



Ramakrishna Mission Blind Boys' Academy, Narendrapur
(A unit of Ramakrishna Mission Ashrama, Narendrapur, a Branch Centre of
Ramakrishna Mission, Belur Math, Howrah, West Bengal-711202)
P.O. & P.S.-Narendrapur, S.D.-Baruipur, Dist.-South 24 Parganas
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Web: www.rkmbba.org

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Date : 18.08.2026

PROSPECTUS

For Peon

Ramakrishna Mission Blind Boys' Academy, Narendrapur (A unit of Ramakrishna Mission Ashrama, Narendrapur which is a Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal-711202), P.O. - Narendrapur, Kolkata - 700103, Phone No. (033) 24772201, E-mail: nrkmbp@gmail.com, Website : www.rkmbba.org and a recognized Government Aided Special School is going to hold a Selection Test for the appointment to the post of Peon against the vacancy advertised herewith in conformity with the following :

The Govt. Memo Nos. 44-Edn(SE) dt. 27.01.1977 & 780/AD/E dt. 12.08.2025, issued by the Department of Mass Education Extension, Govt. of West Bengal.

1. Eligibility & Essential Qualifications Required :

Any Male citizen of India may apply for the post. Each candidate shall require such relevant qualifications as mentioned in the Govt. Memo Nos. 44-Edn(SE) dt. 27.01.1977 & 780/AD/E dt. 12.08.2025.

The qualification prescribed in the Memo No. 780/AD/E dt. 12.08.2025 for the post of **Peon**, will be strictly followed.

Qualifications : Essential : Minimum qualification Class VIII passed from a Recognized Institute.

However the Selection Committee proposed to keep following as **Preferable / Desirable**
Qualification :

Maximum qualification Higher Secondary passed from a Recognized Institute.

2. Age:

Maximum 45 years as on 01.07.2026. (i.e. not born before 01.07.1981) in terms of the Memo No.1707-F(P2), dated 16th May, 2026.

Contd....2

Relaxation : The upper age limit is relaxable for 5 years for S.C. & S.T. candidates as per Govt. norms and for the P.W.B.D. candidate, the upper age limit is relaxable as per the Govt. Order. The eligibility of a candidate for applying as Other Backward Classes (Category 'A' & 'B', shall be guided by the Backward Classes Welfare Department, Government of West Bengal).

3 . Method of Recruitment:

The Recruitment shall be made on the basis of selection (direct recruitment) formalities.

4. List of Vacancies :

Sl. No.	Vacancy Code No	Name of the Post	Group	Academic Qualification	Reservation Category
1.	RPB/P/01	Peon	D Post	a) Minimum qualification Class VIII passed from a Recognized Institute. b) Maximum qualification Higher Secondary passed from a Recognized Institute.	Unreserved

5. Salary Structure as per State Govt. rules :

The Peon appointed against this vacancy will be entitled to enjoy all the facilities which are due to non teaching Group D staff of a Govt. Aided Special Institution of Mass Education Extension Department, Govt. of West Bengal.

6. Application Procedure:

(a) The Application procedure is through Offline. The candidate can download the Application Form through the website:-www.rkmbba.org from 20.08.2026. Candidates will have to send their filled-up application by hand within **16.09.2026**.

Before filling up the application form, please read this prospectus for proper post/vacancy (See Sl.No.4).

NOTE : Recruitment to the posts is purely provisional subject to verification of the candidate's eligibility at various stages.

(b) Issue of Admit Card/Call Letter :

The list of Eligible candidates will be called for Interview & Viva-Voce etc.

7. Fees for Examination :

Rs. 300/- (Rupees Three hundred) only for General Candidates, for OBC candidates Rs. 200/- (Rupees Two hundred) only , and Rs. 100/- (Rupees One hundred) only for SC/ST/PH candidates, payable at the time of hard copy application drop of Office of the Regional Braille Press of the Ramakrishna Mission Blind Boys' Academy, Narendrapur. Non eligible candidates' application fees will be refunded from Office of the Blind Boys' Academy, Narendrapur on any working day.

