

Ramakrishna Math, Baghbazar
(A branch centre Ramakrishna Math, Belur Math)
1, UDBODHAN LANE BAGBAZAR
Kolkata 700003

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Memo: No. MSSK /0001/AYUSH/2026

Dated, Kolkata, 17th May, 2026

Notice for Contractual Engagement

The **Ramakrishna Math, Baghbazar (A branch centre Ramakrishna Math, Belur Math)**, 1, UDBODHAN LANE BAGBAZAR Kolkata 700003, will soon engage HR personnel in different positions, namely Project Manager, Public Health Specialist, Data Entry Operator and Multi-tasking Assistant (One post each), purely on a contractual Basis (initially for one year, and may extend up to maximum three years.) for a project entitled A prospective community-based study for the evaluation of effectiveness of Yograj Guggulu, Dashamoola Kwath and Panchguna Taila in the management of Osteoarthritis Knee (Janugata Sandhivata)” sponsored by Ministry of AYUSH, Govt. of India.

For details, applicants may visit our website, www.rkmswanirvar.org.in

| Sl no. | POSITION | Vacancy |
|--------|--------------------------|---------|
| 1. | Project Manager | One (1) |
| 2. | Public Health Specialist | One (1) |
| 2. | Data Entry Operator | One (1) |
| 4. | Multi-tasking Assistant | One (1) |

The Project: A prospective community-based study for the evaluation of effectiveness of Yograj Guggulu, Dashamoola Kwath and Panchguna Taila in the management of Osteoarthritis Knee (Janugata Sandhivata)” sponsored by Ministry of AYUSH, Govt. of India.

Place of Posting: The **Ramakrishna Math (A branch centre of Ramakrishna Math, Belur Math)**, 20 Prankrishna Mukherjee Road, Near Chitpur Bridge, Kolkata – 700 002

Period: on a purely contractual basis, initially for one year, and may extend up to three years.

How to apply: Interested and eligible candidates may apply as per the enclosed Proforma (Annexure-I / II) & submit the filled in application with photocopies of all relevant documents either in person or through speed post at MA SARADA SWANIRVAR KENDRA, 20 Prankrishna Mukherjee road, Near Chitpur Bridge, Kolkata – 700 002.

The application may also be submitted through email rkmswanirvar@gmail.com within **30.05.2026 latest by 2.00 P.M.**

1. Project Manager

| | |
|----------------------------|--|
| Name of the Post | Project Manager |
| No. of posts | 01(one) |
| Qualification & Experience | A] Essential i) Graduate degree in Ayurveda (Ayurvedacharya, BAMS) from any recognised Institution / University. ii) Post Graduate degree in Kayachikitsa from any recognized Institution / University. iii) Registered under the Paschim Banga Ayurveda Parishad. B] Desirable i) Experience in Public Health / Professional experience from a recognized organization. ii) Excellent Computer knowledge of MS Office- MS Word, MS Excel, MS PowerPoint. iii) Ability to speak, read & write in Bengali. |
| Responsibility Matrix | Manager will be an Ayurvedic Physician. <ul style="list-style-type: none">• Planning and execution of health camps• Screening and enrolment of patients• Treatment and follow-up of patients Overall management and collection of data. |
| Age | As on 01.01.2026 Maximum: 50 years |
| Emoluments | Rs. 46,000/- per month (Consolidated) |

2. Public Health Specialist

| | |
|----------------------------|--|
| Name of the Post | Public Health Specialist |
| No. of posts | 01(one) |
| Qualification & Experience | A] Essential i) Graduate degree in Ayurveda (Ayurvedacharya, BAMS) from any recognized Institution / University. ii) Post Graduate degree in Kayachikitsa/Swasthavritta/Master in Public Health. iii) Registered under the Paschim Banga Ayurveda Parishad. B] Desirable i) 5 years of experience in Public Health / Professional experience from a recognized organisation. iii) Ability to speak, read & write in Bengali. |
| Responsibility Matrix | Will be a doctor <ul style="list-style-type: none">• Conducting health screening, treatment, and follow-up. After screening of the patients by physical findings and clinical examination, the patient will be selected for pathological screening and will go for laboratory investigation |
| Age | As on 01.01.2026 Maximum: 50 years |
| Emoluments | Rs. 40,000/- per month (Consolidated) |

