

GOVERNMENT OF INDIA
MINISTRY OF CONSUMER AFFAIRS, FOOD & PUBLIC DISTRIBUTION
DEPARTMENT OF CONSUMER AFFAIRS
NATIONAL TEST HOUSE (HQ),
BLOCK CP, SECTOR V, SALT LAKE, KOLKATA - 700091

No. DG/HQ/ER/2/2018 (Vol.II)

Date: 25/04/2018

OFFICE MEMORANDUM

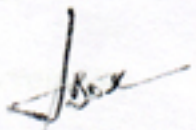
Sub: Filling up of one (01) post of Library & Information Assistant in National Test House ER Kolkata & on Deputation Basis.

Services of suitable officers under the Offices of the Central Government or State Government or Union Territories or Semi Government organizations, Public Sector Undertakings or Autonomous and Statutory Organisations or Recognised University/ Institutes are eligible for appointment to the post as mentioned in Annexure – I

2. The pay of the officer, selected will be regulated in accordance with the Ministry of Finance O.M. No. I (ii)/E-III(B)/75 date 07/11/1975 and as amendment issued from time to time.

3. As the requirement is urgent, it is requested that applications in the enclosed proforma (Annexure-II) of the interested officers, who are eligible and who can be spared in the event of selection may be forwarded together with CR Dossiers, for 5 / 10 years, Vigilance Clearance, No-penalty Certificate for 10 years & Integrity Certificate so as to reach the undersigned within 60 days from the date of issue of this letter. The officers who volunteer for the post will not be permitted to withdraw their candidature later. Incomplete application or applications received after last date of closing and those received without the ACRs/APARs, Vigilance Clearance, No-Penalty Certificate & Integrity Certificate, will not be entertained.

Encl: As stated above


(Sankar Bose)
Administrative Officer
For DG, NTH, Kolkata
Tel No: 033-2367 3872

Copy forwarded for information to:

1. The Secretary to the Govt. of India, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Gallery No. 12/2 Jamnagar House, Shahjahan Road, New Delhi – 110011 (Kind Attention: Sri D.K. Sonker, Dy. Director (NTH), with the request to circulate the endorsement to all the Ministries & Department located at New Delhi and publish the same in Employment News.
2. The Librarian, National Library, Belveder Road, Alipore, Kolkata – 700027
3. The Director General, Geological Survey of India, Kolkata
4. The Director, Botanical Survey of India, CGO Complex, Salt Lake, Kolkata - 700064
5. The Director, Zoological Survey of India, New Alipore, Kolkata- 700053
6. The Director, National Atlas Thematic & Mapping Organization, CGO Complex, Salt Lake, Kolkata-700064
7. The Secretary to the Govt. of India, Ministry of Railways, Railway Board, Rail Bhavan, New Delhi – 110001 (Kind Attention: Under Secretary)
8. The Secretary to the Govt. of India, Ministry of Defence, South Block, New Delhi – 110011
9. The Secretary to the Govt. of India, Department of P&T, North Block, New Delhi – 110001 (Kind Attention: Under Secretary (Estt.))
10. O/o the Joint Secretary (Training) & CAO, Ministry of Defence, E-Block, Dalhousie Road, New Delhi – 110011 (Kind Attention: Km. S. Parashar, SAO)
11. Regional Director (ER), Ministry of Skill Development & Entrepreneurship, O/o The Director General of Training (ER), CGO Complex, DF Block, Sector – I, Salt lake, Kolkata – 700064
12. The Director, National Test House (WR), Plot No. F-10, MIDC Complex, Marol, Andheri (E), Mumbai-400093 – For wide publicity of the notice among Govt. offices situated in your location
13. The Director, National Test House (SR), Tharamani, Chennai-600113 – For wide publicity of the notice among Govt. offices situated in your location
14. Chief Secretary, Government of Assam, Block-C 3rd Floor, Secretariat, Dispur, Guwahati-781006
15. Chief Secretary, Government of Bihar, Old Secretariat, Patna-800 015
16. Chief Secretary, Government of Jharkhand, Secretariat, Ranchi - 834001, Jharkhand
17. Chief Secretary, Government of Orissa, General Admn. Dept., Odissa Secretariat, Bhubaneswar-751001
18. Chief Secretary, Government of West Bengal, Nabanna ,13th Floor 325, Sarat Chatterjee Road, Mandirtala ,Shibpur, Howrah-711102
19. The Director General, Raja Rammohan Roy Library Foundation, DD-34, Sector-I, Salt Lake City, Kolkata – 700064
20. The Vice Chancellor, University of Calcutta, 87/1, College Street, Newland, College Square, Kolkata, West Bengal 700073
21. The Vice Chancellor, Jadavpur University, Raja Subodh Chandra Mallick Rd, Jadavpur University Campus Area, Jadavpur, Kolkata, West Bengal 700032
22. The Director, Indian Statistical Institute, Plot No. 203, Barrackpore Trunk Road, Kolkata, West Bengal 700108
23. The Director, National Institute for the Orthopedically Handicapped, B T Road, Bonhooghly, Kolkata, West Bengal 700090
24. The Director General, BIS, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110002
25. The Chairman, Textiles Committee, Govt. of India, GN-lock, Plot No.-38/3, Sector-V, Salt Lake City, Kolkata- 700091
26. Hindi Section – they are requested to issue Hindi Version of the order separately under intimation to HQ.

ANNEXURE - I

| | |
|-----------------------------|---|
| 01. Designation of the post | Library & Information Assistant |
| 02. Place of Posting | National Test House, Block – CP Sector – V Salt Lake, Kolkata – 700091 |
| 03. No. of Post | NTH/Kolkata – 1 |
| 04. Pay Band & Grade Pay | Level-6 of pay matrix Rs.(35,400/- - 1,12,400/-) |
| 05. Classification | General Central Service, Group-B, Non-Gazetted Non-Ministrial |

06. Eligibility **Deputation (Including short-term contract)**
Officers of the Central Government or State
Government or Union Territories or Semi Government organizations, Public Sector Undertakings or
Autonomous and Statutory Organisations or Recognised University/ Institutes:-

- (a) (i) Holding analogous post on a regular basis; or
(ii) With six years regular service in the post in Level-5 (Rs. 29,200/- - 92,300/-) in the Pay Matrix or equivalent or PB-2 with GP 4200/- (Pre-revised)
(iii) With 10 years regular service in the post in Level-4 (Rs. 25,500/- - 81,100/-) in the Pay Matrix or Equivalent or PB-1 with GP 2800/- (Pre revised) and
- (b) Possessing the educational qualifications and experience as under:-
(i) Bachelor's degree in Library Science or Library & Information Science from a recognized university/ institute;
(ii) Two year's professional experience in a library under the Central Government or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or recognized University or recognised Research & Educational Institute

Note 1: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of application.

Desirable:

Diploma in Computer Application from a recognized University or Institute

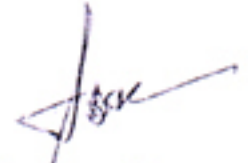
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(2)

Applications in the given proforma along with copy of certificates, CR Dossier (last five years), Vigilance Clearance, Integrity Certificate, No-Penalty Statement and Cadre Clearance from officers who are willing and fulfilling the above qualification and experience and whose service can be spared immediately on his/her selection to the above-mentioned post, kindly be forwarded within 60 days from the date of publication of this advertisement. Application may please be forwarded to the following address:

For ten
years

Director General-NTH
National Test House, Block – CP Sector – V
Salt Lake, Kolkata – 700091



(Sankar Bose)
Administrative Officer
For Director General, National Test House

ANNEXURE - II

Ministry / Department:.....

01. Name:
02. Date of birth:
03. Present post held & whether it is a Cadre or Ex-Cadre post:
04. Present Pay & Pay Matrix, Grade Pay:
05. Permanent post held & its scale o pay:
06. Educational Qualifications
07. Special qualifications, if any:
08. Details of post held from time to time
09. Details of experience
10. Whether belongs to SC/ST/OBCs

Date:

Signature of the Applicant