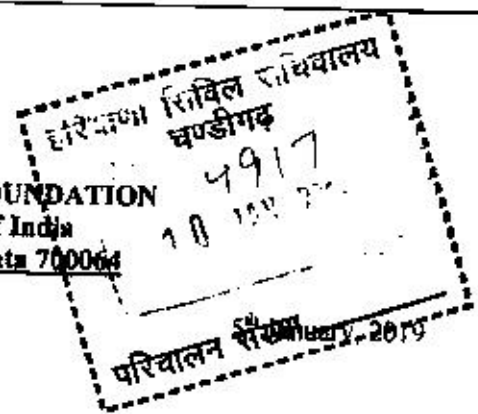




RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Ministry of Culture, Government of India
Block DD-34, Sector-I, Salt Lake, Kolkata 700064



F.No. 9-15/Admn(RDIR)/RDG/18-19

VACANCY CIRCULAR

Subject: Filling up the post of Director General (Group "A") on Deputation (including Short Term Contract) / absorption basis in the Raja Rammohun Roy Library Foundation (RRRLF), Ministry of Culture, Govt. of India, Kolkata.

Applications are invited for filling up of the post of Director General (Group "A") in Pay Band 4: Rs. 37400-67000 plus Grade Pay of Rs. 10000/- (pre-revised scale of Pay) (Revised to Pay Matrix Level-14, Rs. 144200-218200) on Deputation (including Short Term Contract) / absorption basis as per the following particulars:

1. Name of the Post : **Director General**
2. Pay Scale : Level 14, Rs. 144200-218200 (As per 7th CPC)
3. Number of Post : 1 (One)
4. Education Qualifications: **Essential :**
 - i. Master's Degree in Library & Information Science from a recognized University or Institute.
 - ii. At least 15 years experience in administrative / academic capacity (out of which minimum eight years administrative experience) in a reputed library of a University / Organization / Institution of National Importance.**Desirable:**
 - i. Ph.D in Library & Information Science.
 - ii. Knowledge of General Financial Rules of the Government of India and procedures followed for the grant of Research Projects / surveys etc.
5. Eligibility Conditions : Officers of the Central Government, State Government, Union Territories or Public Sector Undertakings or Universities or Recognized Research or Educational Institutions or Statutory and Autonomous Organizations:
 - (i) Holding analogous posts on regular basis in the parent Cadre or department ; or
 - (ii) With 2 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 4: Rs. 37400-67000 plus Grade Pay of Rs. 8900/- (pre-revised scale of Pay) (Revised to Pay Matrix Level-13A, Rs. 131100-216600) in the parent cadre or department; or
 - (iii) With 3 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 4: Rs. 37400-67000 plus Grade Pay of Rs. 8700/- (pre-revised scale of Pay) (Revised to Pay Matrix Level-13, Rs. 123100-215900) in the parent cadre or department.

CS (Dy) M
10.1.19

SFS
11.1.19

S/A
884

15/1/19
6312

Services-II Branch

Diary No. 4917

Date 18/01/19

Note 1: Qualification and experience can be relaxed on the basis of recommendation of the Selection Committee.

Note 2: 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/department of Govt. shall ordinarily not exceed 5 years.

Note 3: The period of deputation (including short term contract) shall be 3 years which may be extended upto 5 years by Chairman, Raja Rammohun Roy Library Foundation with the approval of the Government.

Note 4: The age limit for deputation (including short term contract) shall not exceed 56 years.

Note 5: The crucial date for determining the age shall be the closing date for receipt of applications from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul & Spiti District and Pangri Sub-Division of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.

Note 6: The maximum permissible age upto which the incumbent can continue on the post of DG, RRRLF will be 60 years.

Note 7: Appointment/continuation beyond the superannuation age is not allowed.

Besides basic pay, the post carries other allowances as per Central Govt./RRRLF Rules. Prescribed application form and details of advertisement may be downloaded from RRRLF website: rrrif.gov.in. Recruitment Rules for the post can be viewed in the same website.

Duties and Responsibilities: Director General is the Chief Executive of the Raja Rammohun Roy Library Foundation. Director General performs the functions assigned to him by the Memorandum of Association and Rules, Regulations etc., of the Foundation.

Application in the prescribed format duly filled and complete in all respect along with upto date ACR/APAR dossiers of the officer (last five years, each page duly attested by an officer not below the rank of Under Secretary) along with (i) Vigilance clearance, (ii) Integrity Certificate, (iii) Cadre clearance, and (iv) major/minor penalty statement for the last 10 years should reach the Deputy Director (Administration & Accounts), Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700064, superscripting the name of the post, through proper channel within a period of 45 days from the date (excluding the first day of the publication) of publication of advertisement in the Employment News.

Applications received after the last date or otherwise incomplete will not be considered and will stand rejected. Applications not accompanied by certificates as mentioned above, documents in support of Qualifications and Experience would not be processed for determining the eligibility of the candidates for the selection.

(S Mukhuty)

Deputy Director (Admin & Accounts)
Raja Rammohun Roy Library Foundation
Ministry of Culture, Govt. of India
Block DD-34, Sector-I, Salt Lake, Kolkata 700064
Email: rrrif-wb@nic.in, Phone : 033 23373464/65

CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) 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 as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the Officer
Essential	Essential
<p>A) Qualification : Master's Degree in Library & Information Science from a recognized university or institute.</p> <p>B) Experience : At least 15 years experience in administrative / academic capacity (out of which minimum eight years administrative experience) in a reputed library of a University /Organization / Institution of National Importance</p>	
Desirable	Desirable
<p>i) Ph. D in Library & Information Science.</p> <p>ii) Knowledge of General Financial Rules of the Government of India and procedures followed for the grant of Research Projects / surveys etc</p>	
<p>5.1 Note: Enclose a separate sheet, if the space is insufficient.</p>	

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	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail specially such as are required for the post of Director General)

***Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned.**

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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with APARs, Cadre Clearance, Vigilance Clearance, Major/Minor Penalty Certificate and Integrity Certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his/her parent cadre/organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment:			

Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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.			
14. Total emoluments per month now drawn			
Basic Pay in the PB		Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic pay with Scale of Pay and rate of increment		Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)			
16.1 Note: Enclose a separate sheet, if the space is insufficient			
17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)			
18. Whether belongs to SC/ ST			

19. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions / societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
20. Email and Phone Number	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post. The information provided in the Curriculum Vitae by me is complete, correct and true to the best of my knowledge and belief and no material fact has been suppressed or withheld or is false.

Date _____

Signature of the Candidate

Name _____

Address _____

Countersigned

(Employer with Seal)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.....
- (ii) His / Her integrity is certified.
- (iii) Photocopies of His / Her ACRs / APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major / minor penalty has been imposed on him/ her during the last 10 years Or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)