

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
Autonomous Organization, 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 **Field Assistant** on Direct Recruitment as per the following particulars :

1. Name of the post : **Field Assistant**
2. Pay Scale : Level-6, Pay Matrix Rs.35400-112400/- plus usual allowances as admissible under Central Government and Foundation's Rules.
3. Number of Post : One (01) – SC
4. Educational and other qualifications : **Essential:**
  1. Bachelor's Degree from a recognized University/Institute.
  2. Two (02) years of regular service in a Govt. organizations / Govt. Autonomous/PSU associated with library promotion /development /services.

Desirable:

  1. Bachelors Degree in Library Science from a recognized University/Institute.
  2. Degree/Diploma in Computer Application.

**AGE LIMIT :**

- Not exceeding 30 years.
- Apart from the age concessions admissible to SC/ST/OBC category for Group B posts, it is relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.

**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](http://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 test may also be conducted wherever applicable in the light of GoI O.M. No. 39020/01/2013-Estt.(B-part) dated 29<sup>th</sup> 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 11.12.2022 till 5:00 PM.

**(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](mailto: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.	Qualification	Year	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. List of self-attested copies of Certificate:

S. No.	Check List	S. No. of enclosure	No. of sheets
i.	Matriculation mark sheet/ certificate		
ii.	Matriculation Admit Card		
iii.	Intermediate mark sheet / certificate		
iv.	Graduation Mark sheet/ degree		
v.	Master Mark sheet/ degree		
vi.	Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)		
vii.	Experience certificates		
viii.	Other Documents		

Signature of the Applicant

Date : .....

Place : .....