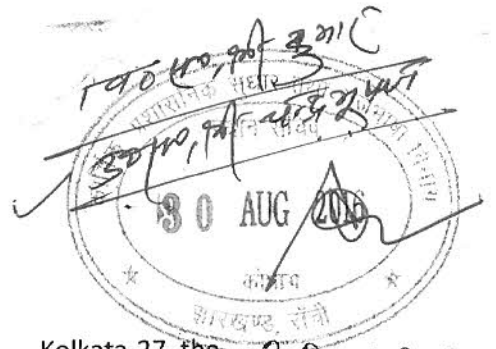


*Pr. Levy*



Kolkata-27, the 22.08.2016

Subject : Filling up the post of Accounts-Cum-Administrative officer by deputation basis in the Central Reference Library, Kolkata-27.

Sir/Madam,

I am directed to enclose herewith copy of the Circular No. 170 of 2016-2017, dt. 22.08.2016 on the subject cited above and request you to kindly circulate the same in your office and send the applications of suitable and eligible officials willing for deputation to the post of Accounts-Cum-Administrative Officer in the Central Reference Library, Kolkata. The upto date ACRs/APARs for last five years, Integrity Certificate, Vigilance Clearance and major/minor penalty, if any imposed during last ten years in respect of applicant may also be forwarded for necessary consideration.

The Circular No. 170 of 2016-2017, dt. 22.08.2016 has been advertised in the Employment News/Rojgar Samachar dated 13-19 August, 2016.

The closing date of receipt of application is 45 days from the advertisement published in Employment News/Rojgar Samachar.

Yours faithfully

(Dipak Kr. Maji)

Accounts-Cum-Administrative officer

Encl. : As above.

Copy forwarded to :-

1. The Under Secretary(Library), Ministry of Culture with the request to send the copy of Circular to the all Ministries, Government of India(5 copies);
2. The Director General, National Library, Belvedere, Kolkata- 700027.
3. The Chief Secretary, Home Department Nabanna 13<sup>th</sup> Floor, 325, Sarat Chatterjee Road, P.S.- Shibpur, Howrah, Pin- 711102.
4. The Chief Secretary, Govt. of Bihar, Old Secretariat, Patna-800015.
5. The Chief Secretary, Govt. of Odisha, Bhabaneswar is 751008.
6. The Chief Secretary, Govt. of Assam, Assam Sachivalaya, BlockC,3<sup>rd</sup> Floor, Dispur, Guwahati-781006.
7. The Chief Secretary, Govt. of Jharkhand, 1<sup>st</sup> Floor, Project Building, Dhurwa, Ranchi- 834004.
8. The Chief Secretary, Government of Tripura, New Secretariat Complex, PO:Secretariat,, Agartala- 799010.
9. The Chief Secretary, Govt. of Kerala,, thiruvananthapuram -695001.
10. The Director General, Zoological Survey of India, 27, J.L.Nehru Road Kolkata-700016. West Bengal.
11. The Director General, Botanical Survey of India, Botanical Survey of India CGO Complex, 3rd MSO Building, Block F(5th and 6th Floor), DF Block, Sector I, Salt lake City,Kolkata- 700064.
12. The DGOF & Chairman, OFB, Ayudh Bhawan, 10-A. S.K. Bose Road, Kolkata-700001.

कामक, प्रशासनिक सुधार तथा राजभाषा विभाग  
आरखण्ड, राँची  
गैर सरकारी प्रेषण सूचना 31/08/16

मुख्य सचिव कार्यालय  
आरखण्ड, राँची  
गै.स.प्रे.सं. 3967  
दि. 20/8/16

No.CRL./10(27)/ 382  
Government of India  
Central Reference Library  
Belvedere

Kolkata-27, the..... 22/08/2016

CIRCULAR NO.OF 170 2016-2017

Subject : Filling up the post of Accounts-Cum Administrative Officer by deputation in the Central Reference Library, Kolkata-27.

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One post in the grade of Accounts Cum Administrative Officer (G.C.S. Group- B)(Gazetted)(Ministerial) in the scale of pay of Rs. 9300-34800/- GP. Rs. 4600/- (PB-2) in the Central Reference Library, Kolkata a subordinate Office under the Ministry of Culture, Govt. of India is proposed to be filled up by transfer on deputation.

**Eligibility :-**

Officers under the Central or State Government :

a) (i) holding analogous posts on regular basis in the Parent Cadre/Department with 3 years service holding the post as a Superintendent in the scale of Rs. 5500-9000/- (pre-revised) or 5 years service holding the post as a Sr. Assistant/Assistant in the scale Rs. 4500-7000/- or Rs. 5000-8000/- and having experience of establishment /financial work.

b) Possessing the following educational qualifications and experience :

- (i) Degree of a recognised University or equivalent..  
(ii) 3(Three) years experience in Establishment, Accounts, Noting & Drafting and Administrations.

Note : The departmental officers shall not be eligible for consideration for appointment on Deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same of some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56years as on the closing of the receipt of applications.

**2. Duties attached to the post of Accounts-Cum-Administrative Officer**

Accounts-Cum-Administrative Officer prepares budget estimate; controls expenditure; maintains accounts, biometric attendance, deals with recruitment of staffs and their promotions and order; purchase various items etc. maintains liaison with officers and carries out instructions of the Librarian.

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3. Pay:

The pay of the selected officer will be regulated in accordance with the Ministry of Finance OM No. 10(24)-E. 11((B)/60, dt. 4.5.1981, as amended from time to time.

It is requested that the contents of this Circular may be brought to the notice of all concerned and the applications of suitable eligible and willing officers, in the attached proforma (Annexure-A) duly signed by candidate(s) and countersigned by the Employer together with Bio-data and Upto-data character Roll Dossiers of the applicants for past 5 years may please be forwarded to the **Librarian, Central Reference Library, Belvedere, Alipore, Kolkata-700027.**

Applications received after the last date or found incomplete will be not entertained.

The candidate selected for appointment will be required to join duty immediately after selection.

An officer once nominated will not be permitted to withdraw on his/her own.

The last date of submission of applications will be **45 days** to be counted from the date of advertisement of the vacancy Circular in the Employment News/ Rojgar Samachar, dated 13 August 2016.

For detailed information and application form visit [www.crlindia.gov.in](http://www.crlindia.gov.in)



(Dr. K.K. KOCHUKOSHY)  
LIBRARIAN.