



Govt. of West Bengal
Office of the District Magistrate, South 24 Parganas
Alipore, Kolkata-700027

Memo. No. ²³23/LLA/S24pgs /23

Dated: ²⁹29/05/2023

RECRUITMENT NOTICE


In pursuance of order no. 383(23)/MEE/Seectt, dt. 17.03.2023 read with G.O.No.365/MEE/Seectt dt.15.03.2023 and G.O.No.366/MEE/Seectt dt.15.03.2023 and G.O.No.367/MEE/Seectt dt.15.03.2023 and also Order No. 20(23)/SS/MEELS/2023 dt.15-05-2023 of the Special Secretary, Department of Mass Education Extension & Library Services, Government of West Bengal, online applications are invited through the district website of South 24 Parganas at <https://s24pgs.gov.in> from the eligible candidates for filling up 52 (fifty two) posts of Librarian of Government Sponsored Rural Libraries under the control of Local Library Authority, South 24 Parganas by direct recruitment .

Name of the Post	Librarian of Government Sponsored Public Libraries having status of Rural Libraries
Place of Work	Rural Libraries / Primary Unit Libraries/Area Libraries situated in different Block/Municipality / Municipal Corporation Area of the entire jurisdiction of South 24 Parganas under the Local Library Authority, South 24 Parganas District.
Scale of Pay as per essential qualification	Level -6 , Cell-1 (in the Pay Matrix Rs. 22700-58500) As per ROPA- 2019 plus allowances admissible as per government rules
Number of post to be filled up	52(Fifty Two) [UR-9; UR(EWS)-4; UR(E.C.)-9; UR-EWS (EC)-2; UR (Ex.Ser)-1; UR (M.Sports)-1; UR(PWD:Deaf and Hard of Hearing)-1; S.C.-6; S.C.(EC)-4;SC(Locomotor Disability including cerebral palsy, Leprosy Cured, Dwarfism, Acid attack victims, and Muscular dystrophy)-1; S.T-3; S.T(E.C.)-1; OBC- "A" (NCL)-4; OBC- "A" (EC:NCL)-2; OBC- "B" (NCL)-3; OBC- "B" (EC:NCL)-1;
Reservation	Vacancy will be reserved as per extant Government Acts / Rules Due to non-availability of candidates under any E.C. category that vacancy shall be automatically converted to the concerned normal category as per existing rules of 100 point roster.
Essential Qualifications	(a) Must have Passed Higher Secondary Examination or its equivalent (b) Possessing a Pass Certificate in Library & Information Science from Institutions as mentioned in Notification No.365/MEE/Seectt. Dated-15-03-2023 of the Department of Mass Education Extension & Library Services .Candidates with Bachelor's Degree in Library and Information Science or equivalent are also eligible to apply. (c) Basic Knowledge in Computer Application (d) Knowledge in Bengali
Desirable Qualifications	Working experience in Library Administration (Experience is to be counted as full time paid employee in a Library on the basis of Certificates from the employers).
Age	Age should not be 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 extant rules of the Govt.of W.B
Selection Procedure	As per Notification No.366/MEE/Seectt. Dated-15-03-2023 of the Department of Mass Education Extension & Library Services .

N.B. :UR:Unreserved ;S.C.:Scheduled Casts; ST: Scheduled Tribes; OBC:Other Backward Classes;EC:Exempted Category; PWD: Persons with Disabilities; Ex-Ser: Ex-Serviceman; M.Sports: Meritorious Sportsperson; EWS: Economically Weaker Section; N.C.L. :Non Creamy Layer.

