

Phone PBX :
(033) 24272700 (6 a.m. to 9 p.m.)
Email : rkmndp@gmail.com
narendrapur@rkmm.org
Website : www.rkmnarendrapur.org



RAMAKRISHNA MISSION ASHRAMA
NARENDRAPUR, KOLKATA-700103
(A Branch Centre of Ramakrishna Mission,
Belur Math, Howrah, West Bengal-711202)

Ref: Cen/Advt/ 601/2020-21

Date:19/02/2021

RECRUITMENT NOTICE

Ramakrishna Mission Ashrama Narendrapur invites applications from **MALE** citizens of **India** for appointment to the following posts:

SI No. 1

Post	Assistant Accounts Officer
Vacancy	One
Category	Unreserved
Essential Qualification	1. Bachelor Honours Degree in Commerce from a recognised University 2. Knowledge of Computer Application in Accounts Keeping (Certificate/Diploma Course from a reputed Institute is essential) 3. Knowledge of drafting correspondence in English
Desirable Qualification	Knowledge of Bengali & English- both Spoken & Written
Experience	At least 5 years in Accounts related works
Age Limit	37 years as on 01/01/2021 as per the Rules for Appointment framed by Government of West Bengal, Higher Education Department vide Memo No. 166-Edn(H/SE)/4A-05/09 dated 09/11/2009
Pay Scale	Pay level 14 (Rs 39,900/- - Rs 1,02,800/-) as per Govt. of West Bengal ROPA,2019 corresponding PB-4 with Grade Pay Rs 4,700/- as per ROPA,2009

Secretary
Ramakrishna Mission Ashrama
Narendrapur
Kolkata-700 103

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SI No. 2

Post	Office Attendant
Vacancy	One
Category	Unreserved
Essential Qualification	1. Class VIII pass from a recognised school 2. Ability to read and write in Bengali and English
Experience	At least 2 years of doing similar job
Age Limit	37 years as on 01/01/2021 as per the Rules for Appointment framed by Government of West Bengal, Higher Education Department vide Memo No. 166-Edn(H/SE)/4A-05/09 dated 09/11/2009
Pay Scale	Pay level 1 (Rs 17,000/- - Rs 43,600/-) as per Govt. of West Bengal ROPA, 2019 corresponding PB-1 with Grade Pay Rs 1,700/- as per ROPA, 2009

SI No. 3

Post	Darwan-cum-Night Watchman
Vacancy	One
Category	Scheduled Caste
Essential Qualification	1. Class VIII pass from a recognised school 2. Sound health and good physique
Experience	At least 2 years of doing Darwan's job
Age Limit	37 years as on 01/01/2021 as per the Rules for Appointment framed by Government of West Bengal, Higher Education Department vide Memo No. 166-Edn(H/SE)/4A-05/09 dated 09/11/2009
Pay Scale	Pay level 1 (Rs 17,000/- - Rs 43,600/-) as per Govt. of West Bengal ROPA, 2019 corresponding PB-1 with Grade Pay Rs 1,700/- as per ROPA, 2009

Interested candidates may send their application by Registered Post/Speed Post within 8th March ,2021 (upto 5.00 p.m.) along with self attested copies of educational qualification and experience certificates and with a duly filled application form (available at our website www.rkmnarendrapur.org) and one self attested passport size photograph in closed envelope super scribing the post applied for to "The Secretary, Ramakrishna Mission Ashrama Narendrapur, Central Office, Kolkata – 700103".


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INFORMATION REGARDING RECRUITMENT

Mode of Selection :

The short listed candidates ,after scrutiny of application forms, will be called for written test. On the basis of the result of the written test , the candidates will be called for interview . A cut-off marks in written examination will be fixed at the discretion of the Selection Committee.

I) Selection procedure for one Assistant Accounts Officer :-

- a) Written examination for 100 marks
- b) Interview and Computer application test for 25 marks

The written examination will consist of questions on the followings:-

- a) Accountancy
- b) Direct & Indirect Taxes
- c) English writing & composition
- d) General Knowledge & Current Affairs
- e) Information Technology & its application

II) Selection procedure for one Office Attendant and one Darwan-cum-Night Watchman :-

- a) Written examination for 40 marks
- b) Interview for 10 marks

The written examination will consist of questions on the followings:-

- a) General Knowledge
- b) Current Affairs

IMPORTANT POINTS :

- 1) The benefits of reservation of vacancy(SI No. 3) is admissible to S.C. candidates of West Bengal only. The S.C. candidates of other States shall be treated as general candidates.
- 2) Incomplete application forms will not be considered.
- 3) All information regarding recruitment to the posts will be available , from time to time, in the website of the Ashrama (www.rkmnarendrapur.org)


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