

No. CRL/10(27)/650  
Govt. Of India  
Ministry of Culture  
Central Reference Library  
Belvedere

Kolkata-27, the ...16/02/2024

CIRCULAR No. OF 43 2023-2024

Subject : Filling up the post of Accounts-Cum-Administrative Officer by deputation in the Central Reference Library, Kolkata-27.

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One post in the grade of Accounts cum Administrative Officer (G.C.S. Group- B) (Gazetted)(Ministerial) in the **Level-7, Rs. 44,900-142400/- (PB-2 , Rs. 9,300-34,800/- with GP- Rs. 4,600/-Pre-revised)** in the Central Reference Library, Kolkata a subordinate Office under the Ministry of Culture, Govt. Of India is proposed to be filled up by transfer on deputation.

**Eligibility :-**

Officers under the Central or State Government :

a) (i) holding analogous posts on regular basis in the parent Cadre/Department with 3 years service holding the post as a Superintendent in **Level -6, Rs. 35,400-1,12,400/-** or 5 years service holding the post as a Assistant/Sr. Assistant in the **Level-5, Rs. 25,500-81,100/-** and having experience of establishment/financial work.

b) Possessing the following educational qualifications and experience :

(i) Degree of a recognized University or equivalent.

(ii) 3(Three) years experience in Establishment, Accounts noting & Drafting and Administrations.

Note : The departmental officers shall not be eligible for consideration for appointment on Deputation. Similarly, deputationists shall not be eligible for consideration for appointment by Promotion. Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same of some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing of the receipt of applications.

## **2. Duties attached to the post of Accounts-Cum-Administrative Officer**

Accounts-Cum-Administrative Officer prepares budget estimate; controls expenditure; maintains accounts, biometric attendance, deals with recruitment of staffs and their promotions and order; purchase various items etc. maintains liaison with officers and carries out instructions of the Librarian.

## **3. Pay :**

The pay of the selected officer will be regulated in accordance with the Ministry of Finance OM No.10(24)-E. 11(B)/60, dt. 4.5.1981, as amended from time to time.

It is requested that the contents of this Circular may be brought to the notice of all concerned and the applications of suitable eligible and willing officers, in the attached proforma (Annexure-A) duly signed by candidate(s) and countersigned by the Employer together with Bio-data and up to-date character Roll Dossiers of the applicants for past 5 years may please be forwarded to the **Senior Library and Information Officer, Central Reference Library, Belvedere, Alipore, Kolkata- 700027.**

Applications received after the last date or found incomplete will not be entertained.

The Candidate selected for appointment will be required to join duty immediately after selection.

An officer once nominated will not be permitted to withdraw on his/her own.

The last date of submission of applications will be 45 days to be counted from the date of advertisement of the vacancy Circular in the Employment News/RojgarSamachar, dated 17-23 February 2024. For detailed information and application form visit [www.crlindia.gov.in](http://www.crlindia.gov.in)



(Ojiv Kumar Ganvir)  
Head of Office