



ASANSOL RAMAKRISHNA MISSION HIGH SCHOOL
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PROSPECTUS

Asansol Ramakrishna Mission High School, Asansol (Bengali Medium) [A Unit of Ramakrishna Mission Ashrama, Asansol which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal – 711202] Vivekananda Sarani, P.O. – Asansol - 5, P.S – Asansol North, Dist.- Paschim Bardhaman, Phone No. 9476318109 , Email- rkmhsoffice@gmail.com Web-Site: www.rkmasansol.org

Asansol Ramakrishna Mission High School, a Unit of Ramakrishna Mission Ashrama, Asansol and a recognized Non-Government Aided High School is going to hold a Selection Test for the appointment to the posts of **MALE Asst. Teachers** against the permanent vacancies advertised herewith in conformity with the autonomy regulations issued for the Ramakrishna Mission Schools by the Government of West Bengal, 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 06-09-2012 and 840-SE(S)/SL/5S-113/12(PT) dated 20-09-2017.

iii) The teacher or non-teaching staff will be appointed in strict observance of the West Bengal Rules (Special procedures of Selection of persons appointed to the post of teachers and non-teaching staff of certain Notified Schools), Memo. No. 175-SE/JS/13 dated 27-08-2013 and 1105- SE/S/IS-26/2010 (Pt. III) dated 20-09-2016.

iv) 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.

1. Eligibility & Essential Qualification Required:

Any Male citizen of India may apply only for a single post of Asst. Teacher. 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 Asst. Teachers) Rules, 2007 and as amended from time to time.

a) Candidates applying for the post of Asst. Teacher under **Pass Category (Upper Primary)** shall submit the proof of passing the TET, conducted by the West Bengal Central School Service Commission.

b) For the post of Asst. Teachers in 'IX' & 'X' (GRAD) vacancies the TET is not mandatory.

c) However, B.Ed./D.El.Ed or an equivalent degree in Teacher's Training is mandatory for Upper Primary and B.Ed. is compulsory for IX & X.

2. Age:

Minimum 21 years as on 01.01.2021 (i.e., Not born after 01.01.2001). Maximum 40 years as on 01.01.2022 for General Category (i.e., Not born before 01.01.1982).

Relaxation: Upper Age limit is relaxable by 5 years for SC/ST, 08 years for Physically Handicapped candidates having disability of 40% & above and 3 years for OBC (both A & B Category).

3. Method of Recruitment:

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

4. List of Vacancies:

Sl No.	Post	Vacancy Code	Subject	Section	Category	Minimum Academic Qualification
01.	Assistant Teacher	PS-2/UP	Pure Science	Upper Primary ClassV-VIII	SC (1 Post)	. Graduate in Pure Science, B.Ed./D.El.Ed/ or equivalent & TET qualified
02.	Assistant Teacher	ES-2/UP	English	Upper Primary ClassV-VIII	SC (1 Post)	Graduate in English, with B.Ed./D.El.Ed/ or equivalent & TET qualified.
03.	Assistant Teacher	SS-1/UP	Sanskrit	Upper Primary ClassV-VIII	Gen (1 Post)	Graduate in Sanskrit, B.Ed./D.El.Ed/ or equivalent & TET qualified.
04.	Assistant Teacher	PS-1/UP	Pure Science	Upper Primary ClassV-VIII	Gen (2 Posts)	Graduate in Pure Science, B.Ed./D.El.Ed/ or equivalent & TET qualified
05.	Assistant Teacher	HT-1/UP	History	Upper Primary ClassV-VIII	Gen (1 Post)	Graduate in History, with B.Ed./D.El.Ed/ or equivalent & TET qualified.
06.	Assistant Teacher	BF-2/GRAD	Bengali	Secondary Class IX-X	SC (1 Post)	Graduate in Bengali with B.Ed or equivalent.
07.	Assistant Teacher	BF-3/UP	Bengali	Upper Primary ClassV-VIII	OBC-A (1 Post)	Graduate in Bengali, with B.Ed./D.El.Ed/ or equivalent & TET qualified.
08.	Assistant Teacher	BS-1/UP	Bio-Science	Upper Primary ClassV-VIII	Gen (1 Post)	Graduate in Bio. Science, B.Ed./D.El.Ed/ or equivalent & TET qualified
09.	Assistant Teacher	GR-2/UP	Geography	Upper Primary ClassV-VIII	SC (1 Post)	Graduate in Geography, B.Ed./D.El.Ed/ or equivalent & TET qualified
10.	Assistant Teacher	BF-1/UP	Bengali	Upper Primary ClassV-VIII	Gen (1 Post)	Graduate in Bengali, with B.Ed./D.El.Ed/ or equivalent & TET qualified.
11.	Assistant Teacher	GR-1/GRAD	Geography	Secondary Class IX-X	Gen (1 Post)	Graduate in Geography with B.Ed or equivalent.

5. Salary Structure as per State Govt. rules (PASS GRADUTE SCALE):

Note: The Asst. Teacher appointed against these vacancies will be entitled to enjoy all the facilities due to teaching staff of a Non-Government Aided School.

6. Medium of Instruction in the Institution applied for:

A candidate willing to be selected as an Asst. Teacher in the Asansol Ramakrishna Mission High School, Asansol-5 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.

7. Question Paper:

For Pass (B.A & B.Sc.) category the medium of question paper will be Bengali only. However, candidates for both categories are allowed to give their answers either in Bengali or English. There will be both objective and subjective questions. There will be no negative marking.

8. Admit Card:

The Admit Cards for written examination for the post of Asst. Teacher shall be issued by the Secretary, Asansol Ramakrishna Mission High School. The Admit Card will be dispatched by speed post to the candidates at least before 2 weeks of written test.

9. Fees for Examination:

Rs.500.00 (Rupees Five hundred) only for General Candidates & Rs. 400.00 (Rupees Four hundred) only for SC, ST and OBC-A Candidates (not refundable under any circumstances). This amount of money is to be **deposited in cash** only.

10. Syllabus:

Syllabus for the written examination which will contain two parts, namely

Part-I: Containing questions related to the subject for which candidates have applied. For detailed syllabus, visit Website: www.rkmasansol.org

Part-II: Containing questions related to the candidate's aptitude in imparting value-based education and also on the ideals of the Ramakrishna Mission.

11. Allotment of Marks:-

a) 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.

i) In Part -I, marks will be 45

ii) In Part II, marks will be 10.

b) The marks allotted for academic including professional qualifications shall be such as mentioned in Table -1 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 20th September, 2016 [NO. 1104 (For UP) & 1105 (For IX & X)-SE(S)/ES/S/1S-26/2010(Part-III)].

c) 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: 5 marks.

TOTAL: 100 Marks.

12. The schedule of Written Test:

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

13. Application Procedure:

Application forms are available by **Online** only. Candidates can download the **Application Form and Admit Card** from our Website-www.rkmasansol.org from 19th September to 30th September, **2022**.

Submission of filled up Application Form & Admit Card by Hand only from 22nd September to 29th **September, 2022** and 17th October to 22nd October, 2022 (from 12.00 noon to 2.00 p.m.) excluding Sunday and 25th September, 2022 at our School Office.

Before filling up, please read this prospectus for proper post /vacancy (see Sl. No. 4). 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 are to be submitted along with 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, like Aadhar Card, Voter Card, etc.
- d) Caste certificate issued by the competent authority, if applicable.
- e) **Letter of recognition of the B.Ed/D.El.Ed course in the relevant academic sessions by the Head of such institution.**
- f) Two recent passport size photographs.
- g) NOC for in-service teacher.h) Photocopy of TET qualified certificate for Upper Primary.

14. Submission of filled up forms:

The filled up application form along with self- attested photo-copies of all necessary documents/testimonials, two passport size recent photographs.

15. Method of selection:

Step I: After receiving the applications, a list of eligible and rejected candidates will be given 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, post-wise, 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 for **10 marks** and includes test on ability of controlling classroom situation and viva-voce.

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, category 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 Asst. Teacher of our school, must submit the No Objection Certificate issued by concerned authority. However the candidates who are serving in school should produce **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 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.

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 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, 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./D.El.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.

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 2022 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 TA/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.

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