

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
 [An Autonomous Organization under the Ministry of Culture, Government of India]
 Block DD-34, Sector-I, Salt Lake, Kolkata 700 064



Applications are invited from eligible Indian Citizens for filling up of vacancies on *deputation basis* for the following posts in Raja Rammohun Roy Library Foundation:-

Post no.	Name of the post and scale of pay	Vacancies
1	Assistant Pay Band-2 Rs.9300 – 34800/- with Grade Pay of Rs.4200/- plus usual allowances as admissible as per Foundation's Rules.	1 (one)
2	Senior Stenographer Pay Band - 2 Rs.9300 – 34800/- with Grade Pay of Rs.4,200/- plus usual allowances as admissible as per Foundation's Rules.	1 (one)

2. **QUALIFICATION & EXPERIENCE:-**

Post No: 1: Assistant

On Deputation:

Officers from Central / State Government / Semi-Government / Statutory or Autonomous Bodies/Universities, Research Institutions etc.

Having 2 years regular service in the pay-scale of Rs. 9300-34800/- (PB-2) Grade Pay Rs. 4200/-

Or

Having 6 years regular service in the pay-scale of Rs. 5200-20200/- (PB-1) Grade Pay Rs. 2800/-

Or

Having 10 years regular service in the pay-scale of Rs. 5200-20200/- (PB-1) Grade Pay Rs. 2400/-.

Essential

a) Bachelor's Degree from a recognized University

b) Two years' of regular service in a Govt. organizations/Govt. Autonomous/PSU associated with library promotion/development/services.

Post No: 2: Senior Stenographer

On Deputation:

a) Officers in the Central / State Government / Semi-Government / Statutory or Autonomous Bodies, including Universities, Research or comparable Institutions etc. holding –

(i) Analogous post on regular basis; or

(ii) Junior Stenographer in the pay-scale of Rs.5200-20200/- (PB-1) + Grade Pay Rs. 2400/- having 10 years regular service in the grade.

Essential

a) Twelve passed from a recognized Board/Institution

Desirable:

a) Bachelor's Degree from a recognized University;

b) 'O' level certificate course in Computer Applications from DOEACC recognized institute or equivalent.

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

Application in the prescribed proforma may be sent through proper channel with complete bio-data, copies of last 5 year ACRs/APARs, integrity certificate, vigilance clearance and details of major/minor penalties, if any, imposed during last 5 years to the **Director General, Raja Rammohun Roy Library Foundation, Block-DD-34, Sector-1, 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.**

Applications received after last date, without copies of last 5 years ACRs/APARs, Integrity Certificate and Vigilance Clearance or otherwise found incomplete will not be considered. RRRLF reserve the right to reject any of the application without assigning any reason.

Advance copy of the application may be considered, if received by the closing date, followed by application received through proper channel.

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APPLICATION FORM ON DEPUTATION BASIS

Affix recent passport
size photograph with
self-attestation

Advertisement No.	Dated
Post applied for	Post Sl. No.....

1. Personal Details:

Name (in block letters)		
Father/ Husband Name		
Mother Name		
Date of Birth (DD/MM/YYYY)/...../.....	<u>Age (as on Closing date of application)</u> Years Month(s) Day(s)/
Male/ Female	Married/ Unmarried
Category (Gen/SC/ ST/ OBC)	
Address for correspondence City District State Pin code Tel. No. Mobile E-mail	

2. Present Post:

1	Name of the present post with Pay Band & Grade Pay	
2	Period from which the present post is held	
3	Total Experience with period with different Grades alongwith Pay Scale + Grade Pay	
4	Name of the office with details of Govt., Department and status of the office with address	
5	Length of Service	
6	Date of Superannuation	
7	Attested copies of ACR/APARs for the last five years	
8	Vigilance clearance, integrity certificate and Details major/minor penalties imposed, if Any, on the officer during last five years.	

3. Educational qualifications:

	Name of course	Name of the Board/ University	Year passed	Division	CGPA (if grading is applicable)	% of Marks (pl. indicate equivalent to CGPA also)	Subjects studied	S. No. of proof of enclosure
	10th Class / equivalent							
	10+2/Higher Secondary equivalent							
	Bachelor's degree							
	Master's degree							
	Any other							

Signature of the Applicant

Date :

Place :