

RAMPUR RAZA LIBRARY, RAMPUR

(An Autonomous Organization Under the Ministry of Culture, Government of India)

Applications are invited for appointment to the post of Director in Rampur Raza Library, Rampur as per details given hereunder:-

- Job Title : Director
- Organization : Rampur Raza Library, Rampur
- Salary : Rs. 37,400 - 67,000 (PB-4) with GP Rs. 10,000/-
- Mode of Selection : Through Search-Cum-Selection Committee
- Term of Appointment: On Contract basis for a period of three years, which may be extended upto five years or more by Chairman, RRL Board with the approval of Government.
- Closing Date : **26 th April, 2011**
- Job Description : The incumbent is declared as Head of the Department by the Rampur Raza Library Board and is responsible for all matters pertaining to Administration, Finance, Budget, Audit, Heritage Building's Maintenance, Convening of the Meetings of the Board and its Sub-Committees, Purchase of Books and Publications, planning, installation and maintenance of Computer and Communication Systems in the library. He is also the appointing and disciplinary authority for the Category 'C ' & 'D' of the employees. He/She will report to the Chairman, Rampur Raza Library Board.

Requirements:

- i) A renowned scholar in Arabic/ Persian/ Urdu/Islamic Studies/Medieval Indian History
- ii) Degree of Ph.D. in any of the above subjects/fields from a recognized University
- iii) Degree/Diploma in Urdu/Persian/Arabic Language from a recognized University/Institute
- iv) At Least 15 Years experience of teaching/ research /administration in a comparable Library, University or other recognized teaching Institution.

Maximum age limit:

The selected candidate should be less than 62 years of age as on 15th April, 2011.

Application with cover letter and resume may be sent by registered post latest by 26th April, 2011 to: The Secretary to the Governor, U.P. Raj Bhavan, Lucknow.

- Note:** a) Please send application only by Registered Post or Speed Post.
b) Application received after 26th April, 2011 will not be entertained.
c) Government Servants are advised to apply through proper channel.
d) Please attach attested copies of all certificates and testimonials.

APPLICATION FORMAT

(Only typed application to be accepted)

- Application for the post of
- 1- Name of the Applicant.
- 2- Date of Birth
- 3- Whether SC/ST/OBC.
- 4- Details of present/last employment.....
- 5- (i) Scale of pay (including last drawn).....
- (ii) Total emoluments per month now drawn.....
- 6- Educational Qualifications
- 7- Experience in the relevant field.....
- 8- Administrative Experience.....
- 9- Additional information, if any which you.....
 would like to mention is support of your
 suitability for the post (may be attached).

Attested
Photograph
to be affixed
here

Signature of the Applicant

Address:.....

E-Mail.....