

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Ministry of Culture, Government of India
Block DD-34, Sector-I, Salt Lake, Kolkata 700 064

Applications are invited for recruitment to the post of **Lower Division Clerk** on Direct Recruitment against Advt. No. RRRLF/RTTA/2022/2 as per the following particulars :

1. Name of the post : **Lower Division Clerk**
2. Pay Scale : Level-2, Pay Matrix Rs.19900-63200/- plus usual allowances as admissible under Central Government and Foundation's Rules.
3. Number of Post : Four (04) – [02– UR, 01 – UR- PwD (OH), 01 – ST]
4. Educational and other qualifications :
 1. 12th Class or equivalent qualification from a recognized Board or University.
 2. A typing speed of 35 w.p.m. in English or @ 30 w.p.m in Hindi on Computer (Time allowed -10 minutes)
(35 w.p.m. and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

[UR-Unreserved, ST-Scheduled Tribe, SC-Scheduled Caste, OBC-Other Backward Class, PwD-Persons with Disabilities, OH- Orthopedically Handicapped]

AGE LIMIT :

- Between 18-27 years of age.
- Relaxable for Government Servants upto 40 years in accordance with the instructions/ directives issued by the Government of India from time to time.
- Age relaxation will be admissible to the candidates belonging to SCs/STs/OBCs/PwBDs in accordance with the provisions/directives issued by the Government of India from time to time.

General Instruction/Information to the candidates

1. Prescribed application form and details of advertisement may be downloaded from Raja Rammohun Roy Library Foundation (RRRLF) website: www.rrrlf.gov.in
2. Filling all mandatory fields is required to make your application complete ;
3. Incomplete application will not be considered and will summarily be **REJECTED**;
4. The reservation for PwBD will be guided as per Gazette Notification of Ministry of Social Justice and Empowerment dated 04.01.2021 and OM No. 36012/1/2020-Estt.(Res-II) dated 17.05.2022 and OM No. 36035/02/2017-Estt.(Res.) dated 15.01.2018.
5. The selection will be made as per merit on the basis of Computer Based Test (CBT). In addition aptitude/skill test may also be conducted wherever applicable in the light of GoI O.M. No. 39020/01/2013-Estt.(B-part) dated 29th December, 2015 and subsequently clarification/directives

- issued by GoI from time to time. Shortlisted candidates will be called for document verification of original documents according to merit and availability of the vacancies;
6. The RRRLF, Kolkata shall verify the antecedents or documents submitted by the candidates at the time of appointment or during the tenure of his service. In case, if it is detected that the documents submitted by the candidates are fake or the candidate has clandestine documents or antecedents background and has supported the said information, his/her service will be terminated;
 7. The RRRLF, Kolkata reserves the right to withdraw any advertised post at any time without assigning any reason. The number of posts may increase or decrease. The RRRLF, Kolkata may relax/review the qualification/experience and age limit at its discretion at any stage and in case of candidates with exceptional merit;
 8. A candidate belonging to any reserved category, who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for unreserved posts and reserved posts;
 9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the RRRLF, Kolkata reserves right to modify/withdraw/cancel any communication made to the candidates;
 10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the RRRLF, Kolkata will be final;
 11. Applicants, who are in employment, should route their application 'Through Proper Channel' or should submit a "No Objection Certificate" from the employer prior to the selection, failing which they may not be considered further;
 12. Application form, duly filled in all respect, shall reach to the office of the Director General, RRRLF, Kolkata along with all the enclosures, after signing it and having it forwarded by his employer, if any, enclosing therewith the copies of the relevant certificate and document so as to reach RRRLF, Kolkata by the last date;
 13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement;
 14. Canvassing in any form will be a disqualification;
 15. No interim correspondence shall be entertained.
 16. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with Byelaws of the RRRLF, Kolkata and reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect;
 17. The applications shall be invited through offline mode. The applicants must submit their application form (hard copy) along with all the enclosures before the last date for submission of application form along with the enclosures must reach
To
The Director General
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake City
Kolkata 700 064
 18. The eligibility (Age & Qualifications) of the candidate will be determined on the last date of the submission of the application form in the RRRLF, Kolkata.
 19. Please visit our website: <https://www.rrrlf.gov.in> for application form, details of qualifications and other instructions in this regard.

Duly filled in hard copy of the application form along with the enclosures must be submitted to the office of the Director General, Raja Rammohun Roy Library Foundation, Block-DD-34, Sector-I, Salt Lake City, Kolkata – 700064 within thirty (30) days from the date of publication (considering the last date of the date range) of the advertisement in the Employment News. .