Contd-2p

- 1) Applications are to be submitted in online mode only in the given format.
- 2) Last date of Submission of online application is 15/06/2023 till 12:00 midnight in the https://s24pgs.in/dlo_recruitment/online_app_frm.php portal . Application received after the last date will not be entertained. No application will be accepted in any physical form or by any other means.
- 3) The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by the Department of Mass Education Extension & Library Services, Govt. of West Bengal
- 4) All the academic & professional qualifications must have been obtained from Board/Council/Universities/ Institutions duly recognized by the State of West Bengal.
- 5) The benefits of 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' and 'B') (Non creamy layer) candidates of West Bengal. The 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. The Ex-Serviceman will get benefit of relaxation in age as per Govt. Order/ Guideline
- 6) A candidate claiming to be S.C., S.T.,OBC (Non creamy layer) , EWS, EC ,Ex-Serviceman , Meritorious sports person 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 regard will be entertained afterwards.
- 7) O.B.C (Non creamy layer) candidates must submit their renewed /revalidated O.B.C.(Non creamy layer)certificate prior to interview and at the time of appointment.
- 8)Self attested copy of requisite certificates regarding educational qualifications, proof of age ,relevant experience certificates and other requisite documents must be uploaded in the portal along with applications and to be furnished in original as and when required by the Appointing Authority.
- 9) If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his / her candidature will be cancelled without further reference to him/ her.
- 10) Canvassing in any form will be a disqualification.
- 11) All information regarding recruitment to the post will be available from time to time in this website of this office at <https://s24pgs.gov.in> and the Admit Card of eligible candidates will be available for downloading from this portal at a later stage. No admit card will be sent by post or any other way. Hence candidates are requested to follow this portal.
- 12) The selection process shall be comprised of Academic & Professional Results (20 Marks), Written Examination (50 Marks), Computer Test (10 Marks) , Interview (15 Marks) and Marks on Experience (05 Marks)
- 13) As per Clause 6 (b) of the Notification No.366/MEE/Secc dated 15-03-2023,the selection Committee of the LLA concerned may apply the short listing criteria and invite candidates in the ratio1:7 for computer test and 1:5 for interview.
- 14) From amongst the eligible candidates who have appeared before the Selection Committee a panel shall be prepared for the notified post (in ratio of 1:2) on the basis of merit as determined by the Selection Committee.
- 15) No TA/DA will be paid to the candidates for the selection test/Interview


District Magistrate, South 24 Parganas
&
Chairman, Local Library Authority South 24 Parganas

Government of West Bengal
Department of Mass Education Extension and Library Services
5th Floor, Bikash Bhavan, Salt Lake City, Kolkata – 700091

Memo No.: 366/MEE/Sectt.

Dated.: 15.03.2023

NOTIFICATION

The procedure for direct recruitment to the posts of Librarian, Assistant Librarian, Library Assistant, Library Attendant and other Group – D posts in the Sponsored Public Libraries in the State of West Bengal is being mentioned below :

1. DEFINITIONS

- (i) "Act" means the West Bengal Public Libraries Act, 1979
- (ii) "Government Sponsored Public Library" means a library as defined in section 16A of the Act.
- (iii) "Employees of Government Sponsored Public Libraries" mean Officers and staff employed by LLA as per the provisions of the Act.
- (iv) Local Library Authority (LLA) : LLA also includes ad-hoc committee, if any formed under the Act.

2. Qualifications, pay scales, allowances and service rules for recruitment in Sponsored Public Libraries :

The qualifications, minimum and maximum age limits for selection, pay scales, allowances and service rules for recruitment of employees of Sponsored Public Libraries shall be determined by the State Government from time to time.

3. Determination of vacancies:

The existing vacancies as on July 15 of each year for each category of posts sanctioned by the Government shall be determined meticulously with reference to the 100-point roster. Prescribed quota for exempted categories including die-in-harness cases is also to be maintained.

4. Selection Committee:

The Local Library Authority in each district shall constitute a Selection Committee for the purpose of selecting employees of Sponsored Public Libraries of the concerned district with the following members.

- (a) The Chairman of the Local Library Authority or any officer nominated by the Chairman not below the rank of Additional District Magistrate shall be the Chairman of the Selection Committee.
- (b) District Library Officer/ Assistant District Library Officer, SMP Area, Siliguri, Darjeeling who is the Secretary of the Local Library Authority shall be the Convener of the Selection Committee.

- (c) One member nominated by the Government from among the Group –A employees shall be a member.
- (d) One Officer nominated by the Chairman of Local Library Authority shall be a member.
- (e) An expert nominated by the Chairman of Local Library Authority shall be a member (The Expert having the minimum qualification, designation and scale of pay must be higher than the qualification, designation and scale of pay of the Post in which Selection is to be made).
- (f) One member belonging to the Minority Community from amongst the Group-A employees nominated by the Government shall be a member.
- (g) One member belonging to the SC/ST/OBC-A/OBC-B category from amongst the Group-A employees nominated by the Government shall be a member.

Presence of four members shall constitute the quorum of the meeting of the selection committee. For selection of librarians the expert must remain present.

5. Invitation of names for selection:

For each vacant post names of persons having prescribed qualifications shall be invited from :

- (a) Open advertisement in at least two widely circulated daily news papers.
- (b) Central Employment Exchange / Employment Exchange of the concerned district for the vacant posts as prescribed by the State Govt.
- (c) Regional / District Employment Exchanges for the post requiring minimum qualification of Bachelor Degree in Library and Information Science from a recognized University and / or Certificate in Library Science from an institution recognized by the Government of West Bengal for the purpose.

6. Selection procedure :

- (a) All the candidates whose names have been received from open advertisement and Employment Exchanges shall be allowed to participate in the recruitment process, if otherwise eligible.
- (b) The Selection Committee may apply the short listing criteria as per the process defined in Para 7 below and invite candidates in the ratio of 1:7 for computer test and 1:5 for interview.
- (c) The call letter for interview shall be dispatched 21 clear days before the date of interview under the Certificate of Posting or by other electronic means like email/ WhatsApp. The list of candidates called for interview will be published in the Office of the District Library Officer and in the Office of the District Magistrate of the concerned district. The call letter shall also contain a prescribed form seeking requisite particulars of the candidate which must be submitted at the time of interview. In the call letter candidates must be asked to bring (i) all original certificates of academic and professional examination results, (ii) Certificate/s from the past and present employers in support of his / her experience as full-time paid employee, (iii) Original Certificates in support of date of birth, (iv) For reserved Category candidates, original certificate issued by the competent authority and (v) No-Objection Certificate from the present employer, if applicable.

Attested copies of all these certificates must also be submitted at the time of interview.

7. Preparation of panel :

1. From amongst the eligible candidates a panel shall be prepared for each post (in the ratio of 1 : 2) on the basis of merit as determined by the Selection Committee, in the following manner :

(A) For posts requiring Master degree in any subject plus Bachelor Degree in Library and Information Science (BLISc) or Master Degree in Library & Information Science (MLISc) (Librarians of District Libraries)

Total Marks = 100

Division of marks :(a)Written Examination = 50 – Questions on Arithmetic, G. K, English etc. of School Final level and on Library and Information Sciences on minimum qualification level.

(b) Academic & Professional Results = 20

BREAK UP OF MARKS FOR ACADEMIC & PROFESSIONAL RESULTS

Master Degree in any subject or MLIS (in case of both the better one is to be considered)

B. Lib & Inf. Sc. Or equivalent

Below 50% marks – 5
50% and above but below 60% marks - 6
60% and above but below 70% marks – 7
70% and above but below 80% marks - 8
80% and above but below 90% marks - 9
90% and above marks - 10

Below 50% marks – 5
50% and above but below 60% marks - 6
60% and above but below 70% marks – 7
70% and above but below 80% marks – 8
80% and above but below 90% marks – 9
90% and above marks - 10

(c) Experience = 05

One mark for every two years of service completed satisfactorily as on the date of such interview as full-time paid employee in a 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.

(d) Interview = 15

Each member shall give marks independently and finally the average marks of all the members will be recorded in the final sheet as the marks obtained in the interview.

The knowledge of Bengali / Nepali (for Darjeeling & Kalimpong Districts only) would also be assessed during the interview.

(e) Computer Knowledge = 10

**(B) For posts requiring Graduation and Degree in Library and information Science (BLIS)
(Librarians of Sub-divisional / Town Libraries)**

Total Marks = 100

Division of marks :(a)Written Examination = 50 – Questions on Arithmetic, G. K, English etc. of School Final level and on Library and Information Sciences on minimum qualification level.

(b) Academic & Professional Results = 20

BREAK UP OF MARKS FOR ACADEMIC & PROFESSIONAL RESULTS

Graduation in any subject	B. Lib & Inf. Sc. or equivalent
Below 50% marks – 5	Below 50% marks – 5
50% and above but below 60% marks - 6	50% and above but below 60% marks - 6
60% and above but below 70% marks – 7	60% and above but below 70% marks – 7
70% and above but below 80% marks - 8	70% and above but below 80% marks – 8
80% and above but below 90% marks - 9	80% and above but below 90% marks – 9
90% and above marks – 10	90% and above marks – 10

(c) Experience = 05

One mark for every two years of service completed satisfactorily as on the date of such interview as full-time paid employee in a 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.

(d) Interview = 15

Each member shall give marks independently and finally the average marks of all the members will be recorded in the final sheet as the marks obtained in the interview.

The knowledge of Bengali / Nepali (for Darjeeling & Kalimpong Districts only) would also be assessed during the interview.

(e) Computer Knowledge = 10

(C) For posts requiring Higher Secondary or its equivalent and Certificate in Library and Information Science (CLIS) (Librarians of Rural / Area/Primary Unit Libraries and Library Assistant of District/ Town/ Sub-divisional Libraries).

Total Marks = 100

Division of marks :(a)Written Examination = 50 – Questions on Arithmetic, G. K, English etc. of 8th standard and on Library and Information Sciences on minimum qualification level.

(b) Academic & Professional Results = 20

BREAK UP OF MARKS FOR ACADEMIC & PROFESSIONAL RESULTS

**Markings for Higher Secondary (10+2)
or its equivalent examination**

**Markings for Certificate in Library
and Information Science or markings
for Bachelor in Library and
Information Science (BLISc)**

Below 50% marks – 5
50% and above but below 60% marks - 6
60% and above but below 70% marks – 7
70% and above but below 80% marks - 8
80% and above but below 90% marks - 9
90% and above marks - 10

Below 50% marks – 5
50% and above but below 60% marks - 6
60% and above but below 70% marks – 7
70% and above but below 80% marks – 8
80% and above but below 90% marks – 9
90% and above marks - 10

(c) Experience = 05

One mark for every two years of service completed satisfactorily as on the date of such interview as full-time paid employee in a 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.

(d) Interview = 15

Each member shall give marks independently and finally the average marks of all the members will be recorded in the final sheet as the marks obtained in the interview.

The knowledge of Bengali / Nepali (for Darjeeling & Kalimpong Districts only) would also be assessed during the interview.

(e) Computer Knowledge = 10

(D) Marking for all Group – D posts (For Library Attendant, Duftary-cum- Book binder, Darwan-cum-Night Guard/ Night Watchman, Junior Library Attendant, Night Guard, Darwan and Sweeper in all government Sponsored Public Libraries)

Full Marks 35

Written 30

Interview 05

A written test will be arranged by the concerned Local Library Authority for the Group-D posts. In that case the marks for written test will be 30. The written test will be conducted through objective type multiple choice questions on Bengali, Arithmetic and General Knowledge of 8th standard. The Local Library Authority may engage an agency for conducting written examination, if the Local Library Authority thinks so.

2. If in any panel two or more candidates have same score, they will be graded according to seniority in age.

3. The panel showing details of marks obtained as mentioned above shall be signed by all members of the Selection Committee present and participating in the selection process.

8. Approval of the panel by Director of Library Services and issuance of the appointment letters by the Member Secretary of Local Library Authority :

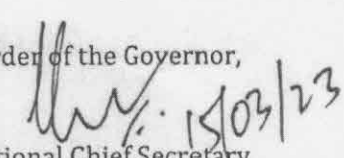
- (a) The panel of selected candidates for each post prepared by the Selection Committee constituted for the purpose along with relevant papers shall be placed before the Local Library Authority for concurrence. The Local Library Authority after being satisfied that the panel has been prepared as per provisions of the guidelines, shall give its concurrence. If concurrence is given by the Local Library Authority, the panel shall be forwarded to the Director of Library Services, West Bengal for approval. If the panel is not recommended by the Local Library Authority, reasons must be recorded and procedure should be started for preparation of fresh panel.
- (b) After receiving the panel duly recommended by the Local Library Authority, the Director of Library Services shall approve the panel expeditiously. In case of disapproval, Director of Library Services shall communicate the reasons for disapproval in writing.
- (c) The panel shall come into effect from the date of the approval by the Director of Library Services and shall remain valid for one year from the date of approval.
- (d) Posting from the panel will be done by the Local Library Authority as and when necessary.

9. Reservation for SC/ST/OBC-A/OBC-B :

Reservation for SC/ ST/ OBC-A/OBC-B shall be followed as per the orders of the State Government as issued from time to time.

This notification is issued with the concurrence of the Finance Department vide their U.O. No. Group P2/2022-2023/0770 dated 20.01.2023 and approval of the State Cabinet vide U/O No. CAB(D)-557 dated 9th March, 2023.

By order of the Governor,


Additional Chief Secretary

to the Government of West Bengal