

RAJA RAMMOHUN ROY LIBRARY FOUNDATION

[A Central Autonomous Organisation, Established by the Ministry of Culture, Govt. of India]
Block DD-34, Sector-I, Salt Lake, Kolkata 700 064

Applications are invited for recruitment to the post of **Stenographer (Jr)** on Direct Recruitment as per the following particulars :

1. Name of the post : **Stenographer (Jr)**
2. Pay Scale : Pay Band(1) Rs.5200-20200 /- with Grade Pay of Rs.2400/- plus usual allowances as admissible under Central Government and Foundation's rule. (Total emoluments Rs.19663/- approx per month)
3. Number of Post : 2 (Two) (General Category)
4. Educational and other qualifications : (1) 12th Class or equivalent qualification from a recognized Board or University.
(2) Skill Test Norms on computer :
Dictation: 10 mts @ 80 w.p.m.
Transcription: 50 mts. (English) 65 mts.(Hindi)
5. Age : **Between 18 and 27** years of age (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Other Govt. orders regarding relaxation of age for SC, ST & OBC are also applicable.

Besides basic pay, the post carries other allowances as per Central Govt. and RRRLF's Rules. Prescribed application form and details of advertisement may be downloaded from website : rrrlf.gov.in

Application in the prescribed format with attested copies of testimonials and certificates be sent to the **Director, Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700 064** superscribing the name of the post on the envelope within 45 days from the date of publication of the advertisement. Application received after the last date will not be considered. If the number of applications received in response to this advertisement is large, the Foundation may restrict the number of candidates to a reasonable limit. Canvassing in any form and/or bringing any influence shall be treated as disqualification. Personal / Interim enquiries will not be entertained.

Affix Recent Photograph
with self attestation
Size : (1.5" x 1")

**APPLICATION FORM FOR RECRUITMENT TO THE POST OF STENOGRAPHER (JR)
IN THE OFFICE OF RAJA RAMMOHUN ROY LIBRARY FOUNDATION, KOLKATA**

1. Name :
2. Permanent Address :

3. Address for communication :

4. Contact Number :
5. E-mail address, if any :
6. Date of Birth :

8. Caste : Reserved / Unreserved : General OBC SC ST
(please specify)
9. Father's Name :
10. Educational Qualification :

11. Other Qualification, if any :

12. Experience, if any :

13. List of attested copies of certificates :

Date :

Signature of the applicant