8. Allotment of Marks (Total 50 Marks) :

(a) Marks allotted for Written Test : 40 Marks

Sl. No.	Question Pattern	Part I: Subject-G.K. and Aptitude Test	Part II: Subject-Bengali Essay Writing	Part III: English Letter Writing
1	Multiple Choice Question	20X1=20 marks	-	-
2	Long Answer Type Question	-	1×10=10 marks	-
3	Long Answer Type Question	-	-	1×10=10 marks

(b) Marks allotted for Viva Voce : 10 marks

The following documents to be attached during the submission of application form :-

- (a) Class VIII passed certificate from a Recognized Institute.
- (b) All relevant educational qualifications, mark sheets and age proof certificates.
- (c) Identity proof [Aadhar Card only].
- (d) Caste Certificate issued by the competent authority, if applicable.
- (e) Passport size coloured photograph.
- (f) Signature.

9. Method of Selection :

Step I : After receiving the applications, a list of eligible and rejected candidates will be given on our website and in Academy Notice Board.

Step II : Eligible candidates will be informed 15 days before the date of Written Test through e-mail or website. Written Test of 40 marks will be taken for all applicants to short-list them for the final viva-voce etc. Each correct answer will fetch 1 positive Mark. In the negative marking system 0.25 marks will be deducted for every incorrect answer and no answer will fetch Zero

Step III: A cumulative merit list based on marks obtained in the Written Test 40 Marks + VIVA-VOCE-10) will be published along with the marks and rankings on the website and Academy Notice Board.

10. Any applicant who is serving any Govt. post and wants to apply for the post of Peon for our academy must submit the **No Objection Certificate (NOC)** issued by concerned authority.

11. Panel :

The final Panel shall be prepared on merit basis according to the total marks obtained by the candidates in the (Written Test – 40 Marks + VIVA-VOCE-10).

Note: In case, grand total marks obtained by two or more candidates becomes equal, the preference will be given to the candidate who have scored more marks in on Written Test.

12. Appointment :

After receiving the approval of the final panel from the Managing Committee, the panel has to be submitted to the Directorate of Mass Education Extension, Govt. of West Bengal through District Mass Education Extension Officer, South 24-Parganas for getting necessary approval. Then the appointment letter to the 1st rank holder candidate in the Panel can only be issued after getting required approval order from Directorate of Mass Education Extension, Govt. of West Bengal.

13. General Information :

(A) Disqualification of the candidates :

- (i) No person shall be eligible for selection for appointment to the post of Peon unless he is a citizen of India.
- (ii) If any commission(s)/omission(s) on the part of any applicant is/are detected at any stage of the entire selection process, the candidate is liable to be rejected.
- (iii) Signature of the applicant in capital letters.
- (iv) Under age or over age with respect to caste category.
- (v) Applicant does not have proper educational qualification.
- (vi) Date of birth missing or age proof certificate not submitted.
- (vii) Candidate applied for more than one application or duplicate candidate.
- (viii) Caste Certificate of other state, caste certificate not from competent authority.
- (ix) Cast Certificate not submitted, if applied for particular caste category.

(B) Other Information :

- (i) Before submitting the Application Form, the candidate should satisfy himself that he fulfils all the eligibility criteria as laid down in the advertisement to avoid rejection to the Application Form.
- (ii) No mark sheet shall be issued to the candidates.
- (iii) Non eligible candidates' application fees will be refunded from Office of the Blind Boys' Academy, Narendrapur on any working day.
- (iv) After receiving the Admit Card/Call Letter, the candidate should check it very carefully and bring discrepancy/discrepancies, if any, to the notice of the school authorities. The candidate must bring the Admit Card to the Personality Test and also for subsequent stages.
- (v) No T.A./D.A. will be paid to the candidate for appearing in the Personality Test.

14. Job Responsibility for the post of Peon :

The peon of the Braille press plays a vital role in sending the braille books to different schools for the blind. He is responsible for timely despatch of braille books to all the schools of visually handicapped all over West Bengal Sarva Siksha Mission of the State as well as selected schools for the blind in North Eastern Region of our country after necessary packing and other official jobs. The post is directly connected with production and despatch of Braille books. More important is that he has to carry those packets to the post office with responsibility. It may also be noted that the peon is to carry on day to day duty for the office purpose.

NB : All information regarding Recruitment to the Post of Peon will be available, from time to time, in the academy website: www.rkmbba.org



Secretary
RAMAKRISHNA MISSION
BLIND BOYS' ACADEMY
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