



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

&

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietykolkata.org



VACANCY NOTICE

Ref No: TASK/2021/01

Dated: 8th October, 2021

The Asiatic Society, Kolkata is the oldest institution of learning in India. The Society was founded in 1784. It is an Institution of National Importance declared by an Act of Parliament in 1984 and also an Autonomous Organization under Ministry of Culture, Government of India. The Asiatic Society, Kolkata invites applications from Indian Citizens for filling up the following posts. All the posts carry DA and other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Matrix.

I. **Assistant Librarian** [Group B, Non- Ministerial]

1. Number of vacancies : 02(Two) – 01(UR), 01 (OBC)
2. Scale of Pay : Pay Level 7 as per Pay Matrix of 7th Pay Commission
3. Age Limit : 32 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Master Degree in any discipline and Bachelors Degree in Lib. Science /Inf. Science. Documentation or an equivalent Professional degree.

II. **Lower Division Clerk** [Group C, Ministerial]

1. Number of vacancies : 09 (Nine) –07 (UR), 01(SC), 01 (OBC)
2. Scale of Pay : Pay Level 2 as per Pay Matrix of 7th Pay Commission
3. Age Limit : 27 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Candidates should have Certificates of School Final or equivalent examination with knowledge of typing. Knowledge of Computer Operation desirable.

III. **Binder/Mender** [Group C, Non- Ministerial]

1. Number of vacancy : 01 (One) –01(UR)
2. Scale of Pay : Pay Level 2 as per Pay Matrix of 7th Pay Commission
3. Age Limit : 27 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Class VII pass with at least 5 years practical experience in high binding in Commercial Organization/Govt. Press

IV. **Junior Attendant** [Group C, Ministerial]

1. Number of vacancies : 05 (Five) –4 (UR), 1(SC)
2. Scale of Pay : Pay Level 1 as per Pay Matrix of 7th Pay Commission
3. Age Limit : 32 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Class VIII standard of a Secondary school with experience.

Instructions to Candidates:

1. Application Form may be downloaded from the Society's website <https://www.asiaticsocietykolkata.org>
2. Application Form duly completed in all respects along with attested copies of certificates in support of date of birth, educational qualification, experience, caste etc should be sent to the General Secretary , The Asiatic Society, 1 Park Street, Kolkata -700016 by Speed post/Courier only.
3. The envelope containing the application form should be super-scribed in bold letter as "**Application for the post of against Vacancy Notice No. TASK/2021/01 Dated 08.10.2021**".
4. The last date of receipt of completed application on the prescribed proforma along with required documents is **30th November, 2021 up to 18:00 hrs.**
5. Application not in the prescribed format or incomplete in any respect or not accompanied by relevant certificates/documents/photograph shall be rejected without any notice and no further communication shall be entertained in this behalf.
6. Application sent through any other mode or application received late will not be considered and be rejected straightway.

7. Candidates working in Government/Semi Government/PSU/Autonomous Bodies should submit their applications THROUGH PROPER CHANNEL.
8. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application (i. e .30.11.2021).
9. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules.
10. The prescribed qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for further selection process. In the event of number of application being large, the Society will resort to short listing criteria to restrict the number of candidates to be called for further process to a reasonable limit.
11. Canvassing or bringing influence in any form will disqualify the candidature.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Society reserves the right to modify/withdraw/cancel any communication made to the candidates.
13. The Society reserves the right to reject any/all applications without assigning any reason whatsoever.
14. In case of any disputes / suits or legal proceedings against the Society, the Jurisdiction shall be restricted to the Courts of Kolkata.

Sd/-

Dr. S B Chakrabarti
General Secretary

Application format

Ref No: TASK/2021/01

Dated: 8th October, 2021

Affix a recent
passport size self
attested
photograph

1. Name of the Post applied for : **Assistant Librarian**
2. Name of the candidate (in block letters) :
3. Father's/Husband's Name :
4. Nationality :
5. Date of Birth :
6. Whether OBC/SC/ST/Gen/PWD/Ex-Serviceman :
7. Sex (Male/Female) :
8. Address for communication with PIN Code :
9. Phone Number : 9 a. e-mail address :
10. AADHAR No [Optional] :
11. Academic Qualification (Beginning with Matriculation) :

Sl. No	Name of the Examination passed	Year of Passing	Board/ University	Division/Class/Grade

