

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
**Ministry of Culture, Government of India**  
**Block DD-34, Sector-I, Salt Lake, Kolkata 700064**

F. No. 9-18/ADMN(RFO)/2024-25

28<sup>th</sup> March, 2025

**VACANCY CIRCULAR**

**Subject:** Filling up the post of Deputy Director (Implementation, Inspection & Monitoring) [Group “A”] on Deputation basis in the Raja Rammohun Roy Library Foundation (RRRLF), Kolkata.

Applications are invited for filling up of the one post of Deputy Director (Implementation, Inspection & Monitoring) [Group “A”] in Pay Band 3: Rs. 15600-39100 plus Grade Pay of Rs. 6600/- (pre-revised scale of Pay) (Revised to Pay Matrix Level-11, Rs. 67700-208700) on Deputation basis as per the following particulars:

1. Name of the Post : Deputy Director (Implementation, Inspection & Monitoring)
2. Pay Scale : Level 11, Rs. 67700-208700 (As per 7<sup>th</sup> CPC)
3. Number of Post : 1 (One)
4. Education Qualifications: **Essential :**  
and experience **Qualification**
  - i. Master’s Degree from a recognized University.
  - ii. Degree in Library Science from a recognized University
  - iii. Certificate course in computer application equivalent to ‘O’ level Foundation course from a DOEACC recognized institute.
  - iv. Proficiency in one of the regional languages as well as proficiency in Hindi and English.**Experience:**
  - i. Five (05) years experience in Library Administration works;
5. Eligibility Conditions : Officers under Central Government/State Government/Semi Government, Statutory or Autonomous Bodies including Universities, Research or comparable Institutions holding – analogous post  
Or  
Officers in the pay-scale of Rs.15600-39100/- (PB-3) or Rs. 9300-34800/- (PB-2) G.P. Rs. 5400/- [Revised Level-10 or Level-9] with 05 years regular service in the grade and having relevant experience.  
Or  
Officers in the pay-scale of Rs. 9300-34800/- (PB-2) G.P Rs. 4800/- [Revised Level-8] with 06 years regular service in the grade and having relevant experience.  
Or  
Officers in the pay-scale of Rs. 9300-34800/- (PB-2) G.P Rs. 4600/- [Revised Level-7] with 07 years regular service in the grade and having relevant experience.

Besides basic pay, the post carries other allowances as per Central Govt. /RRRLF Rules. Prescribed application form and details of advertisement may be downloaded from RRRLF website: [rrrlf.gov.in](http://rrrlf.gov.in). Recruitment Rules for the post can be viewed in the same website.

**Duties and Responsibilities:** Deputy Director (Implementation, Inspection and Monitoring) will function as second Liaison Officer of the Foundation with the State Govts.; looks after State Library Committee (SLC) matters; performs the duties as Supervisory Officer of the Implementation and Inspection and Monitoring Sections in implementing various schemes of the Foundation; conduct inspection with the help of five Field Officers of the grantee institutions; monitors assistance rendered under various schemes; supervises the activities of five Field Officers at five different zones of the country and takes up follow-up action on inspection reports furnished by Field Officers; collects requisite information from the State Governments regarding libraries and library services in the states; performs public relation activities with various organizations and individuals; assists Accounts Officer in the preparation of accounts and budget of the Foundation; to report to the Director General.

Application in the prescribed format (Annexure-I) duly filled and complete in all respect along with up-to-date ACR/APAR dossiers of the officer (last five years, each page duly attested by an officer not below the rank of Under Secretary or equivalent) along with (i) Vigilance clearance, (ii) Integrity Certificate, (iii) Cadre clearance, and (iv) major/minor penalty statement for the last 10 years should reach **the Director General , Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700064, superscripting the name of the post, through proper channel within a period of 45 days** from the date (excluding the first day of the publication) of publication of advertisement in the Employment News.

Applications received after the last date or otherwise incomplete will not be considered and will stand rejected. Applications not accompanied by certificates as mentioned above, documents in support of Qualifications and Experience would not be processed for determining the eligibility of the candidates for the selection.

**(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**