

**THE ASIATIC SOCIETY**  
(An Institute of National Importance declared by an Act of Parliament)  
An Autonomous Organisation under Ministry of Culture, Government of India  
1, Park Street, Kolkata: 700016

Applications are invited from Officers working under the Central/State Government for appointment to the post of the Director, Group-A, on deputation. The eligibility conditions, qualification and experience required for the post and other details are given below:

1. Name of the post: Director
2. Number of the post: 1 (One)
3. Classification: Group-A
4. Scale of pay: Rs. 14,300-400-18300 (pre-revised), PB-4 Rs. 37,400-67000+GP Rs. 8,700 (6<sup>th</sup> CPC)
5. Age: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of application.
6. Mode of Recruitment: By deputation from officers of Central/State Government holding analogous posts or with 5 (five) years' service in the scale of pay Rs. 12,000-375-16,500/- (pre-revised) or PB-3 Rs. 15,600-39,100/- + GP Rs. 7,600/- (6<sup>th</sup> CPC).
7. Qualification: (i) **Essential** (a) Post-graduate degree in any discipline (b) At least 10 years' experience in Administration/Establishment and financial matters having thorough knowledge of Government Rules/Regulations. (ii) **Desirable** (a) Degree/Diploma in Management and/or (b) competence in use of Computers in all functional areas of management.
8. Deputation: Period of deputation including period of deputation in another ex-cadre post preceding the appointment in same or some other organisation/department shall ordinarily not exceed 04 (four) years.

Application through proper channel on plain paper neatly typed in the prescribed proforma along with attested photocopies of all the testimonials with ACR/APAR of last five years should reach the General Secretary, The Asiatic Society, 1, Park Street, Kolkata: 700016, within 12.03.2018. Information can also be downloaded from our website; [www.asiaticsocietykolkata.org](http://www.asiaticsocietykolkata.org).

**Applicants working in Central/State Government should send their application through proper channel.**



### Application format

1. Name of the candidate (in block letters)
2. Father's/Husband's Name
3. Date of Birth
4. Date of retirement under Central/State Government rules
5. Present Postal Address with PIN Code
6. Permanent Postal Address with PIN Code
7. Age as on 10.01.2018: Year.....Month.....Days.....
8. Mobile No.
9. Qualification

Affix a recent  
passport size self  
attested  
photograph

	Qualification required	Qualification possessed by the officer
Essential		
Desirable		

10. Details of previous employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature.

Office/Institution/ Organisation	Post held	From	To	Scale of pay and basic pay	Nature of Duties

11. Details of present employment :

- (i) Please state whether working under Central Government/State Government
- (ii) Name of the parent office/organization
- (iii) Scale of pay including total emoluments per month

12. Additional information, if any

13. Declaration :

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

### Certificate of employer

14. It is certified that the above particulars in respect of Shri/Smt..... are correct.

15. Certified that no vigilance/disciplinary case is pending or being contemplated against the incumbent.

Place:

Date:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_



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Invites applications for the post of Librarian by deputation/short term/direct recruitment

1	2	3	4	5	6	7
Name of the Post	Scale of Pay	Mode of Recruitment	Age Limit	No. of Post	Qualifications	Category
Librarian	Pay Band + Grade Pay PB-3, Rs. 15,600-39,100/- + GP Rs. 7,600/-	Deputation /short term/direct recruitment (Non-Ministerial) (Gr. 'A')	55 yrs. for deputation and short term and 40 yrs. for direct recruitment	01	Master Degree or equivalent in Library Science/ Information Science/ Documentation or PG Degree/Diploma or equivalent in Library Science/Information Science/ Documentation from any University or A Nationally recognized Institute with M.A./M.Sc./M. Com.  (i) Holding analogous post on regular basis or (ii) 10 years regular service in a post in the scale of pay PB-2, Rs. 9,300-34,800/- + GP Rs. 4,600/- (6 <sup>th</sup> CPC).	UR

**General information:**

Applications in prescribed format through proper channel with particulars relating to educational qualifications, experiences, publications, research activities and extracurricular activities are invited for the post of Librarian by deputation/short term/direct recruitment within 12.03.2018. Format of the application is attached.



## THE ASIATIC SOCIETY

1, Park Street, Kolkata: 700016

An Autonomous Organisation under the Ministry of Culture, Government of India

Invites application for the post of Cataloguer (OBC)

1	2	3	4	5	6	7	8
Name of the Post	Scale of pay	Mode of recruitment	Age limit	No. of Post/s	Period of Probation	Qualifications	Category
Cataloguer	Pay Band + Grade Pay PB-2, - Rs. 9,300- 34,800/- + Rs. 4,200/- (6 <sup>th</sup> CPC)	By direct recruitment (Non-Ministerial, Gr. C)	30 yrs. as per govt. rules	01	2 years	B.A. Hons. degree in Indian History a Classical Language with five years experience in a reputed organisation.	OBC

### General information:

Application in prescribed format with particulars relating to educational qualifications, experiences publications and extracurricular activities are invited for the post of Cataloguer (OBC) on direct recruitment within 12.03.2018. Format of the application is attached.



**THE ASIATIC SOCIETY**

**1, Park Street, Kolkata: 700016**

**An Autonomous Organisation under the Ministry of Culture, Government of India**

Invites application for the post of **Library Information Assistant (UR)**

1	2	3	4	5	6	7	8
Name of the Post	Scale of pay	Mode of recruitment	Age limit	No. of Post/s	Period of Probation	Qualifications	Category
Library Information Assistant	Pay Band + Grade Pay PB-2, Rs. 9,300-34,800/- + Rs. 4,200/- (6 <sup>th</sup> CPC)	By Direct Recruitment (Non-Ministerial, Gr. C)	30 yrs.	02	2 years	Bachelors degree with Diploma in Library Science/ Information Science.	UR

**General information:**

Applications in prescribed format with particulars relating to educational qualifications, experiences publications and extracurricular activities are invited for the post of Library Information Assistant on Direct Recruitment within 12.03.2018. Format of the application is attached.



## THE ASIATIC SOCIETY

1, Park Street, Kolkata: 700016

An Autonomous Organisation under the Ministry of Culture, Government of India

Invites application for the post of **Lower Division Clerk (SC-2, OBC-1)**

1	2	3	4	5	6	7	8
Name of the Post	Scale of pay	Mode of recruitment	Age limit	No. of Post/s	Period of Probation	Qualifications	Category
Lower Division Clerk	Pay Band + Grade Pay PB-1, Rs. 5,200- 20,200/- + Rs. 1,900/- (6 <sup>th</sup> CPC)	By Direct Recruitment (Ministerial, Gr. C)	Not above 27 yrs. for direct recruitment as per govt. rules	03	2 years	For Direct Recruitment candidates should have certificates of School Final or equivalent examination with knowledge of typing. Knowledge of Computer Operation desirable.	SC-2, OBC-1

### General information:

Applications in prescribed format with particulars relating to educational qualifications, experiences publications and extracurricular activities are invited for the post of Lower Division Clerk on Direct Recruitment within 12.03.2018. Format of the application is attached.



## Application format

1. Name of the Post applied for:
2. Name of the candidate (in block letters):
3. Father's/Husband's Name:
4. Nationality:
5. Date of Birth:
6. Age as on 10.01.2018      Years..... Months..... Days
7. Whether OBC/SC/ST/Gen:
8. Sex (Male/Female):
9. Present Postal Address with PIN Code:
10. Permanent Postal Address with PIN Code:
11. Contact Number:      e-mail address:
12. Qualification:

Affix a recent  
passport size  
self attested  
photograph

Sl. No	Name of Examination	University/Board	Year of passing	Class/Division	Subject	% of Marks
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**13. Experience if any (Previous/Present employment)**

Sl.No.	Name of the Employer	Name of the post	Pay	Period From To	Remarks

**14. Any other information :**

**15. Declaration :**

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information/particulars furnished above are found to be false or incorrect at any stage; my application/candidature is liable to be summarily rejected and my services will be terminated forthwith.

I also declare that I have never been punished or debarred from Govt. (Central/State/Autonomous) Service. I have not been convicted by any court of law for any civil or criminal offence. In the event of any ineligibility being detected at any time before or after selection, action may be taken against me, and I shall be bound by the decision of the employer.

Place:

Date:

Signature of the Candidate

**Certificate of employer, if applicable**

1. Certified that the undersigned has no objection to Sri/Smt ..... applying to the post of ..... in the Asiatic Society, Kolkata
2. Certified that no information furnished above are verified from the service record of the incumbent and found correct.
3. Certified that no vigilance/disciplinary case is pending or being contemplated against the incumbent.

Place:

Name \_\_\_\_\_

Date:

Designation \_\_\_\_\_