12. Professional Qualification :

13. Experience if any (Previous/Present employment) :

Sl. No	Name of the Employer	Name of the post	Pay /Pay Scale	Period		Remarks , if any
				From	To	

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:

[Signature of the Candidate]

Date:

Enclosures:

1. Certificate in support of date of Birth (attested photocopy)
2. Certificate in support of caste/PWD/Ex-serviceman [if applicable] (attested photocopy)
3. Certificates and mark sheets of all examinations [beginning with Matriculation] (attested photocopy)
4. Certificate/s of professional qualification (attested photocopy)
5. Aadhar [if available](attested photocopy)
6. Experience certificate/s [if any] (attested photocopy)

Application format

Ref No: TASK/2021/01

Dated: 8th October, 2021

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1. Name of the Post applied for : **Lower Division Clerk**
2. Name of the candidate (in block letters) :
3. Father's/Husband's Name :
4. Nationality :
5. Date of Birth :
6. Whether OBC/SC/ST/Gen/PWD/Ex-Serviceman :
7. Sex (Male/Female) :
8. Address for communication with PIN Code :
9. Phone Number : 9 a. e-mail address :
10. AADHAR No (Optional) :
11. Academic Qualification (Only Matriculation or equivalent) :

Sl. No	Name of the Examination passed	Year of Passing	Board/ University	Division/Class/Grade

12. Details of knowledge in typing and/or Computer operations

13. Any other information :

14. 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]

Enclosures:

1. Certificate in support of date of Birth (attested photocopy)
2. Certificate in support of caste/PWD/Ex-serviceman etc [if applicable] (attested photocopy)
3. Certificate and mark sheet of Matriculation or equivalent examination (attested photocopy)
4. Certificate of typing and /or Computer operations (attested photocopy)
5. Aadhar [if available] (attested photocopy)

Application format

Ref No: TASK/2021/01

Dated: 8th October, 2021

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1. Name of the Post applied for : **Binder/Mender**
2. Name of the candidate (in block letters) :
3. Father's/Husband's Name :
4. Nationality :
5. Date of Birth :
6. Whether OBC/SC/ST/Gen/PWD/Ex-Serviceman :
7. Sex (Male/Female) :
8. Address for communication with PIN Code :

9. Phone Number : 9 a. e-mail address :

10. AADHAR No (Optional) :

11. Academic Qualification (Only class VII) :

Sl. No	Name of the School	Year of Passing	Board	Marks obtained

12. Experience if any (Previous/Present employment) :

Sl. No	Name of the Employer	Name of the post	Nature of work	Period		Remarks , if any
				From	To	

13. Any other information :

14. 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:

[Signature of the Candidate]

Date:

Enclosures:

1. Certificate in support of date of Birth (attested photocopy)
2. Certificate in support of caste/PWD/Ex-serviceman etc [if applicable] (attested photocopy)
3. Mark sheet/ Class VII pass Certificate (attested photocopy)
4. Aadhar (optional) (attested photocopy)
5. Experience certificate/s (attested photocopy)

Application format

Ref No: TASK/2021/01

Dated: 8th October, 2021

Affix a recent
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attested
photograph

1. Name of the Post applied for : **Junior Attendant**
2. Name of the candidate (in block letters) :
3. Father's/Husband's Name :
4. Nationality :
5. Date of Birth :
6. Whether OBC/SC/ST/Gen/ PWD/Ex-Serviceman :
7. Sex (Male/Female) :
8. Address for communication with PIN Code :

9. Phone Number : 9 a. e-mail address :

10. AADHAR No :

11. Academic Qualification (Only class VIII) :

Sl. No	Name of the School	Year of Passing	Board	Marks obtained

12. Experience, if any (Previous/Present employment) :

Sl. No	Name of the Employer	Name of the post	Nature of work	Period		Remarks , if any
				From	To	

13. Any other information :

14. 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.

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Place:

[Signature of the Candidate]

Date:

Enclosures:

1. Certificate in support of date of Birth (attested photocopy)
2. Certificate in support of caste/PWD/Ex-serviceman etc [if applicable] (attested photocopy)
3. Mark sheet /Class VIII pass Certificate (attested photocopy)
4. Aadhar (Optional) (attested photocopy)
5. Experience certificate/s (attested photocopy)