



RAMAKRISHNA MISSION LOKASIKSHA PARISHAD
RAMAKRISHNA MISSION ASHRAMA
NARENDRAPUR, KOLKATA-700 103, WEST BENGAL
(A Branch Centre of Ramakrishna Mission,
Belur Math, Howrah, West Bengal - 711202)

Job Advertisement

Ref: No. LP/VCDF- 920 /2022-2023

Date: 14.12.2022

Applications are invited from bonafide candidates for the post of **"Programme Assistant" (Male Only)** for a rural based child development project under Ramakrishna Mission Lokasiksha Parishad, Narendrapur. The candidate is required to work in the office at Lokasiksha Parishad, Narendrapur and undertake field visits in different districts of West Bengal. Following are the criteria and requirements for the desired candidate:

1. Minimum qualification: Honours Graduate in any discipline from any recognized University.
2. Job requirements: Writing ability both in English and Bengali, proficiency in MS Office, computer typing in English and Bengali, documentation, willingness for field visits and stay at a particular place. Knowledge in Ramakrishna Vivekananda literature and ideology will be preferable.
3. Age Limit: 35 years
4. Work experience: 2 years work experience in office work/ field work is desirable.
5. Salary: Negotiable

Appointment will be on contractual basis and will be initially offered for 1 year.

Application for the above post may be made along with bio-data, self attested photocopies of marksheets, certificates of academic qualification, experience certificates and other credentials along with one photo identity proof and address proof. The application with necessary enclosures is to be addressed to **The Secretary, Ramakrishna Mission Ashrama, Narendrapur** and it must reach to the office by post at below mentioned address or by hand at the **"Letter Receiving Section"** at ground Floor of Lokasiksha Parishad office or by email (rkmlpvcdp@gmail.com) latest by 29 December 2022.

Address for sending Application:

To

The Secretary,

Ramakrishna Mission Lokasiksha Parishad,

Ramakrishna Mission Ashrama, Narendrapur,

Kolkata – 700 103



SWAMI SARVALOKANANDA

Director/ Secretary