



RIS
Research and Information System for
Developing Countries
विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

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Date:12.05.2014

RIS invites applications for the recruitment for the following posts:-

Post	Number of posts	Payscale
Publication Assistant (Editorial Team)	1	Rs. 9300-34800 + Grade Pay Rs. 4200
Stenographer Grade II	1	Rs. 5200-20200 + Grade Pay Rs. 2400

Further details, including educational and other qualifications, for the posts are as follows:-

1. Publication Assistant (Editorial Team)

Scale of pay	: Rs. 9300-34800 + Grade Pay Rs. 4200
Age limit	: 30 years (relaxable upto 5 years for SC/ST and others as per Government of India's Rules)
Educational and other qualification required	: Essential: (i) Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies; (ii) Diploma / Certificate in Desktop Publishing with at least five years experience; (iii) Good knowledge of computer operation, proof reading, printing process etc. with at least two years experience; (iv) The candidate will assist in compiling/acquiring manuscripts, interacting with the faculty members and outside contributors; (v) The candidate will also provide assistance in inviting and processing of

		quotations from printers, maintaining records of the stock/sale of publications etc.
Period of probation	:	Two years

2. Stenographer Grade II

Scale of Pay	:	Rs. 5200-20200 + Grade Pay of Rs. 2400/-
Age limit	:	25 years (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
Educational and other qualification required	:	<p>Essential:</p> <p>(i) Graduate from a recognized University;</p> <p>ii) A speed of 100-120 w.p.m. in Stenography in English;</p> <p>iii) Typing speed of 30 w.p.m. in English;</p> <p>iv) Proficiency in using computers, including MS office.</p> <p>Desirable:</p> <p>Secretarial experience.</p>
Period of probation, if any	:	Two years

Note:

- (a) The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in the above criteria shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

The service conditions of the selected candidates for the posts would be governed under the Bye Laws of RIS.

Interested candidates are requested to submit their applications for the post, duly supported by copies of educational and other qualifications in support of their credentials, addressed to the Deputy Director (Estt. and Admn.) of RIS at the above-mentioned address latest by Friday, 30 May 2014.

Incomplete applications would be summarily rejected.

RIS reserves the right to nullify the selection process at any stage without citing any reason whatsoever.