

F.No.L-23/2/2021-Lib.
Government of India
Ministry of Culture
Shastri Bhawan, New Delhi

Subject:- Filling up the post of Librarian in Central Reference Library, Kolkata under Ministry of Culture on deputation (including short term contract) or on contract basis.

Applications are invited for appointment to the post of Librarian in the PB-3 Rs. 15600-39100 + GP Rs. 7600/- General Central Service, (Group 'A') Gazetted, Ministerial in Central Reference Library, Kolkata under Ministry of Culture on deputation (including short term contract) or on contract basis.

2. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I**

3. The maximum age limit for appointment by **deputation (including short-term contract)** shall not exceed **fifty six years** as on the last date for receipt of applications.

4. The maximum age limit for appointment on **contract basis** shall not exceed **sixty seven years** as on the last date of receipt of applications.

5. Appointment on **contract basis** shall be for a period of three years and may be extended subject to satisfactory performance and maximum age limit for **seventy years**.

6. In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group 'A' Officer of the Central Government holding analogous post.

7. Applications (in duplicate) in the given proforma (**Annexure-II**) by the eligible officers who can be spared in the event of selection may be sent through proper channel **within a period of 45 days from the date of publication of the advertisement in the Employment News**, together with the following:

(i) Up-to-date CR dossier of the applicant or clear photocopies of the ACRs for last five years duly attested by Group 'A' Officer.

(ii) A statement showing major or minor penalties, if any, imposed on the Officer.

(iii) Integrity Certificate.

(iv) Vigilance clearance in respect of the Officer.

(v) Cadre clearance in respect of the Officer.

8. Applications received after the last date or otherwise found incomplete will not be considered. The Officers who apply for the post will not be allowed to withdraw their nomination subsequently.

9. The applications may be sent to Ms. Sunita, Under Secretary, Room No. 209, 2nd Floor, D-Wing, Ministry of Culture, Shastri Bhawan, New Delhi.

10. Details including application format, Search-cum-Selection procedure and Recruitment Rules for the post are also available at the official website of the Ministry of Culture <http://indiaculture.nic.in>

(Sunita)

Under Secretary to the Government of India

Tel: 011-23070987

ANNEXURE-I

PARTICULARS OF THE POST

1. Name of the post : Librarian, Central Reference Library, Kolkata

2. No. of the post : 1 (One)

3. Scale of pay: Pay Band -3, Rs.15600-39100 + Grade Pay of Rs.7600/-

4. Classification : General Central Service, Group 'A', (Gazetted, Ministerial)

5. Method of Recruitment : By deputation (including short-term contract) or on contract basis.

6. Duties and Responsibilities of the post: The Librarian, Central Reference Library, Kolkata is the chief editor of the Indian National Bibliography which is published by the CRL and will be in-charge of both technical and administrative functions. He/She shall be responsible for the proper administration of the office and for publication and selling of the Indian National Bibliography both Monthly and Annual. He/She further exercises all such powers as may be delegated to him/her by the Govt. of India.

7. Educational qualification & experience :

Essential: (i) Master's degree in Library Science and Information Science or higher degree from a recognized University or equivalent;

(ii) ten years' professional experience in a library under Central or State Government or autonomous or statutory organization or Public Sector Undertaking or University or recognized research or educational institution.

Desirable:

(i) One year experience of computerizing library activities in a library under Central State Government or autonomous or statutory organization or Public Sector Undertaking or University or recognized research or educational institution;

(ii) Bachelor's Degree in Management or Diploma in Management from a recognized University or Institute or equivalent;

(iii) Diploma in Computer Applications from a recognized University or Institute.

8. Source of Selection

1. Deputation (including short term contract)

Officers under the Central or State Government or Union territories or Public Sector Undertaking or Universities or Recognized Research institutions or statutory autonomous organizations:

(A) (1) holding analogous posts on regular basis; Or

(2) with five years' regular service in the grade rendered after appointment thereto on regular basis in post in the pay band-3 Rs.15600-39100 plus grade pay of Rs.6600 or equivalent in the cadre or department;

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years' as on the last date of receipt of applications.

Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to the service rendered in the corresponding grade pay or

Pay Scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or Pay scale, and where this benefit will extend only for the post(s) for which that grade pay or Pay scale is the normal replacement grade without any upgradation.

(II) On Contract Basis:

Persons possessing the qualifications and experience specified in (I) above for appointment by deputation.

Note 1: The maximum age limit for appointment on contract basis shall not exceed sixty seven years as on the closing date for receipt of applications.

Note 2: Appointment on contract basis shall be for a period of three years and may be extended subject to satisfactory performance and maximum age limit of seventy years.

Note 3: In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group 'A' Officer of the Central Government holding analogous post.

ANNEXURE-II

Bio-Data Proforma

(Application for the post of Librarian, Central Reference Library, Kolkata)

1. Name and address in Block letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/ State Government Rules.
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/ Experience required	Qualifications/Experience possessed by the Officer
Essential		
(i)		
(ii)		
(iii)		
(IV)		
Desired		
(i)		
(ii)		
(iii)		
(iv)		

6. Please state clearly whether in the light of entries made by you above you meet the requirement of the post.

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Organization	Post Held	From	To	Scale of Pay and basic pay	Nature of duties

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.

9. In case the present employment is held on deputation/contract basis, please state:-

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent Office/Organization to which you belong.

10. Additional details about present employment.

Please state whether working under

- (a) Central Govt.
- (b) State Govt.
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities

11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now drawn.

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST :

15. Remarks

Signature of the Candidate

Address: _____

Date:

Forwarding note by the employer (for applications under deputation mode)

It is certified that:

(i) Information given in the above proforma is correct as per the service records of the applicant.

(ii) The applicant is clear from vigilance angle.

(iii) The integrity of the applicant is beyond doubt.

(iv) That no major/minor penalty has been imposed on the applicant in last 10 years.

(v) The cadre controlling authority of the applicant has given its clearance for his applying for the post.

(vi) The CR/APAR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)

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