



**Government of West Bengal**  
**Office of the District Magistrate & Collector, Hooghly**  
**(Library Section)**  
**Chinsurah, Hooghly – 712101**  
**PhNo : 2680 0708 ; E-mail ID – [dlohooghly@gmail.com](mailto:dlohooghly@gmail.com)**

Memo No.157 /DLO/HGLY

Date –31.05.2023

**EMPLOYMENT NOTICE**  
**Advertisement No 01/2023**

Online application are hereby invited from Indian Citizens for filling up 52 (Fifty Two) post of Librarian in the Govt. Sponsored Public Libraries having status of Rural Library under control of Local Library Authority, Hooghly, Department of Mass Education Extension and Library Services (MEE&LS) ,Govt of West Bengal by direct recruitment on purely temporary basis for a probation period of two years, but likely to be permanent. Eligible criteria and other terms and conditions are as follows:

<i>Name of the Post</i>	<i>Selecti on Procedure</i>	<i>No. of Vacant Posts</i>	<i>Essential &amp; Desirable Qualification</i>	<i>Age</i>	<i>Scale of Pay</i>
<b>Librarian in the Govt. Sponsored Public Libraries having status of Rural Libraries in the District Hooghly under control Local Library Authority (LLA), Hooghly</b>	As per Notification No. 366/MEE/Seet dt.15.03.2023 of the Department of Mass Education Extension & Library Science, (MEE&LS), Govt of West Bengal	<b>TOTAL POST=52</b> UR-09 UR (EC)-12 UR (Meritorious Sports Person)-02 UR (Ex-Serviceman)-01 UR (PH)-02 SC -08 SC (EC)-03 ST-03 ST(EC)-01 OBC-A-03 OBC-A(EC)-01 OBC-B-03 OBC-B(EC)-01 EWS-02 EWS(E.C.)-01	<b>Essential Qualification:</b> a) A pass in H.S. Examination or its equivalent. b) Pass Certificate in Library Science from any of the following Institution: i) Bengal Library Association ii) District Library, Ramkrishna Mission Boys' Home , Rahara iii) Janata College at Kalimpong and Banipur iv) Any Other training centre recognized by the Govt. of West Bengal for the purpose c) Candidate with Bachelor degree in Library Science or equivalent from recognized Institutions /Universities are also eligible to apply the post of Librarian Sponsored Public Libraries having status of Rural Library. d) Basic Knowledge on computer application. e) Knowledge in Bengali.  <b>Desirable Qualification :</b> Experience in Library administration	Not less than 18 years and not more than 40 years as on 01.01.2023 (Upper age-limit shall be relaxable in respect of candidates in the reserved category as per the extant rules of the Government).	<b>Scale of Pay.</b> <b>Level-6, Cell-1</b> (Pay Band No.-2, Rs 5400-25,200/-, Grade pay: Rs. 2600/ -ROPA - 2009) in the Pay Matrix Rs. 22700-Rs.58500 /- as per ROPA 2019 with other admissible allowances as per existing order.

**Submission of Online Application:**

Online applications are to be submitted at <https://hooghlyonline.in/dlorec2023/application/appindex.html> and Notification will be made available in <https://hooghly.nic.in> according to the following schedule :

- |   |                               |
|---|-------------------------------|
| a. Commencement of online application             | : 31.05.2023 at 10 .00 a.m    |
| b. Closing date for receipt of online application | : 15.06.2023at 12.00 midnight |

