

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

Kolkata, dated 05/01/2019

**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 7<sup>th</sup> CPC)
3. Number of Post : 1 (One)
4. Education Qualifications: **Essential :**  
and experience
  - 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.
5. Eligibility Conditions : **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.

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.

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 Pangi 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: [rrrlf.gov.in](http://rrrlf.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: [rrrlf-wb@nic.in](mailto:rrrlf-wb@nic.in), Phone : 033 23373464/65**