



Government of West Bengal

Office of the District Magistrate, Cooch Behar & Chairman, Local Library Authority,
Cooch Behar (Library Division), M.J.N. Road, P.O. & Dist. Cooch Behar

RECRUITMENT NOTICE

Advertisement No. 01/2023

In pursuance of Memo No. 383(23)/MEE/Sectt., dated 17.03.2023 and No. 366/MEE/Sectt., dated 15.03.2023, 20(23)/SS/MEELS/2023, dt. 15.05.2023 of the Department of Mass Education Extension & Library Services, Government of West Bengal, online applications are hereby invited from intending eligible candidates for direct recruitment to the post of Librarians of Government Sponsored Public Libraries having the status of Rural Libraries in Cooch Behar district under control of the Local Library Authority, Cooch Behar district.

Name of the Post: **Librarians of Sponsored Public Libraries having status of Rural Libraries.**

Candidates are requested to **read the following instructions carefully** before applying for the above said posts:

- ✓ Selected Candidates will be considered as Govt. Sponsored Employees.
- ✓ The selected candidates will be in probation for two years from the date of initial appointment.
- ✓ Candidate must submit his/her application online at **www.dlo.coochbeharwb.in**
- ✓ Candidates are requested to put ID number of any Govt. issued I.D. Card (like AADHAAR/ Voter Card) at the time of online submission of application and produce the original document at the time of Written Examination & Viva Voce, whenever asked.
- ✓ After successful submission of the form, the copy of acknowledgement should be kept by the candidate for future reference.
- ✓ Candidate must ensure all the relevant documents in support of the claim are duly submitted while applying online.

Important dates and timeline:

1. Date of Notification	31/05/2023
2. Last date of submission of application	Candidate must ensure online application and relevant document submission by 21/06/2023 (up to 5 pm)
3. E-Admit Card to be downloaded by the candidate from the online Website	From 15/07/2023 onwards
Date of Written Examination	30/07/2023

How to Apply

- Candidates are required to apply online using the website www.dlo.coochbeharwb.in
- Detailed instructions for filling up online applications are available on the above mentioned website.
- All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be uploaded along with application and furnished in original as and when required by the Appointing Authority.
- The applicants are advised to submit only single application. However, if due to any unavoidable situation, an applicant submits another/multiple applications, then the applicant must ensure that application with the latest i.e. last applied Registration ID (RID) is complete in all respects like applicants' details, etc. The applicant who are submitting multiple applications should note that only the applications with latest RID shall be entertained. The Online Applications can be filled upto 21/06/2023 till 5 p.m. after which the link will be Disabled.
- Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications. Candidates are requested to keep checking the online website regularly for further updates and instructions regarding the recruitment process.
- In case of any guidance/ information/ clarification regarding their applications candidates may visit the Facilitation Counter i.e. Office of the District Library Officer, M.J.N. Road, P.O. & Dist. Cooch Behar on any working day (Monday to Friday, except holiday) during office hours (10.00 am to 5.30 pm.)

1.1 Number of Vacancies:

UR	SC	S.T.	OBC-A	OBC-B	PWD	GEN (EC)	S.C. (E.C.)	S.T (E.C)	OBC-A (E.C)	OBC-B (E.C)	EWS	EWS (EC)	EX-SERVICEMAN (GEN)	UR (SPORTS MAN)	TOTAL POST
8	5	1	3	2	1	4	2	1	1	1	2	1	1	1	34

(The Authority reserves the right to change the no. of Vacancies under certain circumstances without assigning any reasons thereof).

NB: **UR**: Unreserved; **SC**: Scheduled Castes; **ST**: Scheduled Tribes; **OBC**: Other Backward Classes; **EC**: Exempted Category; **PWD**: Persons with Disabilities; **Ex-SM**: Ex-Serviceman; **MS**: Meritorious Sportsperson; **EWS**: Economically Weaker Section.

1.2. Pay scale: Pay Level-6, CELL-1 (In the Pay Matrix Rs. 22,700 - 58,500/-) as per W.B. ROPA 2019 + Allowances as admissible.

1.3. Eligibility Conditions :

A) Minimum Essential Educational Qualification:

- i) Shall have passed Higher Secondary Examination or its equivalent.
- ii) Pass Certificate in Library Sciences from any of the following Institutions:
 - a. Training Centre attached to the Bengal Library Association.
 - b. Training Centre attached to the District Library, Ramkrishna Mission Boys' Home, Rahara.
 - c. Training Centre attached to the Janata Colleges at Kalimpong and Banipur.
 - d. Any other training Centre recognized by the Govt. of West Bengal for the purpose.
- iii) Candidates with Bachelors' Degree in Library & Information Science or equivalent are also eligible to apply.
- iv) Basic Knowledge of computer applications.
- v) Knowledge of Bengali Language.

B) Age Limit :-

- i. Age should not be less than 18 years and above 40 years as on 01.01.2023. Upper Age Limit shall be relaxable in respect of candidates in the reserved category as per the extant rules of the Government.
- ii. 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' & 'B') (non creamy layer) candidates of West Bengal. 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.
- iii. The Ex-Serviceman will get benefit of relaxation in age as per Govt. order or Guideline.
- iv. Candidates should also note that once a date of birth has been submitted by them in the Application Form for the purpose of admission to this Examination, no change will be allowed subsequently on any grounds whatsoever.
- v. Admit Card of Madhyamik Examination / Madhyamik Pass Certificate / Birth Certificate will be accepted as Age Proof of the candidate.

C) Reservation:-

- i. Reservation will be maintained as per 100 Points Roster for SC/ ST/ OBC-A/ OBC-B/ PH/EWS/EC/Ex-Serviceman/Meritorious Sports Persons candidates.
- ii. Caste Certificate and EWS certificate issued only by the Sub-Divisional Officer having jurisdiction under the Government of West Bengal will be accepted. Else the candidate will not be treated as Candidate applying under any Reserved Category. Caste Certificate & EWS Certificate must be valid in respect of the State of West Bengal and issued on or before 21/06/2023.
- iii. Disability Certificate (with 40 % and above) issued by the competent medical board (Medical College/ District Hospital/ Subdivisional Hospital) will be accepted if it is issued on or before 21/06/2023
- iv. A candidate claiming to be belonging to Ex-Serviceman/Sportsperson category must have a certificate of his/her claim, issued from a competent authority on/before 21/06/2023.

1.4. Plan of Examination:

- There would be Written Examination and then Computer test followed by Viva-Voce. The marks distribution is as follows:

Description	Marks Distribution / Weightage
Written Examination	50
Computer Test	10
Interview	15
Academic & Professional Results	20
Experience	05 (One mark for every two years of service completed satisfactorily as on the date of interview as full time paid employee in a Library. The experience will be counted on the basis of certificates from past and present employer)

- There will be no qualifying marks in the Viva-Voce.
- Syllabus for Written Examination:
 - a) Arithmetic (Class VIII Standard) : 15 Marks
 - b) English: (Paragraph writing, translation & Grammar etc.) : 15 Marks
 - c) General Knowledge : 10 Marks
 - d) Lib. & Inf. Sc. : 10 Marks

1.5 Disqualification: If it is found at any stage of selection process or even after selection that the candidate has submitted any wrong information regarding her age, caste, educational qualification, residential address etc., his/her candidature will be summarily rejected without assigning any reason thereof. Legal action as per relevant rules/guidelines may also be initiated against her.

1.6 No Application fees will be required.

- 1.7 Candidates after selection will have to be abiding by the relevant Govt. rules and regulations as issued to time to time.
- 1.8 No TA/DA will be paid to the candidates for the selection test/Interview.
- 1.9 All information regarding recruitment to the post will be available from time to time on the website **www.dlo.coochbeharwb.in**

Sd/-
District Magistrate, Cooch Behar
&
Chairman, Local Library Authority,
Cooch Behar