3. Data Entry Operator

| | |
|----------------------------|---|
| Name of the Post | Data Entry Operator |
| No. of posts | 01(one) |
| Qualification & Experience | A] Essential i) Graduate degree from any recognized University. ii) At least 1(one) year Diploma in Computer (including MS Office- MS Word, MS Excel, MS PowerPoint) from the Government. Registered institutions. iii) Ability to speak, read & write in Bengali. Desirable: Experience in social sector schemes |
| Responsibility Matrix | Will be responsible for the maintenance of all records pertaining to Awareness Camps, Screening camps, Details of patients and creating success stories of patients healed. Will also assist in holding all camps and assist the doctors. |
| Age | As on 01.01.2026 Maximum: 30 years |
| Emoluments | Rs. 20,000/- per month (Consolidated) |

4. Multi—tasking Assistant

| | |
|----------------------------|--|
| Name of the Post | Multi—tasking Assistance |
| No. of posts | 01(one) |
| Qualification & Experience | A] Essential i) Graduate degree from any recognized Institution / University. ii) At least 6(Six) months certificate in Computer (including MS Office- MS Word, MS Excel, MS PowerPoint) from the Government. Registered institution. iii) Ability to speak, read & write in Bengali. B] Desirable: Experience of Exposure in the social sector scheme |
| Responsibility Matrix | Will be responsible for the maintenance of all records pertaining to Awareness Camps, Screening camps, Details of patients and creating success stories of patients healed. Will also assist in holding all camps and assist the doctors. |
| Age | As of 01.01.2026 Maximum: 30 years |
| Emoluments | Rs. 13,000/- per month (Consolidated) |

GENERAL INSTRUCTION

- i) The applicants of all four above categories should be permanent residents of West Bengal.
- ii) Canvassing in any form OR on behalf of a candidate will be a disqualification.
- iii) Engagement of any candidate may be cancelled for discrepancies in relation to the verification of testimonials at any time.
- iv) The notice period for resignation /Termination will be done one month on either side or consolidated remuneration of one month in lieu of notice.

Selection Procedure

1. Applications will be shortlisted based on marks obtained in educational qualification & experience, and a merit list will be prepared. From this merit list, candidates will be called for an interview.
2. Applicants for the post of **Data entry Operator** will have to qualify in a Computer; literacy Test. The applicants will have to obtain at least 50% marks; failing which, the candidature will be treated as cancelled. Final selection will be done based on **Marks obtained on academic, computer test (where applicable), experience and interview.**
3. The competent authority reserves the right to change/postpone/cancel the requirement exercise at any time.
4. The selected candidates shall have no claim for appointment regularly by virtue of their being engaged on a purely contractual basis.
5. Interested candidates may also, in their own interest, ensure that they fulfil the eligibility conditions. Names of ineligible candidates will not be listed. Verification of documents/certificates will be done before the engagement.
6. Publication of the result on or after 12.06.2026 on the website. <https://rkmswanirvar.org>

Distribution of Marks:

1. For **Project Manager** - The distribution of marks for the selection will be done in the following manner-

| Sl. No. | Qualification | Type | Total Marks | Distribution Category |
|----------------|---|-------------|--------------------|--|
| 1. | Graduate degree in Ayurveda (Ayurvedacharya, BAMS) from any recognised University | Essential | 65 | Percent |
| 2. | Post-Graduate degree in Ayurveda | Essential | 10 | Percent |
| 3 | Experience | Desirable | 10 | 01 mark for each completed year totaling maximum of 10 marks |
| 4 | Interview | Essential | 15 | |
| | Total | | 100 | |

3. For **Public Health Specialist** - The distribution of marks for the selection will be done in the following manner-

| Sl. No. | Qualification | Type | Total Marks | Distribution Category |
|----------------|---|-------------|--------------------|------------------------------|
| 1. | Graduate degree in Ayurveda (Ayurvedacharya, BAMS) from any recognised University | Essential | 65 | Percent |

| | | | | |
|----|---|-----------|-----|--|
| 2. | Post Graduate degree in Kayachikitsa/Swasthavritta/Master in Public Health. | | 10 | Percent |
| 3. | Experience | Desirable | 10 | 01 mark for each completed year totaling maximum of 10 marks |
| 4. | Interview | Essential | 15 | |
| | Total | | 100 | |

3. For **Data entry operator** - The distribution of marks for the selection will be done in the following manner-

| Sl. No. | Qualification | Type | Total Marks | Distribution Category |
|---------|---|-----------|-------------|---|
| 1. | Graduate degree (Based on the final Degree examination) | Essential | 65 | Percent |
| 2 | Computer Test | Essential | 10 | Per cent (Minimum passing marks 50%) |
| 3 | Experience | Desirable | 10 | 02 marks for each completed year totaling maximum of 10 marks |
| | Interview | Essential | 15 | |
| | Total | | 100 | |

