



JAN SHIKSHAN SANSTHAN

(Dakshata, Swavalamban, Samman)

(Sponsored by Ministry of Skill Development and Entrepreneurship, Government of India)

RAMAKRISHNA MISSION LOKASIKSHA PARISHAD

RAMAKRISHNA MISSION ASHRAMA

NARENDRAPUR, KOLKATA-700103

(A Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal-711202)

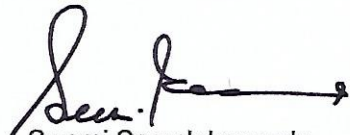
NOTIFICATION FOR VACANCY

January 6, 2022

The Ramakrishna Mission Ashrama, Narendrapur Kolkata-700103, West Bengal has been running the Jan Shikshan Sansthan (JSS) under the aegis of Ministry of Skill Development and Entrepreneurship, Government of India. The Jan Shikshan Sansthan is engaged in providing vocational / skill upgradation training to the socio-economically backward and educationally disadvantaged groups of urban / rural youth in South 24 Parganas district.

The Jan Shikshan Sansthan of the Ramakrishna Mission Ashrama, Narendrapur invites application from dynamic young personal for the post of Programme Assistant. Criteria for applying is mentioned below :

01	Post	:	Programme Assistant
02	No of Vacancy	:	One
03	Category	:	Unreserved
04	Essential Qualification	:	i. Bachelor Degree from recognised University ii. Computer knowledge (certificate from reputed institution)
05	Desired Qualification	:	i. Knowledge of drafting correspondence ii. Knowledge of both Bengali, English and Hindi spoken iii. Knowledge of internet browsing and handling different data-base web portal
06	Experience	:	i. 2 years working experience on handling computer application and online data entry, etc.
07	Age	:	18 years - 35 years
08	Pay	:	Negotiable
09	Submission	:	Application is to be submitted through Email : jssndprkm@gmail.com addressing to the Secretary, Jan Shikshan Sansthan, Ramakrishna Mission Lokasiksha Parishad, Ramakrishna Mission Ashrama, Narendrapur, Kolkata-700103, West Bengal
10	Date of Submission	:	Latest by 31.01.2022 (5 pm)


Swami Sarvalokananda
Secretary