

# RAMAKRISHNA MATH, BAGHBAZAR

(A Branch Centre of Ramakrishna Math, Belur Math)

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Memo No.: MSSK/0002/AYUSH/2026

Date: 17th June, 2026

## NOTICE FOR CONTRACTUAL ENGAGEMENT

Applications are invited from eligible Indian citizens for engagement in the following positions on a purely contractual basis for a Government of India-sponsored research project entitled:

**“A Prospective Community-Based Study for the Evaluation of the Effectiveness of Yograj Guggulu, Dashamoola Kwath and Panchaguna Taila in the Management of Osteoarthritis Knee (Janugata Sandhivata)”**

It is hereby notified that the interviews conducted on 06.06.2026 for the posts mentioned below could not be finalized owing to the inadequate availability of suitable candidates. Accordingly, the Selection Committee has recommended for publication of a fresh advertisement with revised eligibility criteria. Therefore, applications are invited afresh for the following contractual positions. Please note that those who have already faced the interview need not send all the details. They only send the fill-up application form.

Sl. No.	Position	Number of Vacancies
1	Project Manager	01
2	Public Health Specialist	01
3	Data Entry Operator	01
4	Multi-tasking Assistant	01

### Place of Posting

**Ma Sarada Swanirvar Kendra**

Ramakrishna Math, Baghbazar

20, Prankrishna Mukherjee Road, Near Chitpur Bridge, Kolkata - 700002.

### Tenure of Engagement

The appointments will be made purely on a contractual basis initially for a period of **one year**, which may be extended annually based on satisfactory performance and project requirements, subject to a maximum period of **three years**.

### Application Procedure

Interested and eligible candidates are requested to submit their applications in the prescribed format (Annexure-I/II) along with self-attested photocopies of all relevant certificates, testimonials, proof of age, educational qualifications, experience certificates, and other supporting documents.

Applications may be submitted:

1. **By Hand** at the office of Ma Sarada Swanirvar Kendra; or
2. **By Speed Post** addressed to:

### The Project Office

Ma Sarada Swanirvar Kendra

Ramakrishna Math, Baghbazar

20, Prankrishna Mukherjee Road

Near Chitpur Bridge

Kolkata - 700002

3. **By E-mail** to: [rkmswanirvar@gmail.com](mailto:rkmswanirvar@gmail.com)

**Last Date for Submission of Application:** The filled-up application must reach the office on or before **30th June, 2026, up to 2:00 P.M., and the date of the interview will 4<sup>th</sup> July 2026, 11 am onwards. There will be no further communication in this regard.**

Detailed eligibility criteria, remuneration, terms and conditions, and prescribed application formats are available on the institution's website:

[www.rkmswanirvar.org.in](http://www.rkmswanirvar.org.in)

The competent authority reserves the right to accept or reject any application and to modify, cancel, or postpone the recruitment process without assigning any reason whatsoever. The decision of the Selection Committee shall be final and binding in all matters relating to the recruitment process.

**Adhyaksha**

Ramakrishna Math, Baghbazar

Kolkata - 700003

### 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 recognized Institution / University. ii) Registered under the Paschim Banga Ayurveda Parishad. B] Desirable i) Post Graduate degree in Ayurveda from any recognized Institution / University. ii) Experience in Public Health / Professional experience from a recognized organization. iii) Ability to speak, read & write in Bengali, Hindi and English. Iv) Ability to write in English
Responsibility Matrix	Manager will be an Ayurvedic Physician. <ul style="list-style-type: none"><li>• Planning and execution of health camps</li><li>• Screening and enrolment of patients</li><li>• Treatment and follow-up of patients</li></ul> Overall management and collection of data.
Age	As on 01.01.2026 Maximum: 50 years (Maximum Age limit may be relaxed up to 55 years for well-qualified & experienced candidates, subject to the satisfaction of the Selection Committee)
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) Registered under the Paschim Banga Ayurveda Parishad. B] Desirable

	<p>i) Post Graduate degree in Ayurveda from any recognized Institution / University</p> <p>ii) Experience in Public Health / Professional experience from a recognized organization</p> <p>iii) Ability to speak in Bengali, Hindi and English</p> <p>iv) Ability to write in English.</p>
Responsibility Matrix	<p>Will be a doctor</p> <ul style="list-style-type: none"> <li>• Conducting health screening, treatment and follow-up.</li> </ul> <p>After screening of the patients by physical findings and clinical examination, the patient will be selected for pathological screening and goes for laboratory investigation</p>
Age	<p>As on 01.01.2026</p> <p>Maximum: 50 years . (Maximum Age limit may be relaxed up to 55 years for well-qualified &amp; experienced candidates, subject to the satisfaction of the Selection Committee))</p>
Emoluments	Rs. 40,000/- per month (Consolidated)

3. For selection in the post of Multi-Tasking Assistant and Data Entry Operator, the revised criteria will be

### Multi – Tasking Assistant

Name of the Post	<b>Multi – Tasking Assistance</b>
No. of posts	01(one)
Qualification & Experience	<p>A] Essential</p> <p>i) Class 10<sup>th</sup> passed.</p> <p>ii) Must pass six(6) months' Certificate in Computer (including MS Office- MS Word, MS Excel, MS PowerPoint) from any Government. Registered institution.</p> <p>iii) Ability to speak in Bengali, Hindi and English</p> <p>iv) Ability to write in English</p> <p>B] Desirable: Experience of Exposure in the social sector scheme</p>
Responsibility Matrix	<p>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.</p> <p>Will also assist in holding all camps and assist the doctors.</p>
Age	<p>As of 01.01.2026</p> <p>Maximum: 40 years</p>
Emoluments	Rs. 13,000/- per month (Consolidated)

#### 4. 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 Certificate in Computer (including MS Office- MS Word, MS Excel, MS PowerPoint) from the Government. Registered institutions. iii) Ability to speak, read & write in Bengal, Hindi and English. iv) ability to write in English.  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: 40 years
Emoluments	Rs. 20,000/- 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 & Multi-Tasking Assistant** 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 7.07.2026 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-

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

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

<b>Sl. No.</b>	<b>Qualification</b>	<b>Type</b>	<b>Total Marks</b>	<b>Distribution Category</b>
1.	Graduate degree in Ayurveda (Ayurvedacharya, BAMS) from any recognized Institution / University	Essential	65	Percent
2.	Post Graduate degree in Kayachikitsa/Swasthavritta/Master in Public Health.	Desirable	10	Percent
3.	Experience	Desirable	10	01 mark for each completed year totaling maximum of 10 marks
4.	Interview	Essential	15	
	<b>Total</b>		<b>100</b>	

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

<b>Sl. No.</b>	<b>Qualification</b>	<b>Type</b>	<b>Total Marks</b>	<b>Distribution Category</b>
1.	Graduate degree	Essential	65	Percent
2	Computer Test	Essential	10	(Minimum passing marks 50%)
3	Experience	Desirable	10	02 marks for each completed year totaling maximum of 10 marks
	Interview	Essential	15	
	<b>Total</b>		<b>100</b>	

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

<b>Sl. No.</b>	<b>Qualification</b>	<b>Type</b>	<b>Total Marks</b>	<b>Distribution Category</b>
1.	Class 10 <sup>th</sup> Pass	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	
	<b>Total</b>		<b>100</b>	

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:

(b) Age as on 01-01-2026

Year	Month	Days

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 01-01-2026

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