



# Ramakrishna Mission Vidyapith (Primary Section)

Srirampur :: Ward No. – 16 :: Jhargram :: 721507

Phone- 8918462885 :: Email ID - [rkmvcbse@gmail.com](mailto:rkmvcbse@gmail.com):: Website - <https://jhargram.zohosites.in/>

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## Recruitment of Non-Teaching Staff - 2025

### PROSPECTUS

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**Ramakrishna Mission Vidyapith (Primary Section), Jhargram**, an English medium co-educational school following CBSE curriculum is going to hold a Selection Test for the appointment to the posts of Clerk & Accountant against the vacancies advertised herewith on contractual basis.

## 1. Method of Recruitment:

- Recruitment shall be made on the basis of Written Examination, Computer proficiency and Interview.
- Only candidates shortlisted based on the written exam marks will be called for computer proficiency & Typing [in both Bengali & English (with Abhro Software)] / Tally software, and interview.

## 2. List of Vacancy:

Sl.	Post	Vacancy Code	Gender	Age	Minimum Academic Qualification
1	Clerk	NT/C	Male Only	Not less than 23 years and not more than 35 years as on 1st January 2025	Graduate in any subject with a Certificate in Computer Training from recognized institution with a minimum typing Speed @ 40 w.p.m. in English and 30 w.p.m in Bengali
2	Accountant	NT/A	Male Only	Not less than 23 years and not more than 35 years as on 1st January 2025	Preferably a Graduate in Commerce/Mathematics with Knowledge and skill in Accounts, Computer operation and Tally software

## 3. Salary Structure:

- Clerk & Accountant: Consolidated salary of Rs. 13000/- per month inclusive of PF

**4. Question Paper:** There will be both objective and subjective questions. Questions will be set in English only. Answers are also to be given in English only. There will be no negative marking.

**5. Syllabus:** For detailed syllabus of the written examination, visit our website: <https://jhargram.zohosites.in/>

## 6. Allotment of Marks:

### A. For selection to the Post of Clerk:

- Written Examination - 30
  - Computer proficiency – 10
  - Interview – 10
- Total = 50 marks

### B. For selection to the Post of Accountant:

- Written Examination - 30
  - Proficiency in Tally software – 10
  - Interview – 10
- Total = 50 marks

## 7. Application Procedure:

Application forms will be available at our website <https://jhargram.zohosites.in/> from 11 a.m. on 01 January 2025. Candidates can download and print the Application Form on 75 GSM, A4 white paper (in separate pages) from the website.

Duly filled in Application Form can be submitted **ONLINE** only from 01 January 2025 to 15 January 2025 to our email I.D. [rkmvcbse@gmail.com](mailto:rkmvcbse@gmail.com).

Admit cards will only be sent to the mail ID of eligible candidates. Candidates should print the admit cards on 75 GSM, A4 white paper and bring it with them to the written examination. Photograph of the candidates should be pasted on the given space. Candidates should bring their Original ID proof on the date of written examination.

## 9. Examination Date:

- The written examination will be held on **Saturday, 25 January 2025** at 12 noon at Ramakrishna Mission Vidyamandira (EMRS), Jhargram .
- The duration of the written examination will be 60 minutes.
- The list of ineligible applicants will be available on our website on 20 January 2024.

## 10. Period of Engagement:

- a) The period of engagement is for one year from the date of joining. It may be extended based on satisfactory performance.
- b) The appointment to the above post would be on full time basis and they would not be permitted to take up any other assignment during that period.
- c) Contract for engagement may be terminated by giving one month notice from either side.

## Note:

- a) Admission to the test is purely provisional subject to verification of the candidate's eligibility at various stages.
- b) 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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### Syllabus for the Post of Clerk

#### Written Examination(Total 30 Marks)

- **Reasoning & Quantitative Aptitude (15 marks)**

Puzzles & Seating arrangement, Data sufficiency, Verbal reasoning, Inequality, Sequences and Series, Assertion and Reason etc.

Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **General English (15 Marks)**

Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases



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**Note:** Use BLUE PEN only. Before filling, please read the prospectus carefully **Form No.:**.....  
for proper post / vacancy codes and other information. Overwriting and use of white (For office use only)  
ink are strictly prohibited.

Application Form for the Selection Test for the post of **CLERK** (Male Candidates Only)

Paste  
Photograph  
here

Post applied for (post-category):.....

Vacancy Code No.....

