

SUGGESTED RECRUITMENT RULES FOR VICTORIA MEMORIAL HALL,
KOLKATA

1.	Name of the Post	Office Superintendent
2.	No. of Posts	1* (2018) *Subject to variation dependent on workload
3.	Classification	Group – B Ministerial, Non-technical
4.	Scale of Pay	PB-2: Rs. 9300-Rs 34,800 with Grade Pay of Rs. 4200
5.	Whether Selection of Non-selection post	Selection in the case of promotion. Not applicable in the case of direct recruitment.
6.	Age limit for direct recruitment	30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul & Spiti district and Pangji Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep)
7.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> i) At least a Graduate in any discipline from a recognized University. ii) At least 5 years' experience of working in a responsible post in a Government department, autonomous bodies, undertaking etc or a reputed private organization of which at least 2 years should be in supervising capacity. iii) Working knowledge of computer (MS-Office) and a typing speed of 35 w.p.m.in English or 30 w.p.m.in Hindi on computer. <u>Desirable:</u> Conversant in Bengali, Hindi and English. Note 1: Qualifications are relaxable at the discretion of the Board of Trustees, VMH in the case of candidates otherwise well qualified on the recommendation of the Selection Committee. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Board of Trustees, VMH in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Selection Committee is of the opinion that

		sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Age limit not applicable, but educational qualification will apply for promotion.
9.	Period of probation if any	2 years in case of direct recruitment.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Promotion failing which by direct recruitment or deputation–cum-absorption.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion or deputation or absorption to be made	<p><u>In case of promotion:</u></p> <p>From the non-technical, ministerial Group C employees on seniority-cum-fitness basis who have a graduation degree from a recognized University and have completed at least 6 years regular service with a grade pay of Rs. 2800 or above or 10 years regular service in a position with the Grade Pay of Rs. 2400/- or above.</p> <p><u>In case of deputation-cum-absorption:</u></p> <p>Officers under the Central / State Government /Statutory Organizations/ Autonomous bodies.:</p> <p>(a) Holding analogous post on regular basis in the same scale of pay ,or With 6 years' regular service in a post having a grade pay Rs. 2,800 or with 10 years' regular service in a post having a Grade Pay of Rs.2,400/.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years).</p> <p>Note 1: Where the juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer</p>

		<p>prior to 1.1.2006 the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Pay Commission.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, an Officer on Deputatoion shall not be eligible for consideration for appointment by promotion.</p> <p>Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of application).</p> <p>Note: For the purpose of appointment on deputation basis the service rendered on regular basis by an officer prior to 1.1.2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay or pay scale, and where this benefit will extend only for the Post (s) for which that Grade or Pay Scale is the normal replacement grade without any up-gradation.</p>
12.	If departmental promotion committee exists what is its composition	<p>Selection Committee / Departmental Promotion Committee</p> <p>a) A member nominated by the Trustees from among themselves - Chairman</p> <p>b) An expert in the branch of knowledge to which the post pertains to be nominated by the Trustees - Member</p> <p>c) A representative /nominee of the Ministry of Culture, Government of India, not below the rank of Under Secretary - Member</p> <p>d) Secretary & Curator of Victoria Memorial Hall – Member</p>
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable