KALAKSHETRA FOUNDATION
(An Autonomous body under the Ministry of Culture, Government of India)
Thiruvanmiyur, Chennai 600041

Recruitment to the post of Librarian

1. One post of Librarian is falling vacant w.e.f. 01.07.2022 in Rukmini Devi College of Fine Arts, a unit of Kalakshetra Foundation, an autonomous body under Ministry of Culture, Govt. of India. The post is in VII Pay Commission scale of Rs.35400-112400 i.e. Level 6 of VII Pay Commission Pay Matrix, Group-B. In terms of Recruitment Rules, the post is to be filled on **Deputation including Short term contract".**

2. Job description

(i) Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.

(ii) Search standard reference materials, including on-line sources and the Internet, in Order to answer faculty/ students reference questions;

(iii) Analyze faculty/ students requests to determine needed information, and assist in furnishing or locating that information.

(iv) Help faculty/ students to search for information using databases.

(v) Check books in and out of the library,

(vi) Direct and train Library Assistant in duties such as receiving, shelving, researching, cataloging, and equipment use,

(vii) Organize collections of books, publications, documents. Audiovisual aids, and other reference materials for convenient access.

(viii) Develop library policies and procedures.

(ix) Evaluate materials to determine outdated or unused items to be discarded,

(x) Compile lists of books, periodicals, articles, and audiovisual materials on particular topics,

(xi) Assemble and arrange display materials.

(xii) Compile lists or overdue materials, and notify borrowers that their materials are overdue.

(xiii) Design information storage and retrieval systems, and develop procedures tor collecting, organizing, interpreting, and classifying information.

(xiv) Develop and index databases that provide information for library users.

(xv) Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, music Or dance.

3. Eligibility for Deputation including Short Term Contract:

(a) Officers of Central / State Governments, Union territories, Autonomous bodies (Statutory organizations / recognized research institutions)—

(i) holding analogous posts on a regular basis; **or,**

(ii) Library Assistant with 15 years' service in the in the grade rendered after appointment thereto on a regular basis in posts in VII Pay Commission Pay Scale Rs.19900 – 63200 i.e. Level-2 of VII Central Pay Commission Pay Matrix;

(b) The maximum age limit for appointment on deputation including Short Term Contract **shall be not exceeding 56 years as on 01.07.2022 i.e. on the date of vacancy.**

4. Application has to be made in the prescribed proforma which can also be downloaded from website: www.kalakshetra.in→Links→Others→Vacancies. Application along with copy of all relevant documents viz. cadre clearance, vigilance clearance, copy of APARs (for the last five years viz. 2017-18 to 2021-22) routed through proper channel, should reach **The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041, on or before 30.05.2022.** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

5. The cover containing the application should be super scribed "Application for the Post of Librarian, Rukmini Devi College of Fine Arts, to the Director, Kalakshetra Foundation.

Director
Kalakshetra Foundation

Annexure-I

Application for the post of Librarian, Kalakshetra Foundation

Affix passport photo of self

1. Name and address (in Block letters):	
2. Mobile No.	
3. Email address	
4. Date of Birth (In Christian era) & Age as on **01.07.2022**	
5. Date of retirement under Central/State Government:	
6. Educational Qualifications	
7. Service to which you belong	
8. Please indicate which of the qualifications do you possess? (i) Do you hold analogous post on regular basis in Level-6 of VII Central Pay Commission Pay Matrix? **OR** (ii) Do you possess 15 years' service in Library and in the grade rendered after appointment thereto on a regular basis in	

posts in Level-2 of VII Central Pay Commission Pay Matrix (VII Pay Commission Pay Scale Rs.19900-63200 or equivalent in the parent cadre or Department;	
9. Please state whether in the light of entries made by you above, you meet the requirement of the post.	

10. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:

Office/ Organisation	Whether Central Govt./ State Govt./ University/ Res. Institutions/ PSU/ Statutory/ Autonomous Organisation	Post held with Pay Level	Period of service		Nature of appointment (regular/ ad-hoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

11. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent	
12. In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment (b) Period of appointment on deputation/contract	
13. Additional details about present employment. Please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) PSU (f) Universities	
14. Are you in VII Pay Commission pay level? If yes, give the date from which the revision took place (Please indicate the pre-revised scale, as well)	
15. Existing total emoluments drawn per month.	
16. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
17. Whether belong to SC/ST/OBC	
18. Remarks, if any	

Place: Signature of Candidate

Date:

Annexure-II

(Certificate to be furnished by the employer / Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri/Ms._____ are correct and he/she possesses qualifications and experience mentioned in the vacancy circular.

Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years i.e. for the year from 2017-18 to 2021-22 duly attested are enclosed.

(iv) That no major/minor penalty has been imposed on the applicant in last 10 years.

(v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.

(Signature with seal of the authorized signatory on behalf of the employer)