4. For **Multi—tasking Assistance** - The distribution of marks for the selection will be done in the following manner-

| Sl. No. | Qualification | Type | Total Marks | Distribution Category |
|---------|---|-----------|-------------|---|
| 1. | Graduate degree (Based on the final Degree examination) | Essential | 65 | Percent |
| 2 | Computer Test | Essential | 10 | Per cent (Minimum passing marks 50%) |
| 3 | Experience | Desirable | 10 | 02 marks for each completed year totaling maximum of 10 marks |
| 4 | Interview | Essential | 15 | |
| | Total | | 100 | |

ANNEXURE - I

Application form for the post of Project Manager / Public Health Specialist

1. Name of the post applied for:
2. Name in full (in capital letters):
3. Father's Name:
4. (a) Date of Birth according to Madhyamik or Equivalent examination certificate:

| Year | Month | Days |
|------|-------|------|
| | | |

(b) Age as on 01-01-2026

5. Sex (Male or Female):
6. Single or Married:
7. (a) Do you belong to S.C/S. T/O.B.C. A/O.B.C. B of West Bengal?
(b) Are you physically handicapped?
8. Postal address (in capital letters) to which communication will be made:
9. Permanent address (in capital letters):
10. Phone No. / Mobile No.
11. Weather citizen of India:
12. Educational Qualifications (attached extra sheets if necessary):

Passport
photo of the
candidate.

| Name of the Examinations passed | Name of the Degree/ Diploma/Certificate | Name of the Board/ University/ Institute | Full Marks | Marks obtained | % of Marks | Year of passing |
|--------------------------------------|---|--|------------|----------------|------------|-----------------|
| (Ayurvedacharya, BAMS) | | | | | | |
| Post Graduate Degree in Kayachikitsa | | | | | | |
| Other relevant information, if any | | | | | | |

13. Registration Details:

| Name of the Council | Registration Number | Registration Date | Renewal Date, if applicable |
|---------------------|---------------------|-------------------|-----------------------------|
| | | | |

14. Working Experience (attached extra sheets if necessary):

| Type of Experience | Name of the Office | Designation | Date of Appointment | Period of Experience |
|--------------------|--------------------|-------------|---------------------|----------------------|
| | | | | |
| | | | | |

Declaration: I hereby solemnly declare that the information furnished above is based on material records and is true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect, then I verify, believe and understand that my candidature for recruitment to the post of **Project Manager / Public Health Specialist** on a contractual basis is liable to be cancelled without any further intimation to me.

Date:

Full signature of the candidate

ANNEXURE - II

Application form for the post of Data Entry Operator / Multi—tasking Assistant

1. Name of the post applied for:
2. Name in full (in capital letters):
3. Father's Name:
4. (a) Date of Birth according to Madhyamik or Equivalent examination certificate:

(b) Age as on 01-01-2024

| Year | Month | Days |
|------|-------|------|
| | | |

Passport
photo of the
candidate.

5. Sex (Male or Female):
6. Single or Married:
7. (a) Do you belong to S.C/S. T/O.B.C. A/O.B.C. B of West Bengal?
(b) Are you physically handicapped?
8. Postal address (in capital letters) to which communication will be made:
9. Permanent address (in capital letters):
10. Phone No. / Mobile No.
11. Weather citizen of India:

12. Educational Qualifications (attached extra sheets if necessary):

| Name of the Examinations passed | Name of the Degree/ Diploma/Certificate | Name of the Board/ University/ Institute | Full Marks | Marks obtained | % of Marks | Year of passing |
|--|---|--|------------|----------------|------------|-----------------|
| Graduate Degree from a recognised university | | | | | | |
| Diploma in Computer | | | | | | |
| Other relevant information, if any | | | | | | |

13. Working Experience (attached extra sheets if necessary):

| Type of Experience | Name of the Office | Designation | Date of Appointment | Period of Experience |
|--------------------|--------------------|-------------|---------------------|----------------------|
| | | | | |
| | | | | |

Declaration: I hereby solemnly declare that the information furnished above is based on material records and is true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect, then I verify, believe and understand that my candidature for recruitment to the post of **Data Entry Operator / Multi—tasking Assistant** on a contractual basis is liable to be cancelled without any further intimation to me.

Date:

Full signature of the candidate