

F.No. L-20/2/2025-LIB.  
Government of India  
Ministry of Culture  
Library Section

Shastri Bhawan, New Delhi  
Dated 19<sup>th</sup> August, 2025

**OFFICE MEMORANDUM**

**Subject:** Filling up the post of Director General, National Library, Kolkata, a subordinate organization under the Ministry of Culture on deputation (including short term contract) basis – reg.

The undersigned is directed to refer to the subject cited above and to say that the Ministry of Culture proposes filling up of 01 vacancy of post of Director General (National Library) in the Ministry of Culture in Level – 15 (Rs.1,82,200 – 2,24,100) in the revised pay matrix of 7<sup>th</sup> CPC, on deputation (including short term contract) basis, from amongst officers under the Central Government or State Government or Union Territory Administrations or Statutory or Autonomous Organizations and Subordinate Offices or Central or State Universities or Research Institutions :-

a. (i) holding analogous posts on a regular basis in the parent cadre or department; or (ii) with three years service in the grade rendered after appointment thereto on a regular basis in the post in the scale of pay of Level-14 (Rs.1,44,200 – 2,18,200) or equivalent in the parent cadre or Department; and

b. Possessing the following educational qualifications and experience, namely:

(i) Masters degree from a recognized university or institution;

(ii) Eighteen years experience (including research work) in education or library or archives or database management out of which five years experience shall be in the administration.

**Desirable**

Masters degree or bachelors degree in library science or library and information science from a recognized university or institute.

**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 some other organization or department of the Government shall ordinarily not exceed five years.

**Note 2:** The age limit for deputation (Including Short term Contract) shall be not exceeding 58 years as on the closing date for receipt of application.

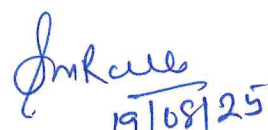
2. The terms & conditions for deputation will be in accordance with the DoPT O.M No.6/08/09(Estt)(Pay-II) dated 17.06.2010, as amended from time to time.

3. The officer who fulfills the above-mentioned conditions of eligibility may forward their applications in prescribed proforma (Annexure – II) (in duplicate) along with the following requisite documents, through their employer:

- i. Forwarding Note from Employer/Head of Office as Annexure – I
- ii. Copies of APAR/ACRs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary
- iii. Vigilance Clearance Certificate
- 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

4. Applications (in duplicate) in the enclosed proforma duly countersigned by the employer of the officers who can be spared in the event of their selection are to be sent to this Ministry within 45 days from the date of advertisement of same in Employment News. The application received after the last date or without the confidential reports or otherwise found incomplete will not be taken in to consideration. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. While forwarding the applications it may be verified or certified by the employer that the particulars furnished by the officers are correct. The application with all necessary documents may be forwarded in the name of Under Secretary (Library), 2nd Floor, Central Secretariat Library, Ministry of Culture, Shastri Bhawan, New Delhi.

  
(S.N. Rana)

Under Secretary to the Govt. of India  
Email: rana.satya@nic.in

To

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

सत्य नारायण राणा / SATYA NARAYAN RANA  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
शास्त्री भवन / Shastri Bhawan  
नई दिल्ली / New Delhi

\* (They are requested to circulate the vacancy to all semi government/statutory/public sector undertaking/Recognized Research Institutions/ Educational Institutions/autonomous organization 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 both in Hindi and English.
5. D/o Personnel & Training, North Block – with a request to upload the Vacancy Circular in their website.

  
19/08/25

(S.N. Rana)

Under Secretary to the Govt. of India

Email: rana.satya@nic.in

सत्य नारायण राणा / SATYA NARAYAN RANA  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
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शास्त्री भवन / Shastri Bhawan  
नई दिल्ली / New Delhi

**FORWARDING NOTE BY THE EMPLOYER**

It is certified that:

- i. Information given in Annexure – II is correct as per the service records of the applicant.
- ii. The applicant is clear from vigilance angle.
- iii. The integrity of the applicant is beyond doubt.
- iv. That no major/minor penalty has been imposed on the applicant in last 10 years.
- v. The cadre controlling authority of the applicant has given its clearance for his applying for the post.
- vi. The CR/APAR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)

Tele. No.....

E-mail Id.....

**BIO-DATA PROFORMA**

(Application for the post of Director General, National Library, Kolkata)

1. Name and address in Block Letters :
2. Date of Birth (in Christian Era) :
3. Date of Retirement under Central/State :  
Government rules
4. Educational Qualifications :
5. Whether Educational and other :  
Qualifications required for the post  
are satisfied. (if any qualifications  
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:  (i) (ii) (iii) (iv)		
Desired:  (i) (ii) (iii) (iv)		

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

8. Nature of present employment :  
, i.e., ad-hoc or temporary or  
quasi permanent or permanent

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 parent office/organization :  
to which you belong

10. Additional details about present employment :

Please state whether working under

- (a) Central Government  
(b) State Government  
(c) Autonomous Organizations  
(d) Government Undertaking  
(e) Universities

11. Are you in revised scale of pay? If yes, :  
give the date from which 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

Date: .....

Signature of the candidate

Tele. No. ....

Email ID .....