

No. 27-7/2018-Lib
Government of India
Ministry of Culture
Library Section

Shastri Bhawan, New Delhi
Dated 07th January, 2026

VACANCY CIRCULAR

Subject: Filling up of 01 (One) post of Director General in Raja Rammohun Roy Library Foundation, Kolkata, on Deputation (including short term contract) basis -reg.

Applications in the prescribed proforma (as per Annexure-A) are invited from eligible candidates for filling up of 01 (One) post of Director General in Level-14 in the pay-matrix (equivalent to Rs. 144200-218200) as per 7th CPC on deputation (including short term contract) basis in Raja Rammohun Roy Library Foundation, Kolkata, an autonomous organization under Ministry of Culture, Government of India.

2. The Qualification and Experience requirements for the said post are as under: -

Deputation (including Short-term contract):

(A) 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 organization:

(i) holding analogous posts on regular basis in the parent cadre or department;

or

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level- 13A in the pay matrix (Rs. 131100-216600) in the parent cadre or department;

or

(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in post in the Level-13 in the pay matrix (Rs. 123100-215900) in the parent cadre or department.

(B) possessing the qualifications and experience as under:

(a) Essential:

(i) Master's Degree in Library Science or Library and Information Science from a recognised university or institute; and

(ii) at least fifteen years' experience in Administrative or Academic capacity (out of which minimum three years' administrative experience) in a reputed Library under a University or Organization or Institution of National Importance.

(b) Desirable:

(i) Ph. D. in any discipline related to General Studies, Social Science and Library Science.

(ii) Persons having published books or research papers on the relevant topics may be preferred.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or department of the Central Government shall not ordinarily exceed seven years.

Note 2: The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty-eight years as on the closing date of receipt of the applications.

Note 3: Qualifications and experience may be relaxed on the basis of recommendations of the Selection Committee.

Note 4: The period of deputation (including short term contract) shall be five years which may be extended up-to seven years by Chairman, Raja Rammohun Roy Library Foundation with the approval of the Government.

Note 5: The maximum permissible age up-to which the incumbent may continue on the post of Director General, Raja Rammohun Roy Library Foundation will be sixty years.

Note 6: Appointment or continuation beyond the superannuation age is not permissible.

3. The terms & conditions and Pay & Allowances for deputation will be governed as per the provisions contained in the Government of India, DoPT's OM No. 6/08/2009-Estt. (Pay.II) dated 17.06.2010, as amended from time to time.

4. While forwarding the applications in the prescribed format in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents must also be sent along-with the applications through their employer:

- i. Application in the prescribed format (Annexure-A)
- ii. Copies of up-to-date and complete Annual Performance Appraisal Reports (APARs)/Annual Confidential Reports (ACRs) for the last 05 years duly attested/certified on each page by an officer not below the rank of Under Secretary.
- iii. Vigilance Clearance including certification that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant.
- iv. Integrity Certificate
- v. A statement of Major/Minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

5. Applications (in triplicate), in the prescribed format duly countersigned and stamped by the employer of the officers who can be spared in the event of their selection, may be forwarded along with all the necessary documents through proper channel to Under Secretary (Library), Ground Floor, Central Secretariat Library, Ministry of Culture, Shastri Bhawan, New Delhi-110001. The complete application should reach within 60 days from the date of advertisement of same in Employment News.

6. Applications must superscribe the envelop with "APPLICATION FOR THE POST OF DIRECTOR GENERAL ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS IN RAJA RAMMOHUN ROY LIBRARY FOUNDATION". The application received after the closing date or otherwise found incomplete will not be taken into consideration. Incomplete applications and/or applications forwarded without

the complete sets of essential documents mentioned above will not be entertained and summarily rejected without any further correspondence. **While forwarding the applications it may be verified or certified by the employer that the particulars furnished by the officers are correct.** Further, while forwarding the applications, certification by the employer/cadre controlling authority must be submitted. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Kamal Kishore Acharya)

Under Secretary to the Govt. of India

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To

1. All Ministries/Departments of Government of India. *
2. All State Governments & Union Territory Administration. *

* (with a request to give wide publicity to this Vacancy Circular and circulate the same to all Attached/Subordinate/Semi-Government/Statutory/Autonomous/Public Sector Undertaking/Recognized Research Institutions/ Educational Institutions/Organizations with whom they are concerned).

Copy for necessary action to: -

1. All Attached and Subordinate Offices of the Ministry of Culture.
2. All Autonomous/Statutory Organizations under the Ministry of Culture.
3. All Universities through M/o Education.
4. NIC, Ministry of Culture, Shastri Bhawan, New Delhi with a request to upload the advertisement in the Ministry's website.
5. D/o Personnel & Training, North Block – with a request to upload the Vacancy Circular on their website.



(Kamal Kishore Acharya)

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ANNEXURE-A

PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR GENERAL ON DEPUTATION
(INCLUDING SHORT TERM CONTRACT) BASIS IN RAJA RAMMOHUN ROY LIBRARY
FOUNDATION

PHOTO

1.	Name & Address (in Block Letters)	
	Mobile No	
	E-mail id	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under the Central / State Government 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).	
	Qualification / Experience Required as mentioned in the advertisement / vacancy circular	Qualification/ Experience possessed by the officer
	Essential:	

	Desirable:	

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	
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7. Details of Employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Sl. No.	Office / Institution/ Organization	Post held	From (date)	To (date)	Scale of Pay and basic pay	Nature of Duties

Note: Pay Matrix and Pay Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Matrix and pay Level where such benefits have been drawn by the candidate, may be indicated below:

Office/ Institution	Pay Matrix and Pay Level drawn under ACP/MACP Scheme	From (date)	To (date)

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
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9.	In case the present employment is held on deputation basis, please state –		
	a) The date of Initial Appointment	b) Period of appointment on deputation	c) Name of the present office / organisation to which you belong
10.	Additional details about present employment: Please state whether working under		
	a) Central Government		
	b) State Government		
	c) Autonomous Organization		
	d) Government Undertaking		
	e) Universities		
11.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scales.		
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		

I do hereby certify that the information/ details provided are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld. If any time I am found to have suppressed/ withheld any information, my appointment shall liable to be summarily terminated without notice/compensation.

Place:

(SIGNATURE OF THE CANDIDATE)

Date:

Certification by the Employer/Cadre Controlling Authority

The entries/information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. In the event of selection, he/she will be relieved immediately.

2. Also certified that

- i) There is no vigilance or disciplinary case pending/ contemplated against him/her.
- ii) His/her integrity is beyond doubt.
- iii) Copies of the APARs/ACRs for the last five years duly attested copies by an officer of the rank of Under Secretary of the Government of India or above, are enclosed.
- iv) No major / minor penalty has been imposed on him/her during the last 10 years or a statement of major/ minor penalties imposed on him/her during the last 10 years is enclosed herewith. (as the case may be).
- v) He/she possesses minimum 03 years' administrative experience, as specified in the Essential Qualifications and Experience for the post.

Countersigned _____

Date _____

Name & Designation _____

(Employer/ Cadre Controlling Authority with Seal)