

18. Appointment:

a) The appointment process will be as per the notification in the Kolkata Gazette (Extra Ordinary) No.-175-SE/JS/13 dated 27.08.2013.

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.

19. Important Dates

- 1) Advertisement in newspapers on - 15-06-2017 & 16-06-2017
- 2) Form Issue from - 16-06-2017 to 29-06-2017 (between 10.30 a.m. to 2.30 p.m.)
- 3) Form submission from - 16-06-2017 to 29-06-2017 (between 10.30 a.m. to 2.30 p.m.)
- 4) Written Examination on - 16-07-2017
- 5) Result of Written Examination on - 24-07-2017
- 6) Personality Test on - 05-08-2017
- 7) Final Result on - 09-08-2017

1. Before submitting the Application Form, the candidate should satisfy himself that he fulfills all the eligibility criteria as laid down in the advertisement/Prospectus 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 up, 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. As the vacancies are for "Schedule Tribe Category", so, only schedule Tribe candidates may apply for the post of Clerk.