

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Ministry of Culture, Government of India
Block DD-34, Sector-I, Salt Lake, Kolkata 700064

Filling up the post of Senior Stenographer (Group “B”) on Deputation basis in Raja Rammohun Roy Library Foundation (RRRLF), Ministry of Culture, Govt. of India, Kolkata.

Applications are invited for filling up of the two posts of Senior Stenographer (Group “B”) in Pay Band 2: Rs. 9300-34800 with Grade Pay of Rs. 4200/- (pre-revised scale of Pay) (Revised to Pay Matrix Level-6, Rs. 35400-112400) on Deputation basis.

2. Eligibility

Officers in the Central / State Government/ Semi-Government / Statutory or Autonomous Bodies, including Universities, Research or comparable Institutions holding –

- (i) Analogous post on regular basis; Or
- (ii) Junior Stenographer in the pay-scale of Rs.5200-20200/- (PB-1) plus Grade Pay Rs. 2400/- having 10 years regular service in the grade.

Essential

- a) Twelve passed from a recognized Board/Institution
- b) Shorthand speed of 100 w.p.m and typing speed of 40 w.p.m

Desirable:

- a) Bachelor’s Degree from a recognized University;
- b) ‘O’ level certificate course in Computer Applications from DOEACC recognized institute or equivalent.

- 3. Application in the prescribed format duly filled and complete in all respect along with up-to-date ACR/APAR dossiers of the officer (last five years, each page duly attested by an officer not below the rank of Under Secretary or equivalent) along with (i) Vigilance clearance, (ii) Integrity Certificate, (iii) Cadre clearance, and (iv) major/minor penalty statement for the last 10 years should reach **the Director General , Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700064, superscribing the name of the post, through proper channel within a period of 45 days** from the date (excluding the first day) of publication of advertisement in the Employment News.
- 4. Applications received after the last date or otherwise incomplete will not be considered and will stand rejected. Applications not accompanied by certificates as mentioned above, documents in support of Qualifications and Experience would not be processed for determining the eligibility of the candidates for the selection.

(Prof. Vinay Kumar Srivastava)
Director General (I/c)
Raja Rammohun Roy Library Foundation
Ministry of Culture, Govt. of India
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