



THE BHARAT SCOUTS AND GUIDES

भारत स्काउट्स एवं गाइड्स

National Headquarters

राष्ट्रीय मुख्यालय

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E-mail: info@bsgindia.org Website : www.bsgindia.org

Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I.P. Estate, POST BOX NO. 7043, New Delhi-110 002 (India)

लक्ष्मी मजूमदार भवन, 16, महात्मा गाँधी मार्ग, आई.पी. एस्टेट, पोस्ट बॉक्स नं. 7043, नई दिल्ली-110002 (भारत)

Ref. No B.S.G./N.H.Q./

D-1-40/3214/2019

Date: 01/02/2019

All the State Secretaries,
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION.

CIRCULAR No-07/2019

SUB: SITUATION VACANT

Dear Sir/Madam,

Applications are invited from eligible candidates for the post of a **Stenographer (Hindi and English)** in the Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I P. Estate, New Delhi-110002.

1. Stenographer (Hindi) –(only for Male)
2. Stenographer(English)-(only for Male)

Salary- PB-2 –Rs.9300-34800 + 2800/- Grade Pay

(First appointment will be made on contractual basis on a consolidated salary for one year and may be regularised if the services are found satisfactory.)

Education Qualification: Degree in any faculty from a recognised University with English and Hindi as a subject.

Professional: Stenography in Hindi or English from a recognised Institute.

Age limit: 18 to 35 years

Experience: Working experience as a Stenographer in Hindi and English in an Organisation of Repute for not less than 3 years.

Desirable: Diploma in Computer Application and Office Automation along with working knowledge of MS Office, Internet, etc.

Location: Anywhere in India in the offices of the Bharat Scouts and Guides, National Headquarters.

Preference: Rashtrapati Scout/Rover will be given preference.

Applications may be sent to this office by email to info@bsgindia.org and hard copies with testimonials by post to The Director, Bharat Scouts and Guides. Last date of receiving applications along with passport size photographs at the National Headquarters of the Bharat Scouts and Guides, New Delhi is **28th February, 2019.**

Yours Sincerely,

Copy: All office Benches.


DIRECTOR 1/2/19