

1.	Name of Post	STENOGRAPHER (Senior)
2.	Number of Post	Two (2)* *(Subject to variation depending on workload)
3.	Scale of Pay	Rs.9300-34800/- (PB-2) Grade Pay Rs.4200/-
4.	Whether selection or non-selection post	Non Selection
5.	Age limit for direct recruitment	Not Applicable
6.	Educational and other qualifications required for direct recruits	Not Applicable.
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotion/deputation	No
8.	Period of probation, if any	Two years for direct recruits only.
9.	Method of recruitment (whether by direct recruitment or by deputation &% of the vacancies to be filled by the various methods)	By promotion failing which by deputation.
10.	In case of recruitment by promotion/deputation / transfer, classes from which promotion/ transfer to be made	<u>Promotion:</u> Junior Stenographer with 10 years experience in the in the pay-scale Rs.5200-20200/- (PB1) Grade Pay Rs.2400/- <u>Deputation:</u> a) Officers in the Central / State Government / Semi-Government / Statutory 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.4000-100-6000/- having 10 years regular service in the grade b) Possessing essential educational qualification prescribed as Essential Qualification 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 recognised university; b) 'O' level certificate course in Computer Application from DOEACC recognized institute or equivalent. Note-1: The qualifications regarding experience is/are relaxable at the discretion of the Administrative Committee in terms of SR 12 approved by the Govt. of India including SC/ST. Director, RRRLFChairman Deputy Director (A&A) Member An Officer representing Ministry of Culture dealing with the Foundation. One officer representing SC/ST from Central / State Government offices.
11.	If a DPC/Selection Committee exists, what is its composition?	Director, RRRLFChairman Deputy Director (A&A) Member An Officer representing Ministry of Culture dealing with the Foundation. One officer representing SC/ST from Central / State Government offices.
12.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

PM

Director / Director
Ministry of Culture
New Delhi