

## SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Assistant	21* (2017)	General Central Service Group-C (Non-Gazetted) (Ministerial)	Rs.25500-81100/-, & Level - 4	Non selection

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
Not Applicable	Not Applicable	Not Applicable`	Not Applicable

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
<p><b>100% Promotion</b></p> <ul style="list-style-type: none"> <li>➤ 75% on basis of seniority and</li> <li>➤ 25% on basis of Departmental Competitive Examination</li> </ul>	<p><b>Promotion on Seniority</b> Lower Division Clerk with 8 years regular service in the grade on the basis of seniority.</p> <p>(The crucial date of eligibility for promotion shall be the date of completion of the prescribed qualifying service in their respective grade/post by the staff member)</p> <p><b>Promotion on Departmental Competitive Examination</b> Lower Division Clerk with 5 years regular service in the grade on the basis of Departmental Competitive Examination.</p> <p>(The crucial date of eligibility for promotion shall be the date of completion of the prescribed qualifying service in their respective grade/post by the staff member)</p>	<p>Group "C" Departmental Promotion Committee (Local) (for promotion) consisting of:</p> <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairman</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	<p>Not applicable</p>

## SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Caretaker	01* (2017)	General Central Service Group-C (Non-Gazetted) (Ministerial)	Rs.29200-92300/-, & Level - 5	Non selection

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
100% by promotion	<p><b><u>Promotion</u></b> Promotion from Assistant with 5 years regular service in the grade.</p> <p>(The crucial date of eligibility for promotion shall be the date of completion of the prescribed qualifying service in their respective grade/post by the staff member)</p> <p>Note: The eligibility criteria shall continue to be the same for existing staff members in the grade of Assistant on regular basis on the date of notification.</p>	<p>Group "C" Departmental Promotion Committee (Local) (for promotion) consisting of:</p> <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairman</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	Not applicable

## SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Lower Division Clerk	49* (2017)	General Central Service Group-C (Non-Gazetted) (Ministerial)	Rs.19900-63200/-, & Level - 2	Non selection

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangi sub division of Chamb district of Himichal Pradesh, Union territory of Andaman and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><b>Essential:</b></p> <p>(i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University; and</p> <p>(ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter Or A typing speed of 35 w.p.m.in English or 30 w.p.m.in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p> <p>Note: A physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the qualification in typing may be appointed subject to the condition that the Medical Board, attached to the Special Employment Exchange for the handicapped or where there is no such Board, the Civil Surgeon, certifies that the said handicapped person is not physically fit to be able to type.</p>	<p><u>Promotion through seniority-cum-fitness:</u> Age: No Educational qualification: No</p> <p><u>Promotion through Departmental Competitive Examination:</u> Age: The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST) Educational qualification: Yes</p>	Two years for direct recruits

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
(i) 85% by direct recruitment (ii) 10% by promotion through Departmental Competitive Examination (iii) 5% by promotion through seniority-cum-fitness failing which by deputation failing both by direct recruitment	<p><b>Promotion</b> through Departmental Competitive Examination:</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> class pass or equivalent qualification; and</li> <li>• 3 years regular service in the grade from MTS (ministerial) in the Pay Structure of Rs.18000-56900/- &amp; Level 1.</li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>1. The eligibility criteria shall continue to be the same for existing staff members in the grade of MTS (Ministerial) on regular basis on the date of notification. In this case, the required educational qualification is matriculation or equivalent.</li> <li>2. If more of such employees qualified at the examination than the number of vacancies, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</li> <li>3. Where juniors who have completed their qualifying/eligibility service are being considered their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying/eligibility service.</li> </ol> <p>(The crucial date of eligibility for promotion shall be the date of completion by the staff member of the prescribed qualifying service in their respective grade/post)</p>	Group "C" Departmental Promotion Committee (Local) (for promotion/confirmation) consisting of: <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairma</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	Not applicable