To  
The Secretary,  
Ramakrishna Mission Vidyapith (Primary Section)  
Jhargram

**(WRITE IN BLOCK LETTERS ONLY)**

1. Name (as per Madhyamik or equivalent standard Admit Card)

.....  
...

2. Father's Name (as per Madhyamik or equivalent standard Admit Card)

.....  
...

3. a) Date of Birth (as per Madhyamik or equivalent standard Admit Card)

.....

b) Age as on 01.01.2025 : .....years ..... months

4. a) Caste.....b) Religion ..... c) Nationality .....

5. Complete Postal Address :

Vill..... P.O..... P.S. ....

Dist. .... State ..... Pin .....

...

Mobile No. ....WhatsApp No. ....E-mail .....

6. Whether the candidate is physically handicapped? a) Yes /No ..... ( % .....

7. a) Academic Credentials:

Name of Examination	Year of Passing	Board / Council	Full Marks	Marks	% of Marks	Division / Class	Subjects
Madhyamik / Equivalent							
Higher Secondary / Equivalent							
Graduation							

8. Details of Work Experience: (Certificate from Competent Authority to be attached)

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**9. Declaration :-**

- a) I have carefully gone through the content of the ‘prospectus’. And I do hereby declare that I will abide by the norms/instructions/schedules laid down in the prospectus.
- b) I do hereby declare that all the statements made in this application and all of the self-attested documents submitted herewith are true and correct. In the event any of the information being found to be false or incorrect or any ineligibility being detected before or after the selection/recommendation is made, my candidature/selection is liable to be cancelled and any recommendation made in my favour is liable to be revoked/rescinded and/or cancelled.

Place: .....

Date.....

Full Signature of the Applicant

**Note: Self attested copies of the following documents should be submitted along with application form**

1. Aadhaar Card
2. M.P.,H.S. & Mark sheets /Degree Certificate issued by the recognized Board/Council/University
3. Any other relevant certificate/s



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## Recruitment of Non-Teaching Staff -2025

### Syllabus- for the Post of Accountant

#### Written Examination (Total 30 Marks)

- **Quantitative Aptitude (10 Marks)**

Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **General English (5 Marks)**

Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **Subject knowledge (15 Marks)**

Accountancy, Annual Accounts, Taxation, Budgeting, Auditing and Financial Management, Tally



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**Note:** Use BLUE PEN only. Before filling, please read the prospectus carefully **Form No.:**.....  
for proper post / vacancy codes and other information. Overwriting and use of white (For office use only)  
ink are strictly prohibited.

## Application Form for the Selection Test for the post of **ACCOUNTANT** (Male Candidates Only)

Post applied for (post-category):.....

Vacancy Code No.....



To  
The Secretary,  
Ramakrishna Mission Vidyapith (Primary Section)  
Jhargram

### (WRITE IN **BLOCK LETTERS** ONLY)

4. Name (as per Madhyamik or equivalent standard Admit Card)

.....

5. Father's Name (as per Madhyamik or equivalent standard Admit Card)

.....

6. a) Date of Birth (as per Madhyamik or equivalent standard Admit Card) .....

b) Age as on 01.01.2025 : .....years .....months .....

4. a) Caste.....b) Religion .....c) Nationality .....

5. Complete Postal Address :

Vill..... P.O..... P.S. ....

Dist. .... State ..... Pin .....

Mobile No. .... WhatsApp No. .... E-mail .....



6. Whether the candidate is physically handicapped? a) Yes /No ..... ( % ..... )

7. Academic Credentials:

Name of Examination	Year of Passing	Board / Council	Full Marks	Marks	% of Marks	Division / Class	Subjects
Madhyamik / Equivalent							
Higher Secondary / Equivalent							
Graduation							

8. Details of Work Experience: (Certificate from Competent Authority to be attached)

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**9. Declaration :-**

- c) I have carefully gone through the content of the 'prospectus'. And I do hereby declare that I will abide by the norms/instructions/schedules laid down in the prospectus.
- d) I do hereby declare that all the statements made in this application and all of the self-attested documents submitted herewith are true and correct. In the event any of the information being found to be false or incorrect or any ineligibility being detected before or after the selection/recommendation is made, my candidature/selection is liable to be cancelled and any recommendation made in my favour is liable to be revoked/rescinded and/or cancelled.

Place: .....

Date.....

Full Signature of the Applicant

**Note: Self attested copies of the following documents should be submitted along with application form**

1. Aadhaar Card
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