**The Relevant rules and necessary particulars are stated in the following paragraph.**

1. Application is to be submitted in online mode only as prescribed format. Application submitted by any mode of communication other than the online will be summarily rejected without further information.
2. Application received after the last date will not be entertained.
3. Willing Candidates shall have to upload the scanned copy of **(1) Age Proof, (2) Academic Qualification, (3) Professional Qualification, (4) Proof of Address /identity (Aadhaar Card or Voter Card (5) Caste Certificate, SC ,ST ,OBC(A) /OBC (B)/Economically Weaker Sections(EWS) (6)Other Category Physically Challenged(PH) /Exempted Category (EC) /Meritorious sports Person (MSP)/Ex-Serviceman (7) Computer Learning Certificate (optional) (7) Experience Certificate, (8) Card of Employment (Optional) (9) Photograph, and (10) Full Signature etc**, at the time of application. After successful submission of online application, an acknowledgement showing the details of the candidate along with the photo and signature including an unique Application No will be generated. Candidates are requested to keep a printed copy of this acknowledgement for further reference.
4. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by Government in the Department of Mass Education Extension and Library Services, Govt. of West Bengal.
5. All the degree(s)/diploma(s)/certificate(s) mentioned in the advertisement must have been obtained from Universities/Institutions, duly recognized by competent authority.
6. Candidates must fulfill the essential qualification at the time of submission of application. No degree or experience certificate issued after the last date of submission of application will be considered.
7. The prescribed 'essential qualifications' are the bare minimum and mere possession of the same does not entitle applicants to be called in for the interview.
8. In the cases where no Division/Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence, if required.
9. Where experience of a number of years is prescribed as an item of desirable qualification for the above mentioned post of librarian, this would mean only experience gained in full time employment in the relevant field in only library administration within the closing date of receipt of applications.[Certificate(s) from the Head(s) of the Organization(s)/Department(s) or Competent Authority for the entire experience claimed, clearly mentioning the duration of employment (date, month and year) and field of experience indicating basic pay and consolidated pay must be obtained. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s)].
10. **Age:** 18-40 years on the 1st day of January of the year of advertisement (01.01.2023) OR as per existing Govt. Rules. Date of birth should be between 01-Jan-1982 and 01-Jan-2004 for all candidates; Maximum Relaxation is 5 Years. The benefits of reservation of vacancies and upper age concession up to 5 years are admissible only to S.C. and S.T. candidates of West Bengal and up to 3 years to O.B.C. (category 'A' & 'B') (non -creamy layer) candidates of West Bengal. The benefits of reservation of vacancies and upper age concession for Ex-Servicemen as per vide order no.6249-F, dated, Calcutta, the 15<sup>th</sup> June 1982. S.C.,S.T. and O.B.C candidates of other States may apply for unreserved vacancies as general candidates. Such benefits are also available up to the age of 45 years for Persons with disabilities.
11. A candidate claiming to be S.C., S.T., O.B.C. (non- creamy layer), EWS or persons with disabilities (40% and above) must have a certificate in support of his/her claim from a competent authority of West Bengal obtained within the closing date of receipt of application and no claims in this regards will be entertained afterwards.

12. The Local Library Authority may require such further proof of particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.
13. O.B.C. (Non-Creamy Layer) candidates should renew / revalidate their O.B.C. (Non-Creamy Layer) certificate in due time.
14. A candidate claiming to be belonging to Ex –Serviceman / Meritorious Sports person (MSP) category must have a certificate of his/her claim ,issued from a competent authority.
15. Candidates must fulfill the essential qualifications by the closing date.
16. All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the Authority.
17. In case, any of the statement made in the application subsequently found to be false within the knowledge of the candidates, his/her candidature shall be liable to be cancelled, and even if appointed to a post on the results of this examination his/her appointment shall be liable to be terminated. Willful suppression of any material fact shall also be similarly dealt with.
18. The Selection Committee may require any further proof or particulars from the candidates, as it may consider necessary and make further enquiries regarding eligibility.
19. Candidates should take particular note that entries in their application submitted to the Authority must be made correctly against all the items which shall be treated as final and no alteration, addition or deletion in this regard shall be allowed after full submission of the application. Application not duly filled in or found incomplete or defective in any respect shall be liable to rejection.
20. If at any stage even after issue of a letter of recommendation for appointment a candidate is found in eligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
21. The Selection Process shall be completed followed by the written examination, Computer Test, and lastly interview.
22. The decision of selection committee will be treated as final and committee reserves the right to cancel any application partly or fully without any further communication to the candidate at any stage of recruitment.
23. Canvassing in any form will disqualify the candidature.
24. All concerned are requested to visit the website mentioned above regularly for downloading Admit Cards/Call letters /any others. All information regarding recruitment to the post will be available from time to time in the District's Website at <https://hooghly.nic.in> and will be communicated to the candidates.
25. Date of Examination/Interview will be notified latter in the District's website at <https://hooghly.nic.in>
26. The original documents (All Certificates, Mark sheet, Experience Certificates from Past and Present Employer, certificate in support of date of Birth, NOC from Present Employers, reserved category certificate from competent authority if applicable) along with the attested copies of same (documents that are submitted already by the applicant at the time of application) must be submitted at the time of interview. The call letter for interview will be available for download in the official website in due time. The detail schedule of interview will also be published later in the official website.
27. Appointment letter will be issued to the selected candidates only after the receipt of the approval from Competent Authority.
28. The selected candidates will be in probation for two years from the date of initial appointment.

