



# KRISHI VIGYAN KENDRA, KALYAN

(Affiliated to Ramakrishna Mission, Lokasiksha Parishad, Narendrapur, Kolkata-103)

P.O. Vivekanandanagar, Dist. Purulia, Pin. 723 147 (W.B.), India

E. mail id: kvkalyanpurulia@gmail.com, Website: www.kalyankvk.org



## Advertisement No. KVK/Rect.01/2023-24 dated 26.06.2023

Applications are invited from Indian Citizens for below mentioned post at Krishi Vigyan Kendra, Kalyan, Purulia, West Bengal (Sponsored by Indian Council of Agriculture Research, New Delhi) who fulfil the following eligibility criteria. The Authority of Kalyan, considering the given criteria, will prepare a short list for preparation of panel after written, professional efficiency test as well as personality test. Interested candidates may download advertisement details and application format from our official website [www.kalyankvk.org](http://www.kalyankvk.org)

**Name of the Post:** Stenographer Grade-III

**No. of Post:** 01, Unreserved (UR)

**Pay Level:** Pay band of PB-I, Rs. 5200-20200+Grade Pay of Rs. 2400[since revised to Level-4 as per 7<sup>th</sup> CPC]

**Essential Qualification:** 12th pass or equivalent from a recognized Board or University, completed on or before the date of the advertisement and knowledge of computer.

**Professional Efficiency:** The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on computer.

**Age:** A candidate must have attained the age of 18 years and must not have attained the age of 27 years as on the date of the advertisement. The upper age limit will be relaxable for SC/ST/OBC/Divyang/Ex-Servicemen as per the Govt. of India rules.

The upper age (proof must be submitted) limit prescribed above will be relaxable:

- Up to a maximum of Five years if a candidate belongs to SC or ST category.
- Up to a maximum of three years in respect of candidates belonging to Other Backward Class (Non Creamy Layer).
- For Divyang candidates, the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Divyang category will be eligible for grant of cumulative age relaxation under both categories.
- To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/ Central Police Forces Personnel, Ex-Servicemen, etc. as per the existing instructions of the Govt. of India on the subject.

### **Responsibilities and duties:**

- Participation in Mandatory and allied activities related to KVK as framed by ICAR.
- Proper handling and maintenance of computer-based office documents.
- Drafting of official documents, maintaining office stocks/records/files and letters.
- Service in the spirit of dedication as per the principles of the organization and in conformity with the code of conduct, discipline etc. as framed by the organization.

### **Terms & Conditions of Service:**

- The project and post is purely temporary and the appointment shall be terminated on withdrawal of the post or scheme as the case may be by ICAR.
- Salary and other allowances are as admissible to the Host Organization will be restricted to the prescribed pay scales in respect of the sanctioned posts of KVK by ICAR rules and it may be changed as per instruction issued by ICAR time to time. In this respect, any additional financial liabilities will neither be borne by the ICAR nor by the Host Institute (Kalyan) in any case.
- The council/Host institute (Kalyan) will not be liable to bear any expenditure on pension contribution and/ or leave salary contribution.



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## **HOW TO APPLY:**

1. Prescribed Application Form should accompany relevant self-attested copies of testimonials along with application fee of **Rs. 200/-** deposited in the following account through NEFT/ RTGS. Original copy of proof of RTGS/NEFT should be attached with the application form.

Bank details:

Account Name: Kalyan Krishi Vigyan Kendra, President

Account No.: **0742010104219**

Bank details: Punjab National Bank

Branch Name: Vivekananda Nagar

IFSC Code: **PUNB0074220**

SC/ST/Women/Divyang/ Ex-Serviceman applicants/ candidates are exempted from paying the application fee; however, they should produce the relevant certificate (self-attested) with the application. Application should be sent to **The Secretary, Krishi Vigyan Kendra, Kalyan, P.O.-Vivekanandanagar, District: Purulia, West Bengal, PIN- 723147 within 20 days** from the date of advertisement in the News Paper.

2. A self-addressed envelope for sending admit card with complete postal address including PIN code mentioned over envelope, affixing postage stamp of Rs. 5/- should be enclosed.

3. In-Service candidates have to submit the copies of No-objection certificate from the present employer.

5. All original certificates shall have to be produced at the time of the selection process.

6. No TA/ DA will be provided to appear in the selection process.

Secretary  
Kalyan, Purulia