

# Rampur Raza Library

## Ministry of Culture, Government of India

Rampur Raza Library invites applications for the anticipated posts as per the details given below. The complete application, along with all relevant self-attested supporting documents, addressed to the Director, Rampur Raza Library, Hamid Manzil, Qila, Rampur - 244901 (Uttar Pradesh), must reach within 30 days from the date of publication of this advertisement through Speed/Registered Post. The A-4 size envelope containing the complete application should be superscribed with 'Application for the post of.....'

S. No.	Name of post	No. of post	Pay Matrix	Method of Recruitment	Maximum Age	Minimum qualification & experience
01	Upper Division Clerk	01	Level-4 (Rs. 26500-81100)	Deputation (including short term contract) or Direct	Not exceeding twenty seven years	Deputation (including short term contract) Officers under the Central or State Government or Union Territories or Public Sector Undertaking or Autonomous Organizations- (a) (i) holding analogous posts on a regular basis; or (ii) with eight years regular service in the grade of Lower Division Clerk in level-2 (Rs.19900-63200) or equivalent; and (b) Possessing educational qualification or experience prescribed for direct recruitment. <b>For Direct</b> <b>Essential:</b> (i) Bachelor degree from recognised university or institution. (ii) Proficiency in English or Hindi typing on computer. <b>Desirable:</b> At least three month certificate course in computer operating.
02	Library Attendant	01	Level-1 (Rs.18000-66900)	Direct Recruitment	Not exceeding twenty five years	10th pass from a recognized board.

The Age Limit is Relaxable for Government Servant or Scheduled Caste or Scheduled Tribe or Other Backward Class in Accordance with the Instructions or Orders issued by the Central Government

**Bio Data Proforma**  
For Deputation (including short term contract)  
(Only typed application to be accepted)  
Annexure- 'A'

- Name and Address in Block letters:
- Date of Birth (in Christian Era):
- Date of Retirement under Central/State Govt. rules:
- Educational Qualifications:
- Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/ Experience required	Qualifications/Experience possessed by the officer
Essential	1.	
	2.	
	3.	
Desired	1.	
	2.	
	3.	

- Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
- Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Inst./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

- Nature of present employment i.e., adhoc or temporary or quasi permanent or permanent.
- In case the present employment is held on deputation/contract basis, please state- a) The date of initial appointment. b) Period of appointment on deputation/contract. c) Name of the parent office/ organization to which you belong.
- Additional details about present employment. Please state whether working under: a) Central Govt. b) State Govt. c) Autonomous Organizations d) Government Undertakings e) Universities
- Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
- Total emoluments per month now drawn.
- Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- Whether belongs to SC/ST:
- Remarks:  
Date:.....  
Countersigned,.....  
(Employer).....

Signature of the Candidate  
Address:.....

**FORMAT OF APPLICATION**  
For Direct Recruitment  
(Only typed application to be accepted)  
Annexure- 'B'

- Name of the Post applied for:
- Name of the Candidate.  
(In block letters Hindi and English)
  - Photo ID proof no.  
(Aadhaar/Voter ID/Passport)
  - Father's Name:
  - Nationality:
  - Religion:
  - Date of Birth: 

Date	Month	Year
  - Gender:
  - Marital Status:

- Permanent Address:
- If belonging to SC/ST and OBC community:
- Educational Qualifications:

S. No.	Name of examination passed	Year	Name of Board/ University	Marks Obtained	Total Marks	%
1	2	3	4	5	6	7

- Experience:
- Any other remarks:

**DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given herein being found false or incorrect, my candidature is liable to be rejected and in the event of my misstatement/discrepancy in the particulars being detected after my appointment, my service is liable to be terminated without notice to me.

Date:.....  
Place:.....  
Signature of the Candidate

**GENERAL INSTRUCTIONS**

- All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that he/she possesses at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.  
**NOTE:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- Candidates attempting to give false information/suppress facts will be disqualified and are liable for debarment and/or legal action.
- The candidates applying for deputation may utilize the application format as given in this advertisement as Annexure- 'A' by neatly typing the same on double space, on white sheet. (Accepted only typed).
- The candidates applying for direct recruitment may utilize the application format as given in this advertisement as Annexure- 'B' by neatly typing the same on double space, on white sheet.
- Only typed application is accepted.
- The candidates should send the applications only by Speed/ Registered Post to the office of the Director, Rampur Raza Library, Hamid Manzil, Qila, Rampur (U.P.) 244901
- The candidates employed are required to submit applications through proper channel otherwise their applications will be rejected.
- Candidates must send attested photocopies of documents with applications.
- The crucial date for determining the age limit shall be the closing date for receipt of application.
- For the post of Upper Division Clerk- Deputation (including short term contract).  
a. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment on promotion.  
b. The maximum age- limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the normal closing date of receipt of application.  
c. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or department shall not ordinarily exceed four years.
- Date from which vacant:**  
Upper Division Clerk - 30.09.2026 (Anticipated)  
Library Attendant - 30.06.2026 (Anticipated)
- The Rampur Raza Library reserves the right to call only shortlisted candidates for interview.
- Rampur Raza Library reserves all the right.

Director  
Rampur Raza Library