	<p><b><u>Promotion through Seniority cum Fitness:</u></b></p> <ul style="list-style-type: none"> <li>• 3 years regular service in the grade from the MTS (erstwhile Gestetner Operator, Chowdhury, Head Guard) in the Pay Structure of Rs.18000-56900/- &amp; Level 1.</li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>1. The crucial date of eligibility for promotion shall be the date of completion by the staff member of the prescribed qualifying service in their respective grade/post</li> <li>2. Where juniors who have completed their qualifying/eligibility service are being considered their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying/eligibility service.</li> </ol> <p><b><u>Deputation (including Short Term Contract):</u></b> Officers under the Central Government / State Government / Union Territories / PSUs / Autonomous Organizations -</p> <ol style="list-style-type: none"> <li>(a) (i) Holding analogous posts on a regular basis; or (ii) With three years of regular service in the post in the Pay Structure of Rs.18000-56900/- &amp; Level 1 or equivalent.</li> <li>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</li> </ol> <p>Note:</p> <ol style="list-style-type: none"> <li>1. The period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding to this appointment in any other Government Department shall not exceed three years.</li> <li>2. The maximum age limit for appointment on deputation (including short term contract) shall not exceed fifty six years of age as on the closing date of receipt of applications.</li> </ol>		
--	---	--	--

### SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Library Clerk (General)*	52** (2017)	General Central Service, Group "C" (Non-Gazetted, Non-Ministerial)	Rs.19900-63200/- & Level-2	Not applicable

\* Library Clerk (General) = 52

General	= 41
Bengali	= 1
German	= 1
Hindi	= 1
Kannada	= 1
Malayalam	= 1
Marathi	= 1
Odia	= 1
Punjabi	= 1
Tamil	= 1
Telugu	= 1
Urdu	= 1

\*\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age.</p> <p>Note 1: Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangi sub division of Chamb district of Himichal Pradesh, Union territory of Andamn and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><b>Essential:</b></p> <p>(i) Graduation from recognized University or Institution; and</p> <p>(ii) Certificate course in Library &amp; Information Science from a recognized university / institution;</p> <p>(iii) In case of language posts, the concerned language should have studied as one subject in the matriculation level or higher.</p>	<p>Age :No</p> <p>Educational qualification: No</p>	<p>Two years for direct recruits</p>

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
<p>(i) 50% by direct recruitment</p> <p>(ii) 40% by promotion failing which deputation, failing both direct recruitment</p> <p>(iii) 10% by promotion through Departmental Competitive Examination failing which deputation, failing both direct</p>	<p><b>Promotion</b></p> <p><u>Essential</u></p> <p>(i) MTS on seniority cum fitness basis with 3 years regular service in the Pay Structure of Rs.18000-56900/- &amp; Level 1.</p> <p>(ii) Certificate course in Library &amp; Information Science from a recognized university or Institute;</p>	<p>Group "C" Departmental Promotion Committee (Local) (for promotion/confirmation) consisting of:</p> <p>1. Director General, National Library, Kolkata - Chairman</p> <p>2. Senior Administrative Officer, National</p>	<p>Not applicable</p>

<p>recruitment</p> <p>*Note: All posts in language category shall be fallen under direct recruitment quota</p>	<p><b>Promotion through Departmental Competitive Examination:</b>  From MTS holding 3 years regular service in the Pay Structure of Rs.18000-56900/- &amp; Level 1 having the educational qualification of Certificate Course in Library &amp; Information Science of a recognised University / Institute through Departmental Competitive Examination.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. The eligibility criteria shall continue to be the same for existing staff members in the grade of MTS (erstwhile Senior Library Attendant, Library Attendant, Junior Library Attendant, Labourer) on regular basis on the date of notification. In this case, certificate course in Library &amp; Information Science is not required.</li> <li>2. The crucial date of eligibility for promotion shall be the date of completion by the staff member of the prescribed qualifying service in their respective grade/post</li> <li>3. Where juniors who have completed their qualifying/eligibility service are being considered their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying/eligibility service.</li> </ol>	<p>Library, Kolkata</p> <p>- Member</p> <ol style="list-style-type: none"> <li>3. One Library &amp; Information Officer, National Library, Kolkata</li> <li>- Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata</li> <li>- Member</li> </ol>	
--	---	---	--



### SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Library Clerk (Binding)	8* (2017)	General Central Service, Group "C" (Non-Gazetted, Non-Ministerial)	Rs.19900-63200 & Level - 2	Not applicable

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age.</p> <p>Note 1: Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangi sub division of Chamb district of Himichal Pradesh, Union territory of Andamn and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><b>ESSENTIAL:</b></p> <p>(i) Graduation from recognized University or Institution;</p> <p>(ii) Certificate course in Library &amp; Information Science from a recognized university / institution;</p> <p>(iii) 3 (three) years' practical expenditure in binding work in a registered commercial firm recognized by government or in a government organization</p>	<p>Age :No</p> <p>Educational qualification: No, but must possess</p> <p>(i) Certificate course in Library &amp; Information Science from a recognized university / institution;</p> <p>(ii) Successfully completed training of minimum 1 (one) month in the field of binding.</p>	<p>Two years for direct recruits</p>

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
<p>90% by direct recruitment</p> <p>and</p> <p>10% by promotion failing which direct recruitment</p>	<p><b>Promotion:</b></p> <p>From Multi-Tasking Staff (Pay Structure of Rs.18000-56900/- &amp; Level -1) with 3 years' regular service in the grade and having requisite qualification as per column 8 on the basis of departmental qualifying test.</p> <p>Note1: The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in their respective grade/post.</p> <p>Note 2: Where juniors who have completed their qualifying/eligibility service are being considered their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying/eligibility service.</p>	<p>Group "C" Departmental Promotion Committee (Local) (for promotion/confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairman</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	<p>Not applicable</p>

### SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Library Clerk (Reprography)	3* (2017)	General Central Service, Group "C" (Non-Gazetted, Non-Ministerial)	Rs.19900-63200/- & Level - 2	Not applicable

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age.</p> <p>Note 1: Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangi sub division of Chamb district of Himichal Pradesh, Union territory of Andamn and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><b>ESSENTIAL:</b></p> <p>(i) Graduation from recognized University or Institution;</p> <p>(ii) A certificate course in photography from a government recognized institution.</p>	<p>Age :No</p> <p>Educational qualification: No</p>	<p>Two years for direct recruits</p>

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
<p>66.66% by direct recruitment and 33.34% by promotion failing which direct recruitment</p>	<p><b>Promotion:</b></p> <p>(i) From Multi-Tasking Staff (Pay Structure of Rs.18000-56900/- &amp; Level -1) with 3 years' regular service in the grade</p> <p>(ii) Successfully completed training minimum of 1 (one) month in the field of photography.</p> <p>(iii) Having qualified in the departmental qualifying test.</p> <p>Note</p> <ol style="list-style-type: none"> <li>The candidate is eligible for appearing departmental qualifying test only after above (i) and (ii) completes.</li> <li>The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in their respective grade/post.</li> <li>Where juniors who have completed their qualifying/eligibility service are being considered their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying/eligibility service.</li> </ol>	<p>Group "C" Departmental Promotion Committee (Local) (for promotion/confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>Director General, National Library, Kolkata - Chairman</li> <li>Senior Administrative Officer, National Library, Kolkata - Member</li> <li>One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>Administrative Officer, National Library, Kolkata - Member</li> </ol>	<p>Not applicable</p>

### SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Library Clerk (Mending)	13* (2017)	General Central Service, Group "C" (Non-Gazetted, Non-Ministerial)	Rs.19900-63200/- & Level -2	Not applicable