(Prof. A. P. Singh)
Director General
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, Phone : 033 23373464/65

RAJA RAMMOHUN ROY LIBRARY FOUNDATION

Ministry of Culture, Government of India
Block DD-34, Sector-I, Salt Lake, Kolkata 700 064

Applications are invited for recruitment to the post of **Multi Tasking Staff** on Direct Recruitment against Advt. No. RRRLF/RTTA/2022/2 as per the following particulars :

1. Name of the post : Multi Tasking Staff
2. Pay Scale : Level-1, Pay Matrix Rs.18000-56900/- plus usual allowances as admissible under Central Government and Foundation's Rules.
3. Number of Post : One (01) – UR
4. Educational and other qualifications : Matriculation or equivalent pass or ITI pass.

AGE LIMIT :

- Between 18-25 years of age.
- Age relaxation will be admissible to the candidates belonging to SCs/STs/OBCs in accordance with the provisions/directives issued by the Government of India from time to time.

General Instruction/Information to the candidates

1. Prescribed application form and details of advertisement may be downloaded from Raja Rammohun Roy Library Foundation (RRRLF) website: www.rrrlf.gov.in
2. Filling all mandatory fields is required to make your application complete ;
3. Incomplete application will not be considered and will summarily be **REJECTED**;
4. The selection will be made as per merit on the basis of Computer Based Test (CBT). In addition aptitude/skill test may also be conducted wherever applicable in the light of GoI O.M. No. 39020/01/2013-Estt.(B-part) dated 29th December, 2015 and subsequently clarification/directives issued by GoI from time to time. Shortlisted candidates will be called for document verification of original documents according to merit and availability of the vacancies;
5. The RRRLF, Kolkata shall verify the antecedents or documents submitted by the candidates at the time of appointment or during the tenure of his service. In case, if it is detected that the documents submitted by the candidates are fake or the candidate has clandestine documents or antecedents background and has supported the said information, his/her service will be terminated;
6. The RRRLF, Kolkata reserves the right to withdraw any advertised post at any time without assigning any reason. The number of posts may increase or decrease. The RRRLF, Kolkata may relax/review the qualification/experience and age limit at its discretion at any stage and in case of candidates with exceptional merit;

7. A candidate belonging to any reserved category, who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for unreserved posts and reserved posts;
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the RRRLF, Kolkata reserves right to modify/withdraw/cancel any communication made to the candidates;
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the RRRLF, Kolkata will be final;
10. Applicants, who are in employment, should route their application 'Through Proper Channel' or should submit a "No Objection Certificate" from the employer prior to the selection, failing which they may not be considered further;
11. Application form, duly filled in all respect, shall reach to the office of the Director General, RRRLF, Kolkata along with all the enclosures, after signing it and having it forwarded by his employer, if any, enclosing therewith the copies of the relevant certificate and document so as to reach RRRLF, Kolkata by the last date;
12. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement;
13. Canvassing in any form will be a disqualification;
14. No interim correspondence shall be entertained.
15. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with Byelaws of the RRRLF, Kolkata and reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect;
16. The applications shall be invited through offline mode. The applicants must submit their application form (hard copy) along with all the enclosures before the last date for submission of application form along with the enclosures must reach
To
The Director General
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake City
Kolkata 700 064
17. The eligibility (Age & Qualifications) of the candidate will be determined on the last date of the submission of the application form in the RRRLF, Kolkata.
18. Please visit our website: <https://www.rrrlf.gov.in> for application form, details of qualifications and other instructions in this regard.

Duly filled in hard copy of the application form along with the enclosures must be submitted to the office of the Director General, Raja Rammohun Roy Library Foundation, Block-DD-34, Sector-I, Salt Lake City, Kolkata – 700064 within thirty (30) days from the date of publication (considering the last date of the date range) of the advertisement in the Employment News.

(Prof. A. P. Singh)
Director General
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, Phone : 033 23373464/65

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 ON DIRECT RECRUITMENT 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's/ Husband's Name		
Mother's 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. Educational qualifications :

Sl. No.	Passed Examination	Year	Board/University	Class & % of marks	Remarks (awards if any)

3. Details of employment in the chronological order in the table indicated below. Enclose a separate sheet duly authenticated by your signature, if space below is insufficient.

Sl. No.	Office/Instt./Organization	Post held	From	to	Scale of pay and basic pay therein	Nature of duties performed

4. If applied for PwBD Category (Certificate for disability required to be attached duly attested):

Type of disability (As per RPwD Act, 2016 which took effect from 19.04.2017 under category (a/b/c/d/e)	% of Disability

5. List of self-attested copies of Certificate:

S. No.	Check List	S. No. of enclosure	No. of sheets
i	Mark sheet/Certificate of the essential educational qualification		
ii	Matriculation mark sheet/ certificate		
iii	Matriculation Admit Card/Municipality Birth Certificate for birth proff		
iv	Intermediate mark sheet / certificate		
v	Graduation Mark sheet/ degree		
vi	Master Mark sheet/ degree		
vii	Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)		
viii	Experience certificates		
ix	If candidate applying for PwD, copy of disability/medical certificate issued by Superintendent/MSVP/Director of Govt. Hospital/CMO certifying the disability in proper format issued by Govt. of India.		
x	Other Documents		

Signature of the Applicant

Date :
Place :