

Govt. of West Bengal
Office of the District Library Officer, Cooch Behar

M.J.N. Road, Opposite of Kalyan Bhawan, P.O. & Distt.-Cooch Behar – 736 101

Ph. – 03582 230 598 * E-mail ID: dloemployment@gmail.com

Recruitment Notice Dated 05.11.2019

Online applications are invited from eligible candidates for contractual engagement to the post of **District Technical Assistant** in connection with Computerization Programme of Public Libraries in Cooch Behar.

1. Required Qualification:

- (a) Graduate with certificate in Computer Science or higher.
- (b) Working experience in KOHA / D-Space etc. or BLISc. / MLISc.
- (c) Working experience in Computer Hardware and Networking.

2. Terms and conditions of engagement :

- a. The engagement shall be purely on contractual/ temporary basis for a period of 1 (one) year. This can be renewed on satisfactory performance by proper authority.
- b. The District Technical Assistant would be entitled to get consolidated remuneration: ₹13000/- (monthly professional fee) + ₹5000/- (For conveyance allowance as per their bill paid.)
- c. Total no. of post: 01 (one)

3. Termination :

The engagement of District Technical Assistant will be terminated under the following situation:

- (a) Expiry of contract period , if not renewed,
- (b) Forthwith under insubordination & improper behavior, inefficiency, negligence etc.

4. The Role and function of the District Technical Assistant , so engaged should be restricted to the following activities:

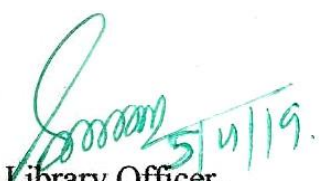
- (i) All Hardware and Software related assistance and maintenance to Libraries (It is totally a mobile service throughout the district) in connection with Computerization Programme of Public Libraries in Cooch Behar.

5. The upper age limit of the candidates would be within 40 years as on 01.01.2019 (Age relaxation will be applicable as per Govt. Rules)

6. Applications in prescribed Proforma (Application Format annexed below) are to be sent online via e-Mail at “dloemployment@gmail.com”.

7. Last date of submission of online application : 20.11.2019 (up to 5.00 PM)

8. Decision of the Selection Committee is final.


District Library Officer,
Coochbehar

ONLINE APPLICATION FORMAT

Application for contractual engagement to the post of District Technical Assistant in connection with Computerization Programme of Public Libraries in Cooch Behar.

1. Name:.....

2. Father's Name

3. Present Address:.....
.....

4. Permanent Address:.....

5. (a) E-maill address: (b) Phone No:.....

6. (a) PAN : (b) Aadhar :No:.....

7. Age as on 01.06.2019 :.....

8. Marital Status : Married/Unmarried :

9. Gender: Male/Female

10. Educational Qualification:

Sl. No.	Name of examination passed	Board/University	Year of passing	Percentage of marks obtained

11. Details of computer Knowledge:

Sl. No.	Name of examination passed	Board/University/Institution	Year of passing	Percentage of marks obtained

12. Additional Qualification/ experience, if any:

The details given above are true to the best of my knowledge and belief. I understand that if any information is found incorrect at any time of the recruitment process or during my tenure of engagement, my candidature/engagement will be rejected / terminated forthwith.

Place:

Date:

.....
(Signature of the applicant)