

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

1.	Name of the Post	<b>Hindi Typist</b>
2.	No. of Posts	1 (2018)
3.	Classification	Group-C Ministerial, Non-technical
4.	Scale of Pay	<b>PB-1: Rs. 5200-20200 with Grade Pay Rs. 1900</b>
5.	Whether Selection of Non-selection post	Selection in case of Promotion
6.	Age limit for direct recruitment	25 years
7.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. Higher Secondary or equivalent examination from a recognized Board with Hindi as one of the Subjects 2. 25 w.p.m. in Hindi Typewriting and knowledge of MS-Office  <b>Desirable</b> 1. Two years' experience in Hindi typing.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Age limit is not applicable, but educational qualifications will apply
9.	Period of probation if any	2 years for 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
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion or deputation or absorption to be made	Non-technical Group-C, with GP of 1800/-, having 3 (three) years' continuous service
12.	If departmental promotion committee exists what is its composition	<b>Departmental Promotion Committee</b> a) A member nominated by the Trustees from among themselves - <b>Chairman</b> b) An expert in the branch of knowledge to which the post pertains to be nominated by the Trustees - <b>Member</b> c) A representative /nominee of the Ministry of Culture, Government of India, not below the rank of Under Secretary – <b>Member</b> – d) Secretary & Curator of Victoria Memorial Hall - <b>Member</b>
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	<b>N.A.</b>