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age.</p> <p>Note 1: Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangi sub division of Chamb district of Himichal Pradesh, Union territory of Andamn and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><b>ESSENTIAL:</b></p> <p>(i) Graduation from recognized University or Institution;</p> <p>(ii) Certificate course in Library &amp; Information Science from a recognized university / institution;</p> <p>(iii) 3 (three) years' practical expenditure in binding work in a registered commercial firm recognized by government or in a government organization</p>	<p>Age :No</p> <p>Educational qualification: No, but must possess</p> <p>(i) Certificate course in Library &amp; Information Science from a recognized university / institution;</p> <p>(ii) Successfully completed training of minimum 1 (one) month in the field of binding.</p>	<p>Two years for direct recruits</p>

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
<p>90% by direct recruitment</p> <p>and</p> <p>10% by promotion failing which direct recruitment</p>	<p><b>Promotion:</b></p> <p>From Multi-Tasking Staff (Pay Structure of Rs.18000-56900/- &amp; Level - 1) with 3 years' regular service in the grade and having requisite qualification as per column 8 on the basis of departmental qualifying test.</p> <p>Note1: The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in their respective grade/post.</p> <p>Note 2: Where juniors who have completed their qualifying/eligibility service are being considered their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying/eligibility service.</p>	<p>Group "C" Departmental Promotion Committee (Local) (for promotion/confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairman</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	<p>Not applicable</p>

### SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Library Clerk (Laboratory)	2* (2017)	General Central Service, Group "C" (Non-Gazetted, Non-Ministerial)	Rs.19900-63200/- & Level - 2	Not applicable

\*Subject to variation dependent on workload.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age.</p> <p>Note 1: Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangi sub division of Chamb district of Himichal Pradesh, Union territory of Andamn and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><u>ESSENTIAL:</u></p> <p>(i) Graduation from recognized University or Institution;</p> <p>(ii) Two years working experience in handling laboratory equipment in a standard laboratory</p>	Not applicable	Two years for direct recruits

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
100% by direct recruitment	Not applicable	Group "C" Departmental Promotion Committee (Local) (for promotion/confirmation) consisting of: <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairman</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	Not applicable



### SCHEDULE

Name of post	Number of posts	Classification	Pay Structure & Level	Whether selection post or non selection post
1	2	3	4	5
Multi-Tasking Staff (MTS)*	154* (2017)	General Central Service, Group "C" (Non-Gazetted, Non-Ministerial)	Rs.18000-56900/- & Level - 1	Not applicable

\*Subject to variation dependent on workload.

#### MTS (Professionals)

Senior Library Attendant - 49 nos  
Library Attendant - 18 nos  
Junior Library Attendant - 71 nos  
Labourer - 10 nos

#### MTS (Ministerial)

Gestetner Operator - 1 nos.  
Head Guard - 3 nos.  
Chowdhury - 2 nos.

Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any
6	7	8	9
<p>Between 18 and 27 years of age (The crucial date for determining the age limit shall be as fixed by the Central Government)</p> <p>Note</p> <p>1. Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>2. The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State. Lahaul and Spiti District and Pangri sub division of Chamb district of Himichal Pradesh, Union territory of Andamn and Nicobar Islands and Union territory of Lakshdweep).</p>	<p><u>MTS – Professional</u></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>➤ 10th or equivalent pass of a recognized Board or Institute</li> <li>➤ Certificate course in Library &amp; Information (C. Lib.) Science from a recognized institution or organization</li> </ul> <p>MTS – Ministerial</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>➤ 10th or equivalent pass of a recognized Board or Institute</li> </ul>	Not applicable	Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
100% by direct recruitment	Not applicable	Group "C" Departmental Promotion Committee (for confirmation) consisting of: <ol style="list-style-type: none"> <li>1. Director General, National Library, Kolkata - Chairman</li> <li>2. Senior Administrative Officer, National Library, Kolkata - Member</li> <li>3. One Library &amp; Information Officer, National Library, Kolkata - Member</li> <li>4. Under Secretary in the Ministry of Culture dealing with the National Library, Kolkata - Member</li> <li>5. Administrative Officer, National Library, Kolkata - Member</li> </ol>	Not applicable