



RAMAKRISHNA MISSION BOYS' HOME INDUSTRIAL TRAINING CENTRE

P.O.-Rahara, Kolkata-700118, W.B, India

Email- rkmbhr.itc@gmail.com

Website:- www.rkmbhite.org

Ph. No. 033-25680030,

Ref. No. RKM/ITC/SA2

Date- 21-2-2021

PROSPECTUS

Ramakrishna Mission Boys' Home Industrial Training Centre, P.O – Rahara, Dist- North 24 Pgs., Pin-700118, Phone No. 033 -25680030, Email- rkmbhr.itc@gmail.com, **Web-Site:** www.rkmbhite.org is a **recognized Non-Government Sponsored Industrial Training Institute**. We are going to hold a Selection Test for the appointment to the posts of Teaching and Non-Teaching Staff (**MALE Only**) against the vacancies advertised herewith in conformity with the autonomy regulations issued for the Ramakrishna Mission Institute/Schools by the Government of West Bengal.

1. Eligibility & Essential Qualification Required:

Any Male citizen of India may apply only for a single post. Every candidate shall require to possess such relevant qualifications as mentioned.

1. NAME OF POST :

**Workshop Instructor for Turner Trade
(For Unreserved - Exempted Category Only)**

METHOD OF RECRUITMENT

By direct recruitment through selection.

QUALIFICATIONS:

A) ESSENTIAL :

- i) Passed Madhyamik or Equivalent Examination with Mathematics and Science.
- ii) Diploma in Mechanical Engineering recognized by the State Council for Engineering and Technical Education, West Bengal, with a minimum of 02 years' post-diploma experience in the related field in a reputed industry or institution in imparting training or practical experience in the related field in a reputed industry / establishment.

Or

National Trade Certificate in the concerned Trade as a Regular trainee with not less than 04 years post qualification experience in the related field in a reputed Industry / Establishment / Training Institute.

Or

National Apprenticeship Certificate in the concerned Trade with not less than 03 years' post-apprenticeship experience in a reputed Industry/Establishment/ Training Institute.

Or

Persons from Defence Services with Certificate of competency in the concerned trade followed by not less than 04 years' on-the-job experience in the concerned field.

- iii) Ability to impart training in Bengali.

B) DESIRABLE :

Passed Principal of Teaching (POT) Course from any of DGE &T Institutes.

AGE :

Not less than 18 years and not more than 39 years on the 1st day of January of the year of Advertisement/Employment Exchange notification. Age relaxable by 5 years for Govt. Employee.

SCALE OF PAY :

Rs. 3800-7775/- (Pre-revised)

Revised in Pay Band : 3 (PB-3) Rs. 7100-37600/- Grade Pay-Rs3200/-

Revised in Pay Band : 3 (PB-3) Rs. 27000-69800/- (as per ROPA-19)

2. NAME OF POST :

Store Clerk (Unreserved)

METHOD OF RECRUITMENT

By direct recruitment through selection.

QUALIFICATIONS:

A) ESSENTIAL :

Passed Madhyamik or Equivalent Examination.

B) DESIRABLE :

i) **Experiencing of keeping Engineering Stores and maintaining store records.**

ii) Knowledge in Computer operation.

AGE :

Not less than 18 years and not more than 40 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981, for the time being in force.

SCALE OF PAY :

Rs. 3350-6325/- (Pre-revised)

Revised in Pay Band : 2 (PB-2) Rs. 5400-25200/- Grade Pay-Rs2600/-

Revised on Pay Band: 2 (PB-2) Rs. 22700-58500/- (as per ROPA-19)

3. NAME OF POST :

Cashier (For Unreserved - Exempted Category Only)

METHOD OF RECRUITMENT

By direct recruitment through selection.

QUALIFICATIONS:

A) ESSENTIAL :

Passed Madhyamik or Equivalent Examination.

B) DESIRABLE :

i) Knowledge in maintenance of Cash Book and Accounts matter and handling of cash for the post of Cashier.

ii) Knowledge in Computer operation.

