

**SUGGESTED RECRUITMENT RULES FOR VICTORIA MEMORIAL HALL,
KOLKATA**

1.	Name of the Post	PA to the Director
2.	No. of Posts	1* (2018) *Subject to variation dependent on workload
3.	Classification	Group-C Ministerial, Non-technical
4.	Scale of Pay	PB-1: Rs. 5200-20200 with Grade Pay Rs. 2800
5.	Whether Selection or Non-selection post	Selection in case of Promotion
6.	Age limit for direct recruitment	Between 18 and 25 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 Pangti Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep)
7.	Educational and other qualifications required for direct recruitment	Essential: 1) Degree of a recognized university or equivalent. 2) A typing speed of 40 w.p.m. in English (with MS-Office), with Shorthand Speed of 80 w.p.m. Desirable: 1) At least 2 (two) years experience in clerical works, noting and drafting in a reputed organization, preferably a Government one. 2) A typing speed of 30 w.p.m. in Hindi, with ability to take dictation in Hindi. 3) Communication skills in Bengali, English and Hindi. Note 1: Qualifications are relaxable at the discretion of the Board of Trustees, VMH – for reasons to be recorded in writing – 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 – for reasons to be

		recorded in writing – 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 promotions.
9.	Period of probation if any	2 years for the direct recruits. Not applicable in case of promotees.
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	By promotion, failing which by direct recruitment.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion or deputation or absorption to be made	From the non-technical, ministerial Group C employees who have completed at least 5 years regular service in the Grade Pay of Rs. 2400/- . 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.
12.	If departmental promotion committee exists what is its composition	Selection Committee / Departmental Promotion Committee a) A member nominated by the Trustees from among themselves - Chairman b) An expert in the branch of knowledge to which the post pertains to be nominated by the Trustees - Member c) Secretary & Curator of Victoria Memorial Hall – Member d) A representative /nominee of the Ministry of Culture, Government of India - Member
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable