

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

1.	Name of the Post	<b>Accounts Clerk</b>
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. 2400
5.	Whether Selection or Non-selection post	Selection in case of promotion.
6.	Age limit for direct recruitment	25 years  .(Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)  <b>Note:</b> 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 Pangj Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep).
7.	Educational and other qualifications required for direct recruitment	<b><u>Essential</u></b> i) Graduate in Commerce from a recognized University. <b><u>Desirable</u></b> i) Conversant with maintenance of ledger, cash books and other accounting work. ii) Working knowledge Computer i.e. MS-Office, Tally and typing speed 30 w.p.m. iii) Communication skills in Bengali, Hindi and English language.  <b>Note 1:</b> 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.  <b>Note 2:</b> 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

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		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 promotees	No age limit but educational qualifications will apply.
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	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	<p>Non-technical, Ministerial Group-C working under Establishment or Accounts unit who have completed at least 8 years regular service in the scale of pay having Grade Pay of Rs. 1900/-</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, 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 6<sup>th</sup> 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>
12.	If departmental promotion committee exists what is its composition	<p><b>Selection Committee / Departmental Promotion Committee</b></p> <p>a) A member nominated by the Trustees from among themselves - <b>Chairman</b></p> <p>b) An expert in the branch of knowledge to which the post pertains to be nominated by the Trustees - <b>Member</b></p> <p>c) A representative /nominee of the Ministry of Culture, Government of India, not below the rank of Under Secretary - <b>Member</b></p> <p>d) Secretary &amp; Curator of Victoria Memorial</p>

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		Hall – <b>Member</b>
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable