

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
[An Autonomous Organization under 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 *direct recruitment* basis for the following posts in the Raja Rammohun Roy Library Foundation:-

Post no.	Name of the post and scale of pay	Vacancies
1	Field Officer Rs. 9300-34800/- (PB-2) with Grade Pay Rs. 4600/- plus usual allowances as admissible as per Foundation's Rules.	1 -UR
2	Lower Division Clerk Rs. 5200-20200/- (PB-1) with Grade Pay Rs. 1900/- plus usual allowances as admissible as per Foundation's Rules.	2-UR 1-OBC (number of vacancy likely to be increased subsequently)

2. Age Limit:

Post No: 1:

Field Officer

Not exceeding 30 years.

- i. Nothing in these rules shall affect reservation's relaxation of age limits and other concessions required to be provided for the SC/ST/Ex-servicemen and other categories of persons in accordance with orders/instructions issued by the Central Government from time to time in this regard.
- ii. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.

Post No: 2:

Lower Division Clerk

Between 18 and 27 years of age

(relaxable for Government Servants up to 40 years in accordance with the instructions or orders issued by the Central Government).

The crucial date for determining the age limit shall be the last date for receipt of applications.

3. QUALIFICATION & EXPERIENCE:-

Post No: 1:

Essential

Field Officer

- a) Master's degree of a recognized university;
- b) 5 years' experience in Library/Educational Administrative works
- c) Proficiency in Hindi and English and in any one of the regional languages of the zone where the vacancy occurs;
- d) Certificate course in Computer Applications equivalent to 'O' level certificate course from a DOEACC recognized institute.

Desirable

- a) Degree in Library Science from a recognized university;

Post No: 2:

Essential

Lower Division Clerk

- a) 12th Class or equivalent qualification from a recognized Board or University.
- b) A typing speed of @ 35 w.p.m. in English on Computer (35 w.p.m correspond to 10500 KDPH on an average of 5 key depressions for each word.

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 with self-attested copies of testimonials and certificates be sent 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.**

Application received after the last date will not be considered. If the number of applications received in response to this advertisement is large, the RRRLF 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. RRRLF reserve the right to reject any of the application without assigning any reason.

Persons already in service must submit their applications through proper channel.

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APPLICATION FORM ON DIRECTRECRUITMENT 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. Experience :

Chronological list of experience (starting from current position/ employment)								
Designation	Scale of pay & present Basic & AGP / Level	Name & address of employers	Period of Experience			Nature of work/ duties	Nature of Appointment (Adhoc / Temporary / Permanent / Contractual)	S. No. of proof of enclosure
			From date	To date	No. of years/ months (As on date of advertisement)			

3. Educational qualification:

	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							

4. List of self-attested copies of Certificate:

S. No.	Check List	S. No. of enclosure	No. of sheets
i.	Matriculation mark sheet/ certificate		
ii.	Intermediate mark sheet / certificate		
iii.	Graduation Mark sheet/ degree		
iv.	Master Mark sheet/ degree		
v.	Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)		
vi.	Experience certificates		
vii.	Other Documents		

Signature of the Applicant

Date :

Place :