



RAMAKRISHNA MISSION  
VIDYAMANDIRA  
**BOSE HOUSE CAMPUS**

A Cultural & Educational Center  
*A Unit of Ramakrishna Mission Saradapitha*

103, G.T. Road, P.O. – Rishra, P.S. – Rishra, District – Hooghly, Pin – 712248, West Bengal

Notice No.: 2025/VMBH/121

Date: 05/01/2025

**Placement Drive-January, 2026**

This is to inform all concerned that headquarter of Ramakrishna Math & Ramakrishna Mission invites applications from suitable **male candidates** for the post of **Office Assistant**. **Only former and current trainees of Bose House Campus can apply here.**

Office Staff is expected to do the following works:

- Preparation of Pictorial Activity Reports of our Projects in MS Word, PowerPoint, etc., and for that checking various Reports, consolidation of data, etc.
- Preparing various reports in MS Excel, e.g., Bar Charts, etc.
- Video cutting, editing, merging, etc., and such other miscellaneous Project-implementation-related works (including Project monitoring, preparing letters, circulars, etc.).

Starting Salary:

- ₹15,000/- per month

How to Apply:

Interested candidates may submit their application along with Curriculum Vitae (CV):

**[placement@rkmvmbousehouse.org](mailto:placement@rkmvmbousehouse.org)**

Last Date for Application: **10<sup>th</sup> January, 2026**

Principal

SWAMI MAHAPRAJNANANDA  
Principal  
Ramakrishna Mission Vidyamandira  
(A Residential Autonomous College)  
Belur Math :: Howrah-711202



Campus In-charge

SWAMI UMAPADANANDA  
Campus in-charge  
Ramakrishna Mission Vidyamandira  
Bose House Campus  
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