

RAMPUR RAZA LIBRARY
(Ministry of Culture, Government of India)

Rampur Raza Library invites applications for the posts as per details given below. The complete applications along with all relevant supporting documents duly self attested addressed to the Director, Rampur Raza Library, Hamid Manzil, Qila, Rampur 244901 (Uttar Pradesh) must reach within one month from the date of publication of advertisement through Speed/Registered post. The A-4 size envelope containing complete application should be super-scribed "Application for the post of -----".

S. No.	Name of post	No. of post	Pay Matrix	Classification	Method of Recruitment	Maximum Age	Minimum qualification & experience
1.	Assistant Library and Information Officer	2	Level-7 Pay matrix 44900-142400	Group 'B' Non-Ministerial	Deputation/ Direct Recruitment	35 years Relaxable for GS / SC / ST / OBC in the accordance with instruction or orders issued by Central Govt.	<u>For Deputation</u> Persons holding analogous posts or with Five years service in the Level- 6 Pay matrix 35400-112400 and possessing educational qualification/experience prescribed for direct recruitment. <u>For Direct Recruitment</u> <u>Essential</u> (i) at least II class Master's Degree in Arabic / Persian / Medieval Indian History from a recognised University or equivalent (ii) Degree in Library Science. (iii) at least 5 years experience of professional work in a library of standing.
2.	Library and Information Assistant	2	Level-6 Pay matrix 35400-	Group 'B' Non-Ministerial	Direct Recruitment	30 years Relaxable for GS / SC /	<u>Essential</u> (i) Degree in Arabic / Persian / Medieval Indian History from a

			112400			ST/OBC in the accordance with instruction or orders issued by Central Govt.	recognised University or equivalent (ii) Degree in Library Science. (iii) 2 years experience of cataloguing, indexing and related work in a library of standing.
3.	Technical Restorer	1	Level-5 Pay matrix 29200-92300	Group 'C' Non-Ministerial	Direct Recruitment	30 years Relaxable for GS / SC/ ST/OBC in the accordance with instruction or orders issued by Central Govt.	<u>Essential:</u> i) B.Sc. Degree with chemistry or physics from a recognised University or equivalent. ii) At least five years experience of working in conservation of manuscripts, records in Govt. recognised institution. <u>Desirable :</u> Certificate in repair and conservation of records from Govt. recognised institution
4.	Lower Division Clerk	2	Level-2 Pay matrix 19900-63200	Group 'C' Ministerial	Direct Recruitment	25 years Relaxable for GS / SC/ ST/OBC in the accordance with instruction or orders issued by Central Govt.	<u>Essential:</u> i) Bachelor Degree from a recognised university or equivalent ii) Minimum speed of 30 words per minute in English & 25 words per minute in Hindi / Urdu typing to be judged by a typing test. iii) At least three month certificate course in Computer operating.

THE AGE LIMIT IS RELAXABLE UPTO FIVE YEARS IN CASE OF THE SCHEDULE CASTES AND SCHEDULE TRIBES CANDIDATES AND SUCH OTHER CATEGORIES AS ARE SPECIFIED BY GOVERNMENT OF INDIA FROM TIME TO TIME.

GENERAL INSTRUCTIONS

- (1) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that he/she possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
NOTE:- The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- (2) Candidates attempting to give false information/suppress facts will be disqualified and are liable for debarment and/or legal action.
- (3) The candidates applying for deputation may utilize the application format as given in this advertisement as Annexure- 'A' by neatly typing the same on double space, on white sheet. (Accepted only typed).
- (4) The candidates applying for direct recruitment may utilize the application format as given in this advertisement as Annexure- 'B' by neatly typing the same on double space, on white sheet. (Accepted only typed).
- (5) The candidates send the applications only by Registered Post to the office of **the Director, Rampur Raza Library, Hamid Manzil, Qila, Rampur (U.P.) 244901**
- (6) The candidates employed are required to submit applications through proper channel otherwise their applications will be rejected.
- (7) The Rampur Raza Library reserves the right to call only shortlisted candidates for interview.
- (8) Candidates must send attested photocopies of documents with applications.
- (9) For the post of Assistant Library & Information Officer - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years.
- (10) Age will be calculated as on 21st January 2019 (closing date of receipt of application).
- (11) Rampur Raza Library reserves all the right.

Director
Rampur Raza Library
Rampur

BIO DATA PROFORMA

(only typed application to be accepted)

1. Name and Address in Block letters:
2. Date of Birth (in Christian Era):
3. Date of Retirement under Central/State Govt. 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	1.		
	2.		
	3.		
Desired	1.		
	2.		
	3.		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/ Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e.,:
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/ organizations 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 indicates 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

Date.....

Countersigned.....

(Employer)

Signature of the Candidate

Address.....

.....

.....

FORMAT OF APPLICATION

(only typed application to be accepted)

Name of the Post applied for:

1. Name of the Candidate:
(In block letters Hindi and English)
2. Father's Name:
3. Nationality:
4. Religion:
5. Date of Birth:

Affix one recent
passport size
attested
photograph

Day	Month	Year

6. Gender :
7. Marital Status:
8. Present Address:
9. Permanent Address:
10. If belonging to SC/ST and OBC community:
11. Educational Qualifications:

S. No.	Name of examination passed	Year	Name of Board/University / Institution	Marks Obtained	Total Marks	Division
1	2	3	4	5	6	7

12. Experience:
13. Any other remarks:

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given herein being found false or incorrect, my candidature is liable to be rejected and in the event of my misstatement/discrepancy in the particulars being deleted after my appointment, my service is liable to be terminated without notice to me.

Signature of candidate

Date:
Place: