

**Government of West Bengal  
Directorate of Library Services  
Bikash Bhawan, 9<sup>th</sup> 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 2016 at the People's (Janata) Govt. College, Banipur, North 24 Pgs. to commence from February 2016 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 Fresher's / Outsiders not below 18 years and not more than 30 years as on 01.01.2016 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, 9<sup>th</sup> Floor, North Block, Kolkata – 700 091 within 20<sup>th</sup> January, 2016 upto 4 p.m.,** along with the following documents.

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For Fresher's / 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.