29. The list of eligible candidates called for the interview shall be published online.
30. No candidate will be allowed to attend to the interview if he/she fails to bring the downloaded copy of call letter, all original documents/certificates relating to filled up application form and self-attested copies of all these certificates.
31. No request for change of date for Written Examination, Computer Test and interview shall be entertained.
32. The final merit list will be prepared on the basis of total marks obtained.
33. All concerned are requested to visit the website regularly. No TA/DA will be allowed at the time of interview.
34. Applicants need to take print-out of the application form. Two copies have to be submitted at the time of the recruitment Process.
35. **Total Marks Calculation** : 1. **Written Examination** – 50Marks (Questions on Arithmetic, G K, English etc. of School Final Level & on Library & Information Science on minimum qualification level ; **Tentative date of written Examination : 30.07.2023**) ; 2. **Academic and Professional Results**: 20 Marks; 3. **Computer Exam**: 10 Marks (Basic Computer Knowledge) ; 4. **Experience** : 05 Marks (One Mark for every two years of service completed satisfactorily as on the date of such interview as full time paid employee in library up to the maximum of 05 marks. The experience is to be counted on the basis of certificates from the past and present employers; 5. **Interview**: 15 Marks.
36. **Candidates are advised in their own interest to apply using Online Application Form, much before the closing date and not to wait till the last date to avoid congestion on Web-Server on account of heavy load on website. If such congestion of the server occurs the authority will not take any responsibility.**

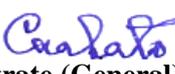
  
**Additional District Magistrate (General), Hooghly &  
 Chairman, District Level Selection Committee (DLSC), Hooghly**

**Memo No. 157/1( 16 )/DLO/HGLY**

**Date –31.05.2023**

**Copy forwarded for information and taking necessary action to:**

- 1) The Additional Chief Secretary ,MEE & LS ,Govt of West Bengal
- 2) The Sabhadhipati ,Hooghly Zilla Parishad
- 3) The Director of Library Services, West Bengal
- 4) The District Magistrate, Hooghly
- 5) The Additional District Magistrate (Dev/L&LR/ZP) Hooghly
- 6) The Sub-Divisional Officer (All) -----
- 7) The Hon'ble Member of Local Library Authority (LLA) ,Hooghly -----
- 8) The District Informatics Officer, NIC, Hooghly with request to upload this notice in the website of district and prepare the online application module in website etc. immediately.
- 9) The Additional Director of Employment (P), Hooghly
- 10) The Employment Officer, Chinsurah /Chandanagar/ Serampore / Arambagh
- 11) The Block Development Officer (All)-----
- 12) The District Information & Cultural Officer, Hooghly.
- 13) The District Library Officer, Hooghly.
- 14) The Secretary, Zila Sainik Board, Howrah/Hooghly
- 15) C.A. to Additional District Magistrate (Gen), Hooghly
- 16) Office Notice Board.

  
**Additional District Magistrate (General), Hooghly &  
 Chairman, District Level Selection Committee (DLSC), Hooghly**