

**Government of West Bengal
Directorate of Library Services
Bikash Bhawan, 9th Floor, Salt Lake
Kolkata – 700091**

NOTICE

Director of Library Services, West Bengal, invites applications in the following prescribed form from Indian citizens residing in the West Bengal for admission as 'Fresher' to the Certificate Course in Library & Information Science for the year 2017 at the People's (Janata) Govt. College, Banipur, North 24 Pgs. to commence from February 2017 and will continue for six months. Persons working in any Govt. Public Library / Govt. Sponsored Public Library / Govt. Aided Public Libraries of West Bengal under the control of the Directorate of Library Services, West Bengal, may also apply in the following prescribed form for admission as 'Deputed candidate' to the said Course. The trainees selected as Fresher only of this course will be paid stipend of Rs. 50/- per month. This Stipend should be delivered only to the selected candidates after screening of the applications and depending purely on merit. So mere application should not qualify the selection for the Course so far as number of seats is concerned.

No. of Seats : Total no. of seats 50(Fifty) out of which 35(Thirty five) reserved for Freshers / Outsiders and remaining 15 (Fifteen) reserved for Deputed Candidates of Govt./ Govt. Sponsored / Aided Libraries of West Bengal under the control of the Directorate of Library Services, West Bengal. Amongst the 35(Thirty five) seats reserved for Freshers / Outsiders a portion of seats will be reserved for SC/ST candidates.

Minimum Educational Qualification :

- a) For Freshers / Outsiders Passed in Higher Secondary or Equivalent Examination.
- b) For Deputed candidates Passed in Madhyamik or Equivalent Examination and minimum five years' working experience in any Govt./ Govt. Sponsored / Aided Libraries of West Bengal under the control of the Directorate of Library Services, West Bengal..

Age : For Freshers / Outsiders not below 18 years and not more than 30 years as on 01.01.2017 for unreserved candidates (upper age limit relaxable for reserved category candidates as per Govt. norms). For deputed candidates no age limit.

Duration of the Course : Six months. Training shall be non-residential. But for limited distant selected trainees residence (Lodging at own cost) will be provided.

The intending applicants under Freshers / Outsiders category, are to submit applications in the prescribed form as appended below to the **Principal, People's (Janata) Govt. College, Banipur, North 24 Pgs., Pin.- 743233** and the intending applicants under Deputed Category are to submit applications in the prescribed form as appended below through Proper Channel (i.e. through their respective Appointing Authority) to the **Director, Directorate of Library Services, Bikash Bhawan, 9th Floor, North Block, Kolkata – 700 091 within 6th January, 2017 upto 4 p.m.,** along with the following documents.

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For Freshers / Outsiders :-

- 1) Attested xerox copies of certificate / admit card and mark sheet of Madhyamik or equivalent examination.
- 2) Attested xerox copy of certificate in support of claim for belonging to SC/ST category.
- 3) Attested copy of Employment Exchange Card/Ration Card/Electoral Identity Card as proof of residence in the district or a locality.
- 4) Two recent pass port size recent photographs bearing his/her signature in ink, one copy of which is to be pasted on the application form and other should be enclosed.
- 5) One self-addressed unstamped envelope of size – 27 cm x 12 cm.

For Deputed candidates along with above stated documents, the following documents are also to be submitted :-

- 1) Recommendation letter of the concerned District Library Officer.
- 2) Original application of the incumbent.
- 3) Copy of the LLA's recommendation.
- 4) Copy of the appointment letter of the incumbent.
- 5) Copy of the joining letter of the incumbent.
- 6) Any other relevant documents / information on the above matter.

All attested should be made by the Gazetted Officer of the Central/State Government or Head of a recognized Secondary School or College.

Prescribed format of application

To,
The Principal,
Peoples' (Janata) Govt. College, Banipur.
North 24 Parganas. Pin -743233.

Passport size Signed photo- Graph to be affixed
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Sir,
In accordance with the Advertisement published in dated, I beg to apply for admission to the Certificate Course in Library & Information Science for the Peoples' (Janata) Govt. College, Banipur, North 24 Pgs., Pin:-743233 . Necessary particulars are given below:

1. Name in full (in block letters) :
2. Father's Name :
3. Address with Telephone No. :
4. District :
5. Date of birth :
6. Age as on 01.01.17
7. Nationality :
8. Sex :
9. Educational Qualification :
10. Total marks obtained in Higher Secondary /Madhyamik or equivalent examination:
Percentage of marks obtained in Higher Secondary / Madhyamik or equivalent examination :
11. Whether belongs to SC/ST : If Yes, Which Category :
12. Whether attested xerox copy of certificate / admit card of Higher Secondary / Madhyamik or equivalent examination is submitted or not :
13. Whether attested xerox copy of mark sheet of Higher Secondary / Madhyamik or equivalent examination is submitted or not .
14. Whether attested xerox copy of certificate in support of claim for belonging to SC/ST category is submitted or not :
15. Whether attested copy of Employment Exchange Card/Ration Card/Electoral Identity Card as proof of residence in the district or a locality is submitted or not :
16. Whether two recent pass port size recent photographs bearing his/her signature in ink, one copy of which is to be pasted on the application form and other one is enclosed or not :
17. Whether one self-addressed unstamped envelope of size – 27 cm x 12 cm. is submitted or not :
18. Whether Deputed Candidates has already attached all the enclosers specified to them :
19. Working Experience in Govt./ Govt. Sponsored / Aided Libraries of West Bengal under the control of the Directorate of Library Services, West Bengal : --- years

Declaration :

I hereby declare that (a) the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information found false my candidature is liable to be cancelled; (b) Original documents/certificates will be produced on demand. I also declare that in the event of any statement found incomplete in the format, my candidature shall be liable to be rejected.

Place :

Date :

(Full signature of the candidate)

