



Ref.No.LSP/Recruit(Adv)- 5361/2022-23.

February 27, 2023

ADVERTISEMENT NOTICE

Applications are invited from the male candidates for the following 6 (Six) posts at Ramakrishna Mission Lokasiksha Parishad (An 'Off-Campus' Centre of Ramakrishna Mission Vivekananda Educational and Research Institute, Deemed University, an integrated rural and urban development unit of the Ramakrishna Mission Ashrama, Narendrapur with following requisites:

| Sl No. | Designations | No. of Vacancies | Minimum Qualification | Desirable Qualification | Preferable criteria | Age Limit | Pay Structure |
|--------|-----------------------------|------------------|--|---|---|----------------|---|
| 01. | Accounts Assistant (Sr.) | 1 | B.Com (Hons) | Certificate Course MS-Office and Tally with GST | 3-years' experience in any organization handling Tally software, TDS, VAT/Service Tax/GST, Finalization of Accounts etc. Higher qualification and experience in the relevant field. | Below 40 years | Pay Scale : Rs.5400-25200, GP: Rs.2300, DA: 133%, HRA: 15%, MA: Rs.300, Gross: Rs.19,396.00 (Approx.) |
| 02. | Assistant Co-ordinator | 1 | B.Com (Hons) | Certificate Course MS-Office and Tally with GST | 2-years' experience in any organization handling Accounts with GST. Higher qualification and experience in the relevant field. | Below 40 years | Pay Scale : Rs.5400-25200, GP: Rs.1900, DA: 133%, HRA: 15%, MA: Rs.300, Gross: Rs.18,404.00 (Approx.) |
| 03. | Programme Assistant (Field) | 1 | B.Com | Certificate Course MS-Office and Tally with GST | 1-year experience in any organization handling Accounts with GST. Higher qualification and experience in the relevant field. | Below 40 years | Pay Scale : Rs.4900-16200, GP: Rs.1800, DA: 133%, HRA: 15%, MA: Rs.300, Gross: Rs.16,916.00 (Approx.) |
| 04. | Field Assistant | 1 | B.Com | Certificate Course MS-Office and Tally | 1-years' experience in any organization handling Accounts. Higher qualification and experience in the relevant field | Below 40 years | Pay Scale : Rs.4900-16200, GP: Rs.1700, DA: 133%, HRA: 15%, MA: Rs.300, Gross: Rs.16,668.00 (Approx.) |
| 05 | Instructor (Dairy) | 1 | Passed H.S. from any recognised Council with 1-year certificate course on Animal Husbandry/Veterinary Sector conducted by Board of Veterinary Education, West Bengal or its equivalent | Certificate Course MS-Office | Higher qualification and experience in the relevant field. | Below 40 years | Pay Scale : Rs.5400-25200, GP: Rs.1900, DA: 133%, HRA: 15%, MA: Rs.300, Gross: Rs.18,404.00 (Approx.) |
| 06 | Programme Assistant (Field) | 1 | Graduated in any stream from any recognised University | Certificate Course MS-Office | Higher qualification and 1-year experience in the relevant field. | Below 40 years | Pay Scale : Rs.4900-16200, GP: Rs.1800, DA: 133%, HRA: 15%, MA: Rs.300, Gross: Rs.16,916.00 (Approx.) |



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

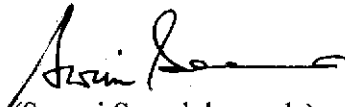
PHONE : 24772201/02/03 (6 a.m. to 9 p.m.)
FAX : (033) 24287005/24772070
E-mail : rkmlspndp@gmail.com

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Skill sets for each post: i) Ability to work collegiality in a team, ii) Ability to face new challenges, iii) Good administrative skills, iv) Ability to manage & meet deadlines and v) Effective Communication Skills.

Ashrama authority holds the right to relax any eligibility criteria for deserving candidates and its decision regarding eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and only shortlisted candidates will be invited for interview.

Interested candidates may send applications with detail resume along with photocopies of all educational qualifications, experience certificates etc. within 15 days of publication of this notice to the Secretary, Ramakrishna Mission Ashrama, Narendrapur, Kolkata-700103 in a sealed envelope mentioning "An Application for the Post of for RKMLSP". Application will be received through Speed Post/Courier Service or email (rkmlspndp@gmail.com) only.


(Swami Sarvalokananda)
Secretary