



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

APPLICATION FORM FOR THE POST OF SYSTEM MANAGER

Affix recent
passport size
photograph with
self-attestation

Name of the post applied for:

1. Name of the Applicant (in Block Letters)	
2. Father's/Husband's Name	
3. Date of Birth (in Christian era)	
4. Permanent Address	
5. Address for Correspondence	
6. Whether belongs to SC/ST/OBC	(Certificate to be enclosed in case of SC/ST/OBC)
7. Email Address	
8. Contact No.	
9. Whether Educational and other qualification required for the post (as per recruitment rules for the post) are satisfied as under:	Qualification/Experience possessed by the officer.
Essential	Essential
i) Master's Degree in Statistics/Mathematics/Operation Research/ Physics/ Economics (with Statistics)/Commerce (with Statistics) or Degree in Engineering/Computer Science of a recognized University or equivalent.	i)
ii) 10 years experience of electronic data processing work out of which at least 5 years experience should be in a supervisory capacity in design, development or organizing computerized information storage and retrieval system.	ii)

Desirable				Desirable			
i) Master's Degree in Engineering or Doctorate in any of the subjects mentioned in essential qualifications.				i)			
ii) Training in systems analysis or advanced computer systems.				ii)			
iii) Experience in development of database management information system.				iii)			
10. Educational Qualification including extra professional qualification (Copies to be attached)							
(In chronological order, starting from the highest)							
S. No.	Name of Exam passed	Board/University	Year of passing	Date of declaration of result	Subjects	% or Division	
11. Details of Training Programmes/Seminars/Workshop etc.							
S. No.	Name of the Training /Seminar/ Workshop						
12. Details of Research Paper/ Publication etc.							
13. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient (copies of experience certificate to be attached)							
Name of Organization	Post held	Period	Total duration (Year/Month)	Salary drawn with (Pay	Nature of duties		

		From	To		Band/Grade Pay/Pay Level)	
14. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent						
15. 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>15.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department</p> <p>15.2 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>						
16. 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						

DECLARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Date:

Signature of Applicant

Note:

- a.** A brief self assessment regarding suitability for the post should also be enclosed by the applicants.
- b.** Applicant must also enclose self attested copies of certificates and date of birth with their application.
- c.** Incomplete application & application without copies of certificates would be rejected.
- d.** Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organizations are required to send their application through proper channel.
- e.** Giving false information and canvassing in any manner will render the applicant ineligible for the post.