

INSTRUCTIONS FOR THE CANDIDATES

1. Candidates have to apply through the prescribed format of application available in our website. Duly filled in Application Forms should reach to the **Secretary, Ramakrishna Mission Vidyalaya (Recruitment Section), Viveknagar, Agartala, West Tripura - 799130** latest by **23rd October 2017**.
2. Candidates have to fill the Application form in BLOCK LETTERS only using Black or Blue Ball Pen.
3. Incomplete Application in any form will be rejected by this office.
4. Upper age limit for candidates shall be 40 years as on 15/11/2017. Upper age limit is relaxable by 5 (five) years according to norms in force.
5. In service candidates may apply through proper channel.
6. After Scrutiny of the Received Applications, a list of eligible candidates for interview and interview dates will be published by this office which will be available both in the Notice Board and website of this Office (www.rkmv.edu.in) after 26th October 2017. **No separate call letter will be issued for interview.**
7. On the day of Interview candidates should report one hour before the commencement of interview.
8. Candidates who do not fulfil the eligibility criterion mentioned in the advertisement against the applied post would not be allowed to appear before the interview board.
9. On the date of Interview, the candidates shall have to bring all the original documents for verification including original "Voter Identity Card" and "Aadhaar Card" as the proof of identity.
10. Candidates who will fail to appear in the Interview on the scheduled date & time will not be considered for the post.
11. Mobile phone, e-book reader, i-pad, calculator etc. would not be allowed to be carried by the candidate before the interview board.
12. The decision of the authority will be final in case of interview and selection of candidates etc.
13. The authority reserves the right to postpone or change the venue, date and time of interview or cancel the entire process of interview.
14. **Self-attested photocopies (two copies each)** of the following documents are to be attached with the application form. Original Income Certificate is to be submitted at the time of interview.
 - i) Age proof certificate
 - ii) Valid Employment Exchange Card
 - iii) Mark sheets and Certificates of Madhyamik, Higher Secondary, Graduation, Post-Graduation, B.Ed/M.Ed etc.
 - iv) Experience Certificate(s) (if any)
 - v) PRTC/Citizenship Certificate
 - vi) Caste Certificate
 - vii) PH Certificate (if any)
 - viii) Voter ID Card
 - ix) Aadhaar Card
 - x) Certificate(s) in Co-curricular field (Cultural, Sports etc. if any) and
 - xi) Coloured Passport Sized Recent Photographs of the candidate

S/d

Swami Hitakamananda
Secretary

Ramakrishna Mission Vidyalaya
Viveknagar, Tripura (W) - 799 130