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TRAINING INSTITUTE FOR THE TEACHERS OF THE
VISUALLY HANDICAPPED
RAMAKRISHNA MISSION BLIND BOYS' ACADEMY
P. O. NARENDRAPUR, KOLKATA-700103, INDIA
(A branch centre of Ramakrishna Mission,
Belur Math, Howrah, West Bengal.)

RECRUITMENT FOR THE POST OF L.D. CLERK

Applications are invited from only male candidates for the Post of L.D. Clerk of the **Ramakrishna Mission Training Institute for the Teachers of the Visually Handicapped**, Narendrapur with following requisites.

| Designation | No. of Vacancy | Minimum Qualification | Essential Skills | Minimum Experience | Age Limit |
|-------------|----------------|---|--|---|---------------------------|
| L.D. Clerk | 01 (One) | Graduation from any recognized University | Knowledge of Computer Operation, Internet, Typing & E-Communication, writing & communicating skills in English | At least one year experience in Office Management of an Educational Institute | 40 years as on 01/01/2023 |

Eligible candidates may apply to **The Secretary, Ramakrishna Mission Ashrama, Narendrapur, Kolkata – 700103** in a sealed envelope mentioning **“An application for the post of L.D. Clerk of T.I.T.V.H.”** on plain A4 size paper with photocopies of supporting documents & testimonials and submit the same by hand to the **Vidyalaya Office** (Senior Section) between **11:00 a.m.** and **4:00 p.m.** by **20/02/2023** (except Sunday).

- 1. Method of Recruitment:** Recruitment shall be made on the basis of Selection Test (Written Test, Computer Skill & Interview)
- 2. Date of Selection Test:** The candidates are asked to be present at the Blind Boys' Academy of Ramakrishna Mission Ashrama, Narendrapur on **Thursday, 23rd February, 2023** at **10:00 a.m.** for the Written Test. The result will be published on the same day around **1:30 p.m.** The shortlisted candidates will have their interview on the same day around **2:00 p.m.**

Place: Narendrapur
Date: 13/02/2023


(Swami Sarvalokananda)
Secretary