AGE :

Not less than 18 years and not more than 40 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981, for the time being in force.

SCALE OF PAY :

Rs. 3350-6325/- (Pre-revised)
Revised in Pay Band : 2 (PB-2) Rs. 5400-25200/- Grade Pay-Rs2600/-
Revised on Pay Band: 2 (PB-2) Rs. 22700-58500/- (as per ROPA-19)

4. NAME OF POST :

Peon (Lower Grade -Group-D) (Scheduled Caste Only)

METHOD OF RECRUITMENT

By direct recruitment through selection.

QUALIFICATIONS:

A) ESSENTIAL :

- a) Class VIII pass from any recognised School or any other recognized equivalent Institution
- b) A candidate shall have sound health and good physique, and be of active habits and free from any organic defect or bodily or bodily infirmity.

AGE :

Not less than 18 years and not more than 40 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981, for the time being in force.

SCALE OF PAY :

Rs. 2600-4175/- (Pre-revised)
Revised in Pay Band : 1 (PB-1) Rs. 4900-16200/- Grade Pay-Rs 1700/-
Revised in Pay Band: 1 (PB-1) Rs. 17000-43600/- (as per ROPA-19)

5. NAME OF POST :

Darwan (Lower Grade-Group-D) (Unreserved)

METHOD OF RECRUITMENT

By direct recruitment through selection.

QUALIFICATIONS:

4. ESSENTIAL :

- c) Class VIII pass from any recognised School or recognized Madrasah or any other recognized equivalent Institution for other than Sweeper and Dom
- d) A candidate shall have sound health and good physique, and be of active habits and free from any organic defect or bodily or bodily infirmity .

3. AGE :

Not less than 18 years and not more than 40 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981, for the time being in force.

4. SCALE OF PAY :

Rs. 2600-4175/- (Pre-revised)

Revised in Pay Band : 1 (PB-1) Rs. 4900-16200/- Grade Pay-Rs 1700/-

Revised in Pay Band: 1 (PB-1) Rs. 17000-43600/- (as per ROPA-19)

2. List of Vacancies:

Sl. No.	Vacancy Code No.	Name of the Post	Vacancey	Category
1.	RKM/WI	Workshop Instructor	1.Turner Trade	UR(EC)
2.	RKM/CC	Clerk	1.Cashier	UR(EC)
3.	RKM/CS	Clerk	1.Store Clerk	UR
4.	RKM/DP	Group D, Lower Grade staff	1.Peon	S C
5.	RKM/DD	Group D, Lower Grade staff	1. Darwan	UR

3. Fees for Application Form :

Fee for Application Form will be Rs. 300.00 (Rupees Three Hundred) only for all candidates and it will be not refundable under any circumstances. This amount of money is to be send with application form through demand draft drawn from any nationalized bank payable at **Kolkata** in favour of

“Secretary, Ramakrishna Mission Boys’ Home ITC”.

4.. Application Procedure:

Application forms are available by **Online** only. Candidates can download the **Application Form** in A4 size paper from our **Website** from 22nd February, to 31st March, 2021. Submission of filled in **Application Form by Speed Post/Registered Post only from 23rd February to 31st March, 2021 at following address.**

Add- Superintendent, Ramakrishna Mission Boys' Home, Industrial Training Centre, P.O.-Rahara, Kolkata-700118, W.B,

No application will be received after 31st March 2021

Before filling up, please read this prospectus for proper post /vacancy . 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.

5. The following documents 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. Caste certificate issued by the competent authority, if applicable.
- d) Proof of passing Principal of Teaching (POT) Course, wherever applicable.
- e) Experience certificate in related field.
- f) Two recent passport size colour photographs.
- g) DD of Rupees 300.00 only in favour of “**Secretary, Ramakrishna Mission Boys Home ITC**”.

6. Submission of filled forms:

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

General Information:-

A) Disqualification of the candidates:-

- i) No person shall be eligible for selection for appointment to any above post unless he is a citizen of India.
- ii) 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.